

OUR LADY IMMACULATE CATHOLIC ACADEMIES TRUST
ST JOHN RIGBY PRIMARY SCHOOL



God's will be done through work and play, as we follow Jesus day by day



Dawn til Dusk Wrap-Around Care Parent/Carer Handbook 2024



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St John Rigby Catholic Primary School is a community based upon the strong Catholic virtues of Faith, Hope, Forgiveness, Love and Trust. The ethos of our school is that it promotes inclusion and the valuing of each individual, encouraging self-esteem, self-discipline, and mutual respect.

Our mission statement lies at the heart of all we do and underpins our overarching core aims:



- To ensure **God's will** is achieved by empowering our children to develop as happy, safe, confident and successful learners who are able to make informed choices that are in their own and others best interests.
- To enable children to **work** with a joy and love for learning, acquiring the knowledge, skills and behaviours needed to make a positive contribution to society.
- To enable children to **play** with an inquisitive and exploratory mind as they imagine, collaborate and create. They will take ownership of their learning journey and know that limitations are also opportunities for growth, showing courage to sometimes be wrong.
- To inspire children to **grow, day by day**, in their knowledge and understanding of the virtues to live by, reflecting our Gospel values of Faith, Hope, Forgiveness, Love, and Trust, whilst continuing to flourish and discover their unique God given potential.

St John Rigby wrap-around care services aims to provide high quality, affordable, accessible childcare in a safe, secure and relaxed environment. We endeavour to provide an atmosphere and activities similar to those found within the home, where children love to come to play and learn together. To ensure fairness and inclusivity, we are guided by the following principles which underpin our approach to the Rigby Rascals Wrap-Around Care:

Equal Access: All students should have equal opportunities to access wrap-around care services. This means providing care that is affordable, geographically accessible, and available to all children, regardless of their socio-economic status, abilities, or backgrounds. Families who are experiencing problems or who are in receipt of income support can approach the school for support and advice where needed.

Individualised Support: We recognise that each child may have unique needs and requirements and therefore provide appropriate support and accommodations to ensure that all children can fully participate and benefit from the wrap-around care activities.

Inclusive Environment: We will ensure we provide an inclusive environment that celebrates diversity, fosters a sense of belonging, and respects the individual identities of all children. This includes promoting positive social interactions, embracing cultural differences, and ensuring that all children feel valued and included.

Collaboration and Communication: We are committed to fostering open and ongoing communication between wrap-around care staff, families, and the school community and will collaborate with parents/carers to understand the needs of individual children, working together to provide appropriate support, care and provision.

Professional Development: We are invested in ongoing professional development for wrap-around care staff. This includes training on inclusive practices, understanding diverse needs, and effective communication strategies. Continual learning helps staff members enhance their skills and knowledge to better support all children.

Safe and Supportive Environment: We will ensure that wrap-around care environments are safe, supportive, and free from discrimination, harassment, or bullying and will adhere to school policies and procedures that address these issues and provide a mechanism for reporting and addressing any concerns.

Evaluation and Feedback: We aim to regularly evaluate the effectiveness and inclusivity of wrap-around care programs, seeking feedback from children, families, and staff to identify areas for improvement and make necessary adjustments to ensure effective provisions.

In summary, inclusivity at Rigby Rascals Wrap-Around Care involves creating an accessible and welcoming environment. By adhering to our terms and conditions, our wrap-around care programs can strive to create a fair and inclusive environment that supports the needs of all children and promotes their overall well-being and development.

WELCOME TO RIGBY RASCALS: DAWN TIL DUSK

We are delighted to welcome you to our warm and friendly Rigby Rascals Wrap-around Care facilities. As an extension of our school day, your children will be looked after by our caring staff with wonderful opportunities to enjoy, achieve and learn in a 'home-from-home', values-based environment.

Rigby Rascals is available to ALL St John Rigby Primary School children, from Reception to Year 6. Places are limited and are available on a first-come first-served basis. Therefore, ALL sessions must be pre-booked.

Rigby Rascals is run by the Academy independently, and we hope that the offer of this service will be of support to working families.

The Rigby Rascals Wrap-around care provision is available in two sessions:

- Rigby Rascals: Dawn (morning club) and
- Rigby Rascals: Dusk (after school provision).

Key information about our Rigby Rascal Dawn til Dusk provision is outlined in the remainder of this handbook.

Meet the Rigby Rascals Team

We have a team of dedicated staff who will support your child in having the very best start and end to their day. Each session aims to ensure a 1 adult to 10 children ratio. There will be a designated member of staff who leads Safeguarding and is Paediatric First Aid trained, all team members will be fully Safeguarding trained, Basic Food Hygiene trained and Initial Response First Aid trained.

When joining Rigby Rascals (Dawn and/or Dusk), you will be introduced to the adults who will care for your children, so you are confident in knowing who you can speak to should you wish.

Our passionate team strive to inspire, encourage and challenge the children we work with through engaging activities that help children develop, learn and grow. Through professional development programmes, they will continue to develop knowledge, skills and understanding of creative play and supervision for all primary age ranges.

Our friendly team will share with you how your child's time in the wrap-around care setting is going. Please do not ever hesitate to ask them any questions you may have.

This Handbook offers a brief guide for families making use of our service, and will be updated as required. Where updates are made, we will of course inform you. We sincerely look forward to seeing your children enjoy their Dawn til Dusk provision and welcome any feedback you may have!

Mrs Bellew and The Rigby Rascals Team



MRS N TROISI
Rigby Rascal Assistant
Safeguarding, Paediatric First-Aider, Food Hygiene

MRS J SILVESTRE
Rigby Rascal Assistant
Safeguarding, First-Aider, Food Hygiene



MRS C LAMBERTI
Rigby Rascal Assistant
Safeguarding, First-Aider, Food Hygiene



MRS S BURGOWNE
Rigby Rascal Assistant
Safeguarding, First-Aider, Food Hygiene

MRS F RAM
Rigby Rascal Assistant
Safeguarding, First-Aider, Food Hygiene

Contact Us: Communications through the school day (8.40am – 3.15pm) should be directed through the school office: Telephone: 01234 401900 Email: office@sjr.beds.olicatschools.org

Should you need to contact staff after the school day (3.15pm – 5.30pm), please ring **07545 652585**

Location: Rigby Rascals is located in the main building (hall area). Access is via a separate door, located next to the Year 1 classroom (1HB), with its own door bell. The door remains locked at all times and entry/exit will only be permitted by Rigby Rascal staff.

The pedestrian gate will open at 7.45am and close at 5.30pm

KEY INFORMATION - RIGBY RASCALS

DAWN RASCALS: Breakfast Club

- **Timings:** Dawn Rascals is open from 7.45am – 8.40am (when classroom provision begins) and is available Monday to Friday every week that school is open (38 weeks).

Dawn Rascals will not be open on INSET / Teacher training days.

- **Cost:** The cost for a Dawn Session is a flat rate of £5.00.

- **Provision:** Dawn Rascals mainly focuses on quiet play preparing the children for their day ahead in school. It is organised so that the children can choose from a range of activities including games, film, puzzles. These will be planned in accordance to their needs and wishes and will rotate on a weekly basis. Themed weeks will run in line with themes within the school.

Breakfast: This will include a range of healthy and enjoyable cereals with semi-skimmed milk. Both brown and white toast will be available with butter and a variety of toppings. There will be also croissant available with butter and a variety of toppings. A selection of fruit and yogurts will be available. A range of juices will be on offer in the morning, as well as unlimited access to water.

The children will be taught, and encouraged, to prepare their own breakfasts, where possible.

Food on offer will consider any allergies for registered children.

- **Access Arrangements:** Doors open from 7.45am. We are unable to accept children before this time. Parents/Carers must escort their child into the hall via the club entrance - please ring the door bell and a member of the Rigby Rascals Team will be with you.

..... *Playing Learning and Exploring Together*

DUSK RASCALS: Afterschool Club

- **Timings:** Dusk Rascals starts at the end of the school day, from 3.15pm – 5.30pm, and is available Monday to Friday every week that school is open (38 weeks).

Dusk Rascals will not be open on INSET / Teacher training days.

- **Cost:** The cost for Dusk Sessions is £5.00 per hourly slot booked:

Slot 1: 3.15pm – 4.30pm at £5.00

Slot 2: 4.30pm – 5.30pm at £5.00

- **Provision:** A variety of activities will be available for the children to choose from. These will be planned in accordance to their needs and wishes and will rotate on a weekly basis. Activities may include arts & craft, board games and puzzles, sports, outdoor activities in appropriate weather and Homework Club. Themed weeks will also run in line with themes within the school.

Snacks: A range of healthy, light snacks will be on offer throughout the week, this will range from a selection of cereals, seasonal fresh fruit and veg sticks; each day will also offer a healthy main snack such as crumpets/toast served with butter and jam, cheese & crackers, bagels, wraps etc.

We will work with the children to discuss their choices and they will be encouraged to be part of the planning process for the snack schedule, which will be shared with parents/carers at the beginning of each term, advising what snacks will be available daily across each week.

Children will self-serve and can access their main snack when they choose. A selection of fruit will be available at all times. Children have unlimited access to squash and water throughout the session.

Food on offer will consider any allergies for registered children.

Rigby Rascals snacks are provided as part of the afterschool provision; they are light snacks and are not intended to be a meal replacement.



• **Access Arrangements:** At the end of the school day, children in younger year groups will be collected from their classroom by a member of the Rigby Rascal staff – older children in KS2 make their own way to the main hall. All children are then registered.

Please ensure that if your child will not be attending Dusk Rascals until later, due to an alternative after school enrichment activity (e.g. sport, coding, dance etc), you inform the school.

• **Collection:** Dusk Rascals: Afterschool club closes promptly at 5.30pm. All children must be collected by this time.

Only parents/carers and/or nominated adults will be allowed to collect children - please ring the door bell and a member of the Rigby Rascals team will be with you. No child will be released to an adult with prior arrangement (see Administration & Booking)

The school access gate automatically closes at 5.30pm. If you are unable to access the school grounds because the gate has closed, you will need to contact the Rigby Rascals mobile number on 07545652585.

If for any reason you are delayed please telephone us so that we are aware you are going to be a few minutes late. We will of course do our best to support you in these circumstances.

Failure to notify the Rigby Rascal Team of a late collection may raise a safeguarding concern. If a responsible adult fails to arrive to collect a child and we are unable to contact any of the named persons on the registration form, we will follow the school procedures for a "left child" - if there is no contact with a responsible person within half an hour, Children's Services will be contacted.

Late Collection Fees: Additional fees will apply where a child is collected later than their booked session, except in exceptional and rare circumstances (see Payments & Fees)

..... *Playing Learning and Exploring Together*

RIGBY RASCALS – Enhanced Activities

The Rigby Rascal Team are committed to enhancing the overall experience of the wrap-around care program for the children and, in order to create a more engaging and fulfilling experience for everybody, will facilitate a programme of activities that cater to the varied interests and preferences. The children will be involved in planning a schedule of activities that promote creativity, physical activity, social interaction, and skill development. These activities will include arts and crafts, construction, gardening, food technology, traditional games and more.

Themed Programming: To add excitement and variety to our activity program, we will also be introducing themed programming on a regular basis. Depending on the schedule, we will focus on a different theme such as "Space Exploration," "Under the Sea," "Adventure Around the World," and more. Themed activities, games, crafts, and snacks will be incorporated to immerse students in an engaging and educational experience.

Outdoor Exploration: We recognise the importance of outdoor play and exploration for children's physical and mental well-being. Weather permitting, we will prioritise outdoor activities, games, and nature walks to allow our pupils to connect with the natural environment and engage in active play.

Sports: We offer various outdoor activities, including football, skipping, and team games, including use of the ActivAll Games boards. This is obviously subject to weather conditions.

Relaxation and Wellbeing: Access to the lounge area will provide the children with a calm, quiet seating area where they can sit quietly and read or watch one of the large selection of videos and DVD's. We will also encourage our children to become involved in gardening, looking at seasonal plants and resources to create, enhance and maintain our sensory gardens.

Educational Opportunities: We believe that educational opportunities will complement the Rigby Rascals provision and also promote our aim of a lifelong love for learning. A dedicated quiet space is set aside for Homework Club, Computing and/or Reading time, and involvement in hands-on learning through our snack-making activities, will support the children in developing basic food prep skills such as measuring ingredients, following recipes, and safe food handling practices, as well as fosters a sense of independence and responsibility.

KEY INFORMATION – ADMINISTRATION and BOOKING

REGISTRATION

When booking your child(ren) in for the first time, a Registration Form, available from the School Office, must be completed – this is required before booking your child into either of our Rigby Rascals Dawn and/or Dusk provisions. Please complete a registration form for each child you are registering.

Please ensure the form is handed to a member of the Rigby Rascals Team or school office and that, should there be any changes to your contact details, this form is updated alongside informing the school office. It is important we can get in touch with you and as such we appreciate your efforts with this.

Similarly, if your child(ren)'s medical/dietary needs or named person collecting changes, it is important staff are made aware to ensure the safety and wellbeing of your child(ren).

BOOKING

From 01st May 2024, all bookings should be made through our online portal, My Child At School (MCAS). <https://www.mychildatschool.com/MCAS/MCSParentLogin>. If you do not have an account please contact or visit the school office where staff will be happy to assist you in setting up an account.

Dates for booking will be released in the last week of every school term. All bookings must be **made in advance** – this is **up to 2.00pm on the day before** the booking is required. Parents/carers will be able to book dates in advance for the forthcoming term.

Bookings **after the 2.00pm** deadline may be made on the same day via the school office. However, this will **incur a £2.00 administration fee**. This is necessary to cover the cost of the extra administration required in updating registers etc, which are required for safeguarding reasons, and resources required.

Please note that all bookings are subject to availability and will be on a first come first served basis to ensure we are able to maintain staffing ratios and a safe environment for both children and staff. Last minute emergency bookings may not always be possible due to set adult/pupil ratios and once all places have been allocated, there can be no further admittance in to the provision.

Where a child attends Rigby Rascals without a confirmed booking via MCAS or the school office, a staff **fee of £15 per hour** (or part thereof) will be charged to cover extra costs and provision that have not been planned for.

PAYMENT and FEES

All payments must be made in advance, or at least at the time of booking.

From 01st May 2024, all payments must be made via our online portal via My Child At School (MCAS) <https://www.mychildatschool.com/MCAS/MCSParentLogin>

Fees for Rigby Rascals from 16th March 2024 are:



Flat fee of £5.00
7.45am – 8.40am



Fee of £5.00 per hourly slot booked
Slot 1: 3.15pm – 4.30pm
Slot 2: 4.30pm – 5.30pm

Payment for Rigby Rascals can be made in the following ways:

- **Credit/Debit cards:** Credit and debit card payments can be made instantly online and card details can be securely saved for quick payments in the future.
- **Childcare Vouchers:** We accept childcare voucher payments from various providers – please contact the school office for more details.
- **Government Tax-Free Childcare Scheme:** We can accept payments through the government tax-free childcare scheme. You can search for St John Rigby Primary setting via the government portal. Payments made by the Tax-

Free Childcare scheme must include the child's full name and the payment reference to ensure it is allocated correctly. The school office needs to be notified by email when a payment is made and the amounts paid.

Non-Booking Fees: Booking your child's sessions is your responsibility. You will be charged a £2.00 administration fee per child for each booking made by the office on your behalf. If parents/carers continuously fail to book their child's sessions, in order to safeguard the children in our care, our setting and our staff, we may no longer be able to accept your child into our care.

Where a child attends Rigby Rascals without a confirmed booking via MCAS or the school office, a staff **fee of £15 per hour** (or part thereof) will be charged to cover extra costs and provision that have not been planned for.

Cancellations and Charges/Credits: It is the account holder's responsibility to cancel any sessions that are no longer required. Cancellation of bookings should be made via MCAS at least 2 days in advance.

Booked sessions which are not attended and/or not cancelled in the given time will still be charged (unless an exceptional emergency is agreed by the office or there is a same day sickness).

If your child is unwell, please follow the school's absence policy by telephoning the Office on 01234 401900 on each day that your child is unwell.

It is the parent/carer responsibility to let the school office know of any late cancellations. Parents/carers must also inform the school office by email if their child will be arriving late to the Rigby Rascals afterschool provision due to attending an extra-curricular club.

Late Collection Fees: Please be punctual when collecting your child afterschool. Children become very distressed if they think they have been forgotten. In addition to this, late collections may result in staff having to remain beyond their working hours. If lateness is unavoidable, then a telephone call is essential and alternative arrangements for collecting your child must be made. (Charges will apply).

Parents/carers who have booked for the first hour of Dusk Rascals only and collect their child past 4.30pm will be charged the full amount of £5.00 for the additional hour, as long as there is adequate staffing available to maintain safe staff:pupil ratios. If a staff member is required to stay later, the Late Fee will apply.

A standard Late Fee charge of **£10, plus £5 per 15 minutes** thereafter, will be applied to all collections made after the advertised end time for Rigby Rascals Dusk provision. You will be asked to sign a late collection slip at the time of collecting your child and any additional charges will be automatically charged to your MCAS account.

If a child is collected late three times, in addition to the charges detailed above, parents/carers will be contacted by the school to discuss a way forward. Should late collections continue after this, the Headteacher reserves the right to cease all further bookings with immediate effect.

Overdue Payments: It is important to discuss any concerns or difficulties you may have around payment as we are here to offer help and support wherever we can. Having an overdue balance may lead to the termination of your child's Rigby Rascal place. Rigby Rascals will pass any unrecovered fees to an external debt collection agency and any fees associated with the debt collection will be passed on to the debtor.

Increase in Fees: Whilst every effort will be made to maintain a fair and affordable wrap-around care provision, the school reserves the right to review fees on an annual basis and may be subject to an increase at the beginning of the school year. Fees will remain unchanged for the remainder of the school year and until the next annual review. We anticipate that our next review of fees for Rigby Rascals will take effect in September 2025.

KEY INFORMATION – POLICY & PROCEDURE

Rigby Rascals Dawn til Dusk provision adheres to all of St John Rigby Catholic Primary School policies and procedures. Policies are available on request or can be found on the school website. However, some of the policies and procedures have been adapted to best suit the Wrap-around care provision and children needs. This includes:

ADMINISTERING MEDICATION AND FIRST AID

If a child attending Rigby Rascals Dawn til Dusk Club requires prescription medication of any kind, their parent/carer must in advance, complete a permission to administer medicine form – please discuss this with the School Office. Rigby Rascal staff will not administer any medication without such prior written consent.

If children require medication (e.g. asthma inhalers), the staff will keep the medication safe until it is required. Inhalers must be labelled with the child's name. Rigby Rascals staff can only administer medication that has been prescribed by a doctor to be administered four times a day. All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on a medication Log. They will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

- Check that Rigby Rascals has received written consent.
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

- Record all relevant details on the Record of Medication Log.
- Ask the child's parent/carer to sign the form to acknowledge that the medication has been given. When the medication is returned to the child's parent/carer, the designated person will record this on the Medication Log.

If a child has a medical condition which may require equipment, for example an epi-pen or inhaler, the school will need an additional device so that this is kept with the Rigby Rascal provision. The school will not be able to transfer classroom medical equipment.

First Aid Procedures: It is important that all Rigby Rascal staff are aware of their responsibilities with regards to health and safety and how to respond to an incident, as well as recording and reporting the outcomes.

All Rigby Rascal staff have basic first aid training and are able to administer first response first-aid treatment. There is always a designated member of the team on site who is paediatric first-aid trained.

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers.
- If emergency services are called, the Headteacher or if not available the Rigby Rascals Supervisor will contact parents/carers immediately.
- The relevant member of staff will complete an accident report via HANDSAM after an incident resulting in an injury. A copy of which should be sent home to advise that first aid has been administered.

First Aid Kits are readily available in the Rigby Rascals provision as well as being stored in the medical room – no medication is kept in first-aid kits.

BEHAVIOURS & POSITIVE RELATIONSHIPS POLICY

Our aim at Rigby Rascals is to encourage the development in each child of a sense of individual social responsibility and of self-discipline. A happy, caring and supportive atmosphere in which children are treated with respect by staff and each other is a priority.

It is necessary for children's safety that at all times the supervising adult should be in control of the children in their care. The supervising adult is acting in 'loco parentis' and should act as a responsible adult would. Children need the sense of security which comes from a well-controlled environment and the certainty that inappropriate behaviour is unacceptable.

In line with our whole school policy, Rigby Rascals will follow the principles of maintaining positive behaviours and relationships through the Rigby Rules: **Be Ready, Be Safe, Be Respectful** (please refer to the school policy)

With this in mind, we aim to work in partnership with parents/carers to:

- Set high expectations of positive behaviours whilst at Rigby Rascals
- Manage behaviour using clear, consistent and positive strategies
- Follow the Rigby Rules, which are clearly displayed, and discussed regularly
- Act as positive role models
- Praise and reward appropriate behaviour
- Respond supportively and collaboratively to inappropriate behaviour



We expect the children to:

- Use Socially acceptable behaviour
- Comply with the school rules
- Respect one another, accepting differences of race, gender, ability, age and religion
- Develop their independence by maintaining self-discipline
- Choose and participate responsibly in a variety of activities
- Ask for help if needed
- Enjoy their time at Rigby Rascals

Responding to inappropriate behaviour: Challenging behaviour will be addressed in a calm, firm and positive manner. The same procedures of Rigby Warnings 123 will be given to encourage a reset of positive behaviours. Should the behaviour continue beyond this point, the child will be temporarily removed from the activity. Staff will discuss why the behaviour displayed is deemed inappropriate and give the child an opportunity to explain their behaviour, to help prevent a recurrence.

Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.

All behaviour incidents will be recorded as per the school's policy on Bromcom and if a Tier1: Level 3 is reached, parents/carers will be informed.

Behaviour records will be reviewed every half term to identify any patterns or trends. Concerns regarding pupil behaviour will be discussed with the parent/carers.

Physical Intervention: Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or other children. In the case that a member of staff needs to use physical restraint, an incident form will be completed and the child's parents/carers will be informed.

Alongside our Positive Behaviour & Relationships policy, Rigby Rascals also aims to ensure that our children thrive in a supportive, caring and safe environment without fear of being bullied. Bullying is an anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will pupils be able to benefit fully from the opportunities available in school.

Bullying is defined as **deliberately hurtful behaviour, repeated over a period of time**, where it is difficult for those being bullied to defend themselves.

Rigby Rascals consider the following to be bullying:

- Name calling, teasing, taunting, referring to personal appearance or qualities, persistent calling or unkind nicknames, insulting remarks about parents/carers or family
- Racial or sexual harassment
- Threatening behaviours, verbal threats or malice
- Intimidation or extortion, forcing others to do something against their will, playing on the fears or personal circumstances of others
- Deliberately excluding or isolating others, forming groups or gangs to target individuals
- Fighting in a vicious uncontrolled way with intent to harm

Rigby Rascals believe that it is crucial to prevent bullying through exercising vigilance on pupil behaviour and developing a clear set of guidelines and procedures. We believe that it is important to promote and reinforce positive behaviour and ensure that children clearly understand which behaviours are acceptable and which are not, this is re-enforced throughout the daily routines.

It is important to help children distinguish between bullying, boisterous play and bossiness. Pupils must be encouraged to talk to a trusted adult if they need support or want to report bullying in school.

If a child is being bullied:

- Reassure the child you are there to help
- Record conversation (include the date, time and location)
- Speak to parents/carers and inform the Rigby Rascals Supervisor
- If the problem does not get resolved, and in serious cases a child's registration may be removed

PLAY POLICY

All children are entitled to play; it is intrinsic to their quality of life and an important part of how they learn and enjoy themselves.

"Play is essential for children's development building their confidence as they learn to explore to think about problems and relate to others. Children learn by leading their own play and by taking part in play that is guided by adults."

Statutory Framework for the EYFS (2021)

At Rigby Rascals we recognise the importance of play to a child's development. The Rigby Rascal Team support and facilitate play, and do not seek to control or direct it. It is important to encourage and allow children to initiate and direct the experience for themselves. In order to support and facilitate play, Rigby Rascals will:

- Provide an environment which is age appropriate, safe and suitable for playing in
- Set up the provision so that activities are ready before the children arrive
- Providing a range of equipment, resources and activities on a daily basis, and keep a record of these to ensure that varied play opportunities are offered
- Encourage children to request additional or alternative equipment as they choose, and if a request has to be refused, explaining why
- Not expect children to be occupied at all times
- Make outdoor play available every day, unless the weather is particularly bad
- Involve children in planning activities, to reflect their own interests and ideas
- Plan activities that enable children to develop their natural curiosity and imagination
- Allow children freedom of creative expression, particularly in artistic or creative play
- Encourage risk management and intervene in play only when necessary - to reduce risks of accident or injury, or to encourage appropriate social skill

RISK ASSESSMENT POLICY

Rigby Rascals uses its risk assessment systems to ensure that the provision is a safe and secure place for children and staff. All staff are expected to undertake risk assessments as part of their routine tasks. The Headteacher, Rigby Rascals Supervisor and Site Technician carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified on site.

It is the responsibility of the Headteacher to ensure that risk assessments are conducted, monitored and acted upon.

Risk assessments will be carried out:

- Whenever there is any change to equipment or resources
- When there is any change to the site of activities and provision

The Rigby Rascals Supervisor and Site Technician carry out visual inspections of the equipment and premises (indoors and out) daily, before any children arrive.

During the course of the sessions, Rigby Rascal staff remain alert to any potential risks to health and safety. If a member of the team discovers a hazard during the course of a session, they will make the area safe (eg by cordoning it off) and then notify the Rigby Rascals Supervisor, who will in turn report this to the Headteacher, Office Manager or Site Technician. The staff will ensure that any actions needed to mitigate the immediate hazard have been taken and will implement measures to prevent the incident from recurring.

The Rigby Rascal staff must report any minor incidents or near misses using the Incident or Accident Record system (HANDSAM). All serious events should be reported to the Headteacher and Office Manager, who will record all accidents and dangerous events onto the system as soon as possible after the incident. If the incident affected a child the record will be kept on the child's file.

Rigby Rascals will monitor Incident and Accident Records to see whether any pattern to the occurrences can be identified. A full Health & Safety policy is available on the school website.

SAFEGUARDING & CHILD PROTECTION POLICY

Rigby Rascals is committed to a positive culture of safeguarding, ensuring the safety and welfare of our children is of the highest priority. This policy is followed in line with the school's safeguarding policy but also incorporates additional factors in relations to Safeguarding at Rigby Rascals, such as Safe Arrivals and Departures, Missing Child Procedures and Uncollected Child Procedure.

Disclosures or concern of abuse/harm

In regards to safeguarding children, if a young person was to disclose any sensitive information, staff will record this information on CPOMS to inform the Headteacher and/or Designated Safeguarding Leads.

If the concern is urgent or there is an immediate risk to the child, the Rigby Rascal Supervisor must call the Headteacher or one of the Deputy Safeguarding Leads. If the Safeguarding Leads are not available, then contact should be made to the Integrated Front Door (previously MASH) or the police to make a referral.

Contact Details:

Integrated Front Door (IFD) Tel: 01234 718700 (during office hours)

Tel: 0300 300 8123 (out of hours)

Rigby Rascals will ensure all children are safeguarded by:

- Adhering to the St John Rigby Schools Safeguarding Policy
- Ensuring all staff have an up to date DBS
- Refreshing Safeguarding and Prevent training
- Ensuring that the staff communicate well with other staff members and professionals.

If abuse or any form of radicalisation is suspected or a child makes a disclosure to a member of staff, they will:

- Reassure the Child
- Listen to the Child
- Record the incident, ensuring the time, date and location is recorded
- Report the disclosure or concern to the DSL/DDSL or, if this is not possible, contact the IFD. If there is a concern that the child is at immediate risk of harm, a call will be made to the police.

Safe Arrivals and Departures

Rigby Rascals recognises that the safe arrival and departure of all children in our care is paramount. The team will ensure that an accurate register is kept of all children attending the Dusk and/or Dawn provision.

Dawn Rascals: Parents/Carers must accompany the children (from all year groups) to the provision, where the children will be greeted by the staff and marked onto the register on arrival. At the start of the school day, the youngest children are escorted to their classrooms, where they will be greeted by their class teacher. Older children in KS2 will make their way to class, where their class teachers will be waiting to take the morning attendance register.

Dusk Rascal: Staff will escort the youngest children to Rigby Rascals, ensuring all the children on the list arrive safely, and older children in KS2 will make their own way to the hall. The children will be marked in on the register when they arrive.

When any child leaves Rigby Rascals their name is marked off, to show they have left the club. The register is kept in an accessible location within the club at all times.

Parents/carers must inform the staff in advance if someone who is not listed on the collection list is to collect the child. The Rigby Rascals Supervisor will contact the child's parents/carers for confirmation if they have any concerns regarding the collection of the child.

Missing Child: The safety of our pupils is our priority whilst they are in our care at Rigby Rascals. This policy sets out our procedures for dealing with the unlikely event of a child going missing.

In the event of a member of staff fearing that a child has gone missing and has not arrived at the afterschool provision as expected, they will inform the Rigby Rascal Supervisor who will:

- Count and name check all pupils present against the register to ensure no error has been made
- Contact the class teacher to ensure the child has left the classroom
- Liaise with the school office to ensure that the booking has not been cancelled
- Telephone the parent/carer to check if they have forgotten to advise of alternative arrangements e.g. extra-curricular clubs.

If it appears the child is missing, the Rigby Rascal Supervisor will inform the Headteacher or one of the Assistant Headteachers who will organise for all other available staff to conduct a thorough search of the premises, notifying the Headteacher if the child is found immediately.

Following this all available school staff will then begin a search of the wider area. If the child has not been found after 10 minutes from the initial report of them as missing then parents/carer should be contacted.

The Headteacher/ Assistant Headteacher will decide at which point the police need to be contacted.

Uncollected Child(ren): If a child is not collected at the end of the session, and the parent/carer has not notified staff that they will be delayed, the following procedures will apply:

5 minutes late - A member of staff working at Rigby Rascals will call the child's parent/carer or emergency contact number to establish when and by who the child will be collected. When the parent/carer arrives they will be reminded they must call and notify the Rigby Rascal Team of their late arrival.

Up to 15 minutes late - When the parent/carer arrives they will be reminded they must call and notify the Rigby Rascal Team of their late arrival.

If there is no response from the parent/carer messages will be left requesting that they contact Rigby Rascals immediately. The staff will begin to contact other adults on the emergency contact list.

Over 30 minutes late - If the staff have been unable to contact the child's parents/carers or emergency contacts, staff will contact Social Services for advice. The child will remain in the care of Rigby Rascal staff until the child's parent/carer arrives or the child has been placed in the care of Social Services.

Persistent lateness - The Rigby Rascals Supervisor will record incidents of the late collection and will discuss this with the child's parents/carers. Parents/Carers will be charged £10 plus £5 for every 15 minutes thereafter. If parents/carers are persistently late they may lose their place at Rigby Rascals.

COMPLAINTS PROCEDURE

If you feel unfairly treated or are unhappy in any way with the care your child receives then it is important that you communicate this with us. We are happy to work with you to resolve any concerns and have an open-door policy to encourage a partnership approach.

In the first instance any complaint should be made to the Rigby Rascals Supervisor, Mrs Diane Bellew.

This should be in writing stating names of any people involved, the relevant dates and the nature of the complaint, as well as what resolution you are looking for, and can be emailed via the school email address:

office@sjr.beds.olicatschools.org

Should you feel that your complaint has not been appropriately dealt with, your concerns can be escalated to our Senior Leadership Team. Further details of the complaints procedure can be found in the school's complaints policy.