



ALL STARS AFTER SCHOOL CLUB
www.allstarsclub.co.uk



OPERATIONAL OVERVIEW

This document provides a summary of All Stars' ethos, operations, procedures and policies. All Stars policies and other documents are listed at the end of this document. Policies can also be downloaded from the All Stars website www.allstarsclub.co.uk.

1. Background and ethos

All Stars After School Club is run by Copplesstone Methodist Church through the Copplesstone Children and Families Project. It is based in Copplesstone Primary School. All Stars has replaced the previous Kids@Copplesstone After School Club in January 2015.

All Stars is part of Copplesstone Methodist Church's *Children and Families Project*, which aims to:

- *provide support, care and guidance for children (aged up to 18) and their families*
- *establish contact with parents and carers, alongside a range of activities for and with children and their families for whom there are few resources and limited places to meet together in this rural location*
- *take appropriate opportunities to demonstrate God's love through action.*

All Stars is a not for profit organisation and has been established at the request of Copplesstone Primary School to meet local needs. It provides childcare and activities for children who are pupils at the school.

All Stars intends to register as an Early Years and Childcare Provider with Ofsted.

2. Management and staffing

The club is managed by the Copplesstone Methodist Church's Children and Families Worker who acts as the Registered Person. The All Stars Play Leader has day to day supervision of the club, reporting to the Children and Families Worker. The Play Leader is assisted by the Play Worker and a range of activities is run by approved visiting activity providers. Volunteers may assist at the club from time to time. All employed staff, visiting activity providers and volunteers are DBS checked, complete safeguarding training and inducted into All Stars policies before they are allowed to assist at the club. There is a minimum of two employed staff present at the club at all times, in addition to any visiting activity providers and volunteer helpers.

3. Premises

All Stars is fortunate to operate within the Copplesstone Primary School premises and to have use of a number of the school facilities including the hall, a hard surface playground, a large football field and various classrooms, as agreed with the school.

All Stars recognises that school premises are in themselves a valuable asset, and the school needs access for its functions during the club hours. All Stars and the school have the same aims and all involved will work in a mutually supportive manner to create a happy and cooperative atmosphere.

All day to day matters will be dealt with in an open and non-judgemental manner. All Stars endeavours to sort out any problems swiftly to maintain the smooth running of the school and club. As an integral part of school life, All Stars and its staff share responsibility for maintaining the image and reputation of the school within its community.

Copplestone Primary School retains overall responsibility for the premises and equipment that does not belong to All Stars, as confirmed in the letting agreement. All Stars has public liability insurance.

2. Programme and structure of the club sessions

The purpose of All Stars is to provide high quality childcare in a safe, happy and stimulating environment from 3.30pm to 5.30pm, Monday to Friday during term time. The club aims to provide an excellent, affordable service to parents, with charges set at a level to keep the club viable and to replace equipment as necessary.

All Stars works in partnership with the school and its activities are designed to contribute towards the way the school addresses the extended school expectation. The club offers benefits for all children, which enhance their social development, their capacity to learn and their need to both enjoy childhood and achieve to a high standard. The club's activities are designed to extend the school curriculum. The club is inclusive in its approach and provides, within its resources, for children with special educational needs.

All Stars offers a programme of daily activities which is carefully structured to include high energy activities such as football, street dance and multi sports as well as calmer fun-based activities like craft and film clubs. The activities offered vary each half term, with some activities continuing throughout the year. The programme is designed to keep all children motivated and interested, giving them the opportunity to try new activities they may not have experienced before.

The activities and childcare cater for all children attending Copplestone Primary School, with the exception of the pre-school class.

There are two sessions each evening:

Session 1 (3.45-4.45pm): up to two optional activities, or childcare for those not taking part in the activities.

Session 2 (4.45-5.30pm): childcare.

The optional activities during Session 1 are usually led by visiting activity providers, while the childcare activities during Sessions 1 and 2 are provided by All Stars' own staff.

All Stars limits the number of children per childcare session for children from Rainbow Class. These children may not attend the club activities during Session 1. They are assigned to a key worker who liaises with the class teacher for Rainbow Class.

3. Registration, booking and payment

The All Stars Registration and Consent form must be completed in full before any child may attend any aspect of the All Stars club. Registration and any other information about individual children will be securely stored.

Children should be booked into club activities or childcare in advance using the All Stars booking form. Bookings are normally made for half a term at a time, although there is a procedure for late booking which is subject to an additional fee. If the payment has not been made, a child will not be able to attend the club until the debt is cleared.

If a parent/carer fails to pick their child up by 5.30pm they will incur an additional fee on top of the daily charges.

4. Safeguarding children

A comprehensive Safeguarding Policy is in place which must be applied by all employees, visiting activity providers and volunteers. The purpose of the Safeguarding Policy is to provide a secure framework for the staff in safeguarding and promoting the welfare of those children who attend All Stars. The policy aims to ensure that:

- all our children are safe and protected from harm
- other elements of provision and policies are in place to enable children to feel safe and adopt safe practices
- staff, children, All Stars Management Committee, visitors and parents/carers are aware of the expected behaviours and All Stars' legal responsibilities in relation to safeguarding and promoting the welfare of all of our children.

Visitors to All Stars must sign the Visitors' Book, stating their name, date, purpose for visit, time signed in and out and signature. This includes visiting activity providers, volunteers and work placements visitors.

5. Information for parents/carers and All Stars contact details

Up-to-date information is provided about All Stars on the website www.allstarsclub.co.uk

Parents/carers can contact All Stars for information via:

- All Stars office admin@allstarsclub.co.uk or 07527 101219
- Children and Families Worker 07527 101219
- All Stars Play Leader 07899 267583 (during club sessions and only for emergencies such as late collection of children).

If parents/carers have further queries or concerns, they are welcome to speak with the Play Leader when they collect their child from the club.

4. All Stars policies and documents overview

The All Stars Policies and Documents Overview lists all current policies, forms and other documents.

<i>All Stars Policy</i>	<i>Associated Documents</i>
Organisation	
Operational Overview	
School Agreement	
Working with parents and carers	
Admissions, Bookings and Fees Policy	Registration and Consent Form Booking Form
Arrival and Collection of Children Policy	Incident Report Form Register Message Book
Confidentiality and Information Sharing Policy	Safeguarding Policy
Parents/Carers' Welcome Pack	
Complaints Policy	Complaints Record Form
Safeguarding	
Safeguarding Policy	Safeguarding Report Form

	<p>Safeguarding File Managing Allegations Policy Whistle Blowing Policy Behaviour and Anti Bullying Policy Confidentiality and Information Sharing Policy E- Safety Policy Health and Safety Policy Drugs and Substance Abuse Policy Equality and Diversity Policy Physical Restraint Policy Code of Conduct Safeguarding Policy, Copplestone Primary School Safeguarding Policy, Copplestone Methodist Church Visitors' Book</p>
Managing Allegations Policy	<p>Safeguarding Policy Disciplinary and Dismissal Grievance Policy Grievance Policy</p>
E-safety Policy	<p>Incident/Accident Report Form Safeguarding Policy E-Safety Policy Copplestone Primary School</p>
Drugs and Substance Abuse Policy	<p>Incident/Accident Report Form Safeguarding Policy First Aid Policy Health and Safety Policy</p>
Health and Safety	
Health and Safety Policy (includes Fire)	<p>Incident/Accident Report Form Risk Assessment Form Health and Safety Checklist Hazardous Substances List First Aid Policy All Stars Emergency Policy (includes the Emergency Management Plan) Health and Safety Policy, Copplestone Primary School</p>
Emergency Policy	<p>Safeguarding Policy Health and Safety Policy Emergency Management Plan and Procedures, Copplestone Primary School</p>
First Aid Policy	<p>Incident/Accident Report Form First Aiders List Health and Safety Policy Medicines and Dietary Needs Policy Medicine Log (Individual Child)</p>
Lost Child Policy	<p>Incident/Accident Report Form Health and Safety Policy Risk assessments</p>
Medication and Dietary Needs Policy	<p>Medicine Log (Individual Child) Registration and Consent Form First Aid Policy First Aiders List</p>

Equality, Diversity and Inclusion	
Equality, Diversity and Inclusion Policy	Incident/Accident Report Form Behaviour and Anti Bullying Policy Equal Opportunity Policy, Copplestone Methodist Church

Behaviour	
Behaviour and Anti Bullying Policy	Incident/Accident Report Form
Physical Restraint Policy	Incident/Accident Report Form Safeguarding Policy Behaviour and Anti Bullying Policy

Staffing	
Staffing and Management Policy	Job Descriptions (employees) Staff Induction Pack Performance Management Procedures Staff Absence and Leave Policy Staff Sickness Self-Certification Form Visiting Activity Provider Agreement Visiting Activity Provider Induction Pack Volunteer Role Description Volunteer Induction Pack Terms and Conditions of Employment (employees) Disciplinary and Dismissal Policy (employees) Grievance Procedure (employees) Health and Safety at Work Policy (employees) Equal Opportunities Policy (employees) Staff Absence and Leave Policy (employees)
Code of Conduct	Safeguarding Policy First Aid Policy Behaviour and Anti Bullying Policy Health and Safety Policy Confidentiality and Information Sharing Policy Staffing Policy and Management Policy
Whistle Blowing Policy	Code of Conduct Disciplinary and Dismissal Policy Grievance Procedure Complaints Procedure Safeguarding Policy Behaviour and Anti Bullying Policy

Date: *January 2015*

Signed:

Reviewed: *August 2015*

Signed: