

Seagry C of E Primary School

After School Club – Terms and Conditions

'Club' refers to the Seagry C of E Primary School After School Club.

CLAUSE 1 – Parental Responsibilities

Parental Responsibility is defined by the Children Act 1989. Under the Act the following persons have parental responsibility:

- The natural mother of the child
- The natural father of the child provided he is married to the mother or was married to her when the child was born or if not married that his name is that on the birth certificate
- Anyone who has a current Residence Order in respect of the child.

It is important to note that the following persons do not have Parental Authority:

- The father of the child if he and the mother are not and have not been married and his name is not on the birth certificate.
- Grandparents or other relatives.
- Step-fathers
- Guardians of the child appointed by Will.

Conditions:

Parents with Parental Responsibility can only sign the After School Club consent form.

CLAUSE 2 – Collection Authority

A child will not be released to a person other than those with Parental Authority unless prior notice has been supplied.

If the person collecting a child is not one of those listed on the Collection Authority, the Club will require a signed written authority to be presented by that person (unless in exceptional circumstances)

Conditions:

The list of persons, showing relationship, and a brief description, are the only authorised persons to whom the Club will release a child.

CLAUSE 3 – Safeguarding Children

As an OFSTED (Office for Standards in Education) registered provider of childcare the Club is required to comply with the Safeguarding Children Procedures issued by Wiltshire Early Years Development & Childcare Partnership, or any procedures that legally supersede them.

The Club's first concern is always the welfare of a child and as such has adopted a policy of sharing, in the first instance, any concerns it has regarding a child with its registered parent/s. However the After School Club has a duty to consider referring to Social Services instances where suspicion of child abuse is taking place.

The procedures followed by the Club are detailed in the publication 'Multi-Agency Child Protection and Guidance (Chapter 1) for all registered settings/providers of childcare within Wiltshire'. The document is available for inspection from Wiltshire Council, Childcare Team, Trowbridge.

CLAUSE 4 – Complaints Procedure

It is inevitable that problems may arise from time to time and on most occasions a child's immediate carer will resolve these informally. If the matter cannot be resolved in this way then the complaint should be brought to the attention of the management team.

CLAUSE 5 – Parental Permission for a child to leave the After School Club Venue

The Club believes it is important for the children to be taken on walks and visits. The staff ratios on these local outings are in accordance with Local Authority guidelines and the children are appropriately cared for at all times.

CLAUSE 6 – Data Protection and Photography

Seagry. C of E Primary School is registered under the Data Protection Act. A clause within the Act refers to the photography of children and by acceptance parents understand the Club policy detailed below:

- The setting is After School Club.
- The photographer will be a member of School staff.
- Any digital or negative images may be stored securely for up to three years.
- The images are used as display material and as evidence of activities for OFSTED and in folders and online electronic journals, which may include pictures of other children and may be taken or viewed in a child's home.
- Images may be taken at external venues. (i.e. in the park, xmas party)
- Some digital video filming may be recorded for the entertainment of the children and may be stored securely for a maximum of six months.
- Parents attending a function will not be allowed to photograph children other than their own.
- Parents are not to publish media on social network sites.
- Separate authority will be requested if or when a professional photographer visits the Club.

CLAUSE 7 – Fees Policy

By signature of the After School Club Acceptance form parents accept the following fees policy:

- All fees are payable in advance and are subject to 48 hours notice of any change.
- A late collection charge of £5.00 may be made at the discretion of management for late collection of a child more than 10 mins after the booked time of collection.
- Fees are reviewed annually in July. One months notice will be given of any change.