

RIVERSIDE SCHOOL



Lighthouse Club Policy

APPROVED BY GOVERNORS

RESPONSIBLE PERSON - HEADTEACHER

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1. Aims

The aim of the Lighthouse Club is to provide Saturday and holiday clubs in line with the contracted arrangements in place with the London Borough of Bromley. Other extended school activities may be run from time to time as organised by the school or other external providers.

The Lighthouse Club operates from Riverside School's St Paul's Cray site and will provide play, sporting and sensory activities with an emphasis on fun and a timetable that distinguishes it from the main school day. We will give a warm and friendly welcome to each child on arrival and ensure that each child departs safely at the end of each session.

Unless otherwise stated, the scheme shall be run in accordance with Riverside School and LA policies, where appropriate.

2. Arrivals and Departures

It is the responsibility of the Lighthouse Club manager to ensure that an accurate record is kept of all children attending the club. A register will be kept to record any arrival or departure from the premises. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular headcounts during every session. Each team leader will be responsible for the group they are leading and will be responsible for knowing the location of the children and staff they lead at all times. As necessary, team leaders can request support for this when needed from the Lighthouse Club manager.

Transport arrangements for those arriving and leaving via Bromley Transport arrangements are made in advance with the children's disability team. The Lighthouse Club has no decision-making involvement in who is given transport.

Children will be collected from the bus or from parents/ carers by members of the team that are in their group. A verbal handover will be provided by parents/ carers and staff regarding any concerns or information that is needed to be shared.

At the end of each session, children will be handed over to parents/ carers or put onto the bus by members of Lighthouse Club staff.

If handing over to a parent or carer, a short verbal handover should be given, detailing the child's day. Anything significant that may need to be discussed should be done discreetly away from other parents/ carers and staff.

3. Regulation Support Strategies

The Regulation Support Policy for Riverside School shall apply at the Lighthouse Club, and adherence to this policy will be required from all staff.

Staff will support regulation according to clear, consistent and positive strategies. Families are encouraged to contribute to these strategies, raising concerns or making suggestions. Regulation support plans devised for pupils in school will be made available to Lighthouse Club staff. Information will be requested for children that do not attend Riverside School. 'All About Me' forms will be created and used for each child; this is to support staff by supporting the children to successfully manage their regulation/ dysregulation/ behaviour.

4. Care Plans

Staff shall be made fully aware of individual pupils' needs and will be suitably trained to meet those needs. This includes epilepsy care plans, allergy plans and asthma plans. These plans should be requested by the Lighthouse Club manager if they are not given when the child first joins.

Any medication required shall be provided in separately labelled containers with full instruction for use as necessary at the Lighthouse Club. Normal school supplies will not be used. Any medications will be handed to the nurse at the start of each session by staff when collecting the children from the buses or from parents/ carers, and will be collected and returned at the end of the day. The nurse will administer medication during club. Any emergency medications that are required to be kept with the child, will be kept in a green medical bag with a padlock, and then kept with the staff member who is supporting that child.

Any emergency or other medications that are brought into club need to be in-date. If a child arrives without in-date medication, the parent/ carer will be contacted to bring in in-date medication, or to collect their child.

All food allergy and particular feeding requirements shall be recorded and used to make sure that each child is supported and that the Lighthouse Club meets these needs.

5. Care, Learning and Play Policy

The Lighthouse Club will provide a play environment that offers rich and stimulating experiences, alongside opportunities to explore and experiment. The children will be supported in making decisions for themselves regarding the activities that they take part in.

The activities offered will recognise individual children's abilities and take into account their differing ages and needs. At all times staff will recognise a child's individuality, effort and achievement. The staff will support each child in participating in activities.

Wherever appropriate, children will be involved in the planning and setting up of activities, so that their opinions are taken into account and that they feel they have a sense of ownership.

6. Child Protection and Safeguarding

The Lighthouse Club manager will be responsible for safeguarding person during the operation of the club, and will manage it in accordance with Riverside School policies and all relevant legislation. Any concerns shall be raised first with the Lighthouse Club manager, who is a designated safeguarding lead (DSL) who will, where necessary, raise the concerns further to Riverside School's DSL and/ or the headteacher. Each member of staff working at the Lighthouse Club has a responsibility to safeguard children, they will follow the necessary steps and actions to raise concerns and report them in a timely manner.

All recruitment will be conducted in accordance with Riverside School and LA policies, and all staff appointments shall be subject to a full enhanced DBS check.

7. Complaints

The Complaints Policy of Riverside School will apply to the Lighthouse Club. In the first instance, matters should be raised with the Lighthouse Club manager. In the event of this not being possible or appropriate, the matter should be referred to the school business manager.

8. Confidentiality

All staff and any other individuals associated with the Lighthouse Club will respect confidentiality by:

- not discussing issues regarding children at the club with other parents/ carers or non-interested parties;
- not discussing confidential matters about parents/ carers who use the facility with other parents/ carers, children or non-interested parties;
- not discussing confidential information about other staff members;
- only passing sensitive information in writing or verbally to relevant people; and
- in circumstances where staff have good reason to believe that a child is at risk, the Safeguarding Policy will override confidentiality on a 'need to know' basis.

Any member of staff shown to have disregarded confidentiality measures will be subject to Riverside School's Disciplinary Policy and Procedure for Staff.

Any communication between the club and parents/ carers shall be agreed between staff and parents/ carers, and shall be separate from the school contact book.

9. Documentation and Information

The school recognises the need for maintaining up to date and accurate records, policies and procedures necessary to operate safely, efficiently and in accordance with the law. The school is also aware of its obligations with regard to storing and sharing of

information under the Data Protection Act 2018, and is committed to complying with its regulations and guidance.

The Lighthouse Club manager and staff will be made aware of the implications of the act insofar as it impacts their role and responsibilities. Records and information will be made available to parents/ carers upon receipt of a written request. If for any reason a request is going to be refused, the decision and any explanation will be communicated in writing.

Eligibility for places at Saturday and holiday clubs will be assessed and determined by the Shirt Breaks Disability Team at the London Borough of Bromley, and allocations will be organised by the school in line with Bromley's decisions, unless it is deemed inappropriate for a child to attend. If the club is unable to accommodate a child, there will be a clear rationale and supporting documentation such as a risk assessment to outline why.

We have forms for low-level concerns, safeguarding incidents, incidents of dysregulation and accidents and minor injuries. All applicable forms should be completed fully and handed to the Lighthouse Club manager.

'What I did today' forms should also be filled out detailing the child's day and sent home with the child.

10. Equal Opportunities

Riverside School's Equality, Diversity and Inclusion Policy applies to the Lighthouse Club. We are committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community. We aim to provide a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all.

We will endeavour to challenge any offensive behaviour, language or attitudes with regard to race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and disability.

We recognise that achieving the objective of our equal opportunities policy relies on the active involvement in the operation of our extended services, and to comment on the effectiveness of its policies and procedures.

11. Health and Safety

The Lighthouse Club shall be run in accordance with Riverside School and LA policies.

Any equipment used will be fit for purpose and maintained to a high standard. Risk assessments shall be carried out for any activities carried out at the club. Any breakages will be brought to the attention of the Lighthouse Club manager.

The provision of food shall be carried out in accordance with statutory, school and LA food hygiene requirements.

All staff have a responsibility to take reasonable care in terms of their own health and safety as well as that of other persons affected by their acts or omissions.

All staff shall report any incidents, accidents or dangerous occurrences which have led or may lead to future injury or damage and assist in such investigations. Records shall be kept in incident/ accident books.

All staff shall undertake health and safety training as and when required or instructed by the manager.

12. Hygiene

The Lighthouse Club recognises the importance of maintaining the highest possible standards of hygiene in and around the premises so as to minimise the risks posed to children, staff and visitors.

All staff are committed to taking all reasonably practicable steps to prevent and control the spread of infectious germs, and uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

In all circumstances, staff will adhere to the following examples of good personal hygiene:

- Washing hands before and after handling food or drink, messy activities or outdoor play.
- Washing hands after using the toilet.
- Encouraging and assisting children to adopt the same routines.
- Wearing gloves and aprons when changing pupils and disposing of waste in receptacles provided.
- Keeping long hair tied back.
- Covering cuts and abrasions while on the premises and taking any other steps that are likely to minimise the risk of spread of infections.
- If a child arrives at club unwell, or becomes unwell whilst at club and it is deemed that they are too unwell to stay, or if the child has sickness and diarrhoea, then parents/ carers will be contacted to collect the child.

13. Dealing with Spillages

Spillages of substances which are likely to cause the spread of infection will be dealt with immediately. Blood, vomit, urine and faeces will be disposed of safely and hygienically in hazardous waste bins. Staff will wear disposable plastic gloves and an apron while using hygienic wipes or disinfectant solution, and clean themselves thoroughly afterwards. Children will be kept away from the area while such substances are being cleared up.

14. Recording Accidents, Incidents and Dangerous Occurrences

All accidents, incidents and dangerous occurrences will be recorded in either the Incident Record Book or the Accident Record Book as appropriate on the same day the event occurred. Records must contain:

- the time, date and nature of the incident, accident or dangerous occurrence;
- details of the people involved;
- the type, nature and location of any injury sustained;
- the action taken as a result, and by whom; and
- the signature of the member of staff who dealt with the event, any witnesses and, if deemed necessary, a counter signature by the parent/ carer or designated adult of the child/ children involved.

Staff should inform the parent/ carer of the incident at the end of the session in which the incident, accident or dangerous occurrence took place. If the child is on transport, then a phone call home should be made outlining the incident/ accident. An accident form that has been completed should also be put into the child's bag, if it cannot be handed over to the parent/ carer, with a body map included if necessary.

15. Staffing

The club operates with a staff to child ratio of approximately 1:2 unless a child has been identified for whom either a 1:1 ratio or a 2:1 ratio is more appropriate.

The manager will arrange staff meetings where all staff are able to discuss and contribute to the development and quality of the programme of activities provided.

Members of staff are expected to conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner. Members of staff are expected to display both knowledge and understanding of multicultural issues as well as a commitment to treating all children as individuals and with equal concern and respect.

Members of staff will have regard for maintaining appropriate dress and personal appearance for working with children and with the awareness of health and safety issues in alignment with Riverside School Policies. Personal mobile phones must be switched off and not used during working hours. If a member of staff is likely to have the need to receive an emergency call, then they should be contacted on the dedicated phone number that will be supplied.

The manager will ensure that all appropriate training is organised for staff. Staff will be subject to the staffing policies and procedures adopted by Riverside School.

16. Uncollected Children

Staff will have the highest regard for the safety of children in our care – from the moment

they arrive to the moment they leave.

At the end of every session, staff will ensure that all children are collected by their regular transport provider, a parent/ carer or designated adult. If for some reason a child is not collected at the end of a session, the following procedures will be followed:

- If transport, a parent/ carer or designated adult is more than 10 minutes late in collecting their child, the manager will be informed.
- The manager will call the transport provider/ parent/ carer/ designated adult, and any and all of the emergency contact details available in order to try to ascertain the cause for and likely duration of the delay. Messages will always be left on the voicemail where available, requesting a prompt reply.
- While waiting for the child to be collected, the child will be supervised by at least two members of staff who will offer support and reassure the child.
- If after repeated attempts at contact with no response, if 30 minutes has elapsed, the manager will contact social services for advice.
- In the event that social services are contacted, and responsibility is handed over to them, a further call will be made to the parent/ carer/ designated adult to inform them of the situation.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the school premises.
- The child will remain in the care of the manager until collected by the parent/ carer or designated adult, or alternatively placed in the care of social services.
- Incidents of late collection will be recorded by the manager and discussed with parents/ carers at the earliest opportunity, but no later than the next session.
- Parents/ carers will be informed that late collection on more than three occasions will result in the loss of the child's place at the Lighthouse Club.

Repeat Non-Attendance

- After 3 non attendances in a row, with no reasonable explanation, the Lighthouse Club manager will make LBB aware that the place is not being used.
- The manager will also make the parent/ carer aware that they are in danger of having their place either paused or cancelled. If the child has a named social worker, they will also be copied into this email.
- This will be supplemented with regular meetings with LBB on the attendance and suitability of each child's allocated place at club.

Emergency Placements

On occasions, the Lighthouse Club manager may be contacted regarding emergency placements by social workers or a member of the children's disability team.

Emergency placements will only be accepted if the following conditions are met:

- the club has appropriate staffing levels; and

- the number of contracted children onsite is not exceeded.

17. Sun Protection

Parents will be encouraged to supply a sunhat and sunscreen and children will be encouraged to put cream on themselves to avoid sunburn. When deemed necessary, staff may apply sunscreen provided by the parents/ carers to those children who are deemed unable to do so themselves.

In hot weather, staff will encourage children to drink water regularly. Staff should also ensure that shady areas out of the sun are always available when playing outside.

18. Closing the Club in an Emergency

In very exceptional circumstances, the club may need to close at very short notice due to an unexpected emergency. Such incidents could include:

- insufficient members of staff for the number of children present;
- serious adverse weather conditions;
- burst water pipes;
- power outage;
- discovery of dangerous structural damage;
- serious assault on a member of staff; or
- serious accident or illness.

In such circumstances, the manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at a pre-arranged point where a register will be taken.

Parents/ carers will be contacted to collect their children. Staff will take the necessary steps to avoid closure and mitigate the impact in relation to the cause of the closure. All children will be supervised until they are safely collected by parents/ carers.

19. Fire Safety

All staff will be aware of the location of fire exits, the fire assembly point and where the safety equipment is stored. Children will be made aware of the fire safety procedures during their setting in period and on regular occasions afterwards. All children will be made aware of the location of fire exits and the fire assembly point.

Fire doors and exits are clearly marked, are not obstructed and are easily opened from the inside. Fire exits are kept closed at all times but never locked. Fire extinguishers and alarm systems are regularly tested in accordance with the manufacturer's instructions.

Appropriate signage will be provided where possible.

The manager will appoint fire wardens who will be responsible during fire drills and tests, as well as in the event of a real emergency. Fire drills will take place periodically and staff will be told when these will occur.

All fire drills and equipment checks will be recorded in the Incident Record Book.

20. Monitoring and Review

This policy will be reviewed by the headteacher and governing board on an annual basis.