

St Sebastian's Church of England Primary School and Nursery Treehouse Club Policies, Procedures, and Terms and Conditions



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2. INTRODUCTION

St Sebastian' CE School wrap-around care, Treehouse Club ("Club"), is part of St. Sebastian's CE Primary School and Nursery and is open exclusively to children who attend the school.

It is run by a team, including a Club Manager, a Club Supervisor. The Head of School and supporting Governors oversee the provision and financials of the Club.

3. OPERATING HOURS

Treehouse Club will operate on all school days between the hours of 7.40am to 8.40am (Breakfast Club) and 3.15pm and 6.00pm (After School Club). The Club will NOT operate on inset days, public holidays, school holidays or on days when the school closes due to unforeseen circumstances. On the last day of each term the After-School Club will not operate.

4. REGISTRATION

To register a child within the Club, parents/carers need to fill out this form <https://forms.office.com/e/hjn3VmGv1K> and book and pay sessions via Arbor.

5. ADMISSIONS PROCEDURE

To attend the Club, Children must be within the age range 4-11 years (Reception class to Year 6), attend St. Sebastian's CE Primary School and be registered with the Club.

The numbers of children at each session are limited by our insurance and staffing numbers. Places will be allocated on a first come first served basis. Once all places at a session are full, a waiting list will be kept.

6. BOOKINGS

Sessions are booked on an adhoc basis as and when required by parents, the cut off time for breakfast club is 9pm the night before afterschool club can be booked at anytime.

Where the number of applications for a place in either Breakfast Club ("BC") or After School Club ("ASC") exceeds the number of places available, waiting lists are held (with a separate list for BC and ASC) for the next available places. In such cases, the following criteria will be applied for the allocation of places.

Waiting list criteria in this order:

- Relevant looked-after children (*see below).
- Children of members of the Club Staff.
- Children already using the Club regularly wishing to renew their sessions of the preceding half term– additional days and changes to days will only be made if spaces are available.
- Siblings of children already in the Club wishing to book the same sessions their siblings have used in the preceding half term – additional days to their siblings will only be made if spaces are available based on the waiting list criteria excluding this sibling criterion.
- Children requesting the highest number of sessions.
- Remaining places will be allocated on a first-come-first-served basis and will be kept on a waiting list in this order.
- When we are not able to offer all days that have been requested, we will offer as many sessions as possible. If parents/carers choose not to accept the days available, the child will remain on the waiting list in the same priority order and the places will be offered to the next child on the waiting list.
- Any special circumstances will also be considered at the time of application following submission in writing to the Club Manager. The Head of School and Governing body will have the final discretionary power on admission to the Club.

*A 'relevant looked-after child' – 'a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989' at the time of application to the club, and who the local authority has confirmed will still be looked after at the time when admitted to the Club.

7. FEES

Sessions booked within the Parent on-line booking windows

	Session	Fee	Additional Detail
Breakfast	7:45am-8:40am	£6.50	Breakfast Provided
Short After-School Session	3:15pm-4:30pm	£8.50	Fruit provided
Initial Sessions Offered	3.15pm - 5.00pm	£11.00	Healthy Snack provided
Full After-School Session	3:15pm-6:00pm	£14.50	Healthy Snack provided

Fees must be paid in at the time of booking, Arbor will not allow bookings to be made if there is a negative balance on the account.

Club fees will be reviewed annually.

8. CANCELLATION POLICY

Neither refunds nor credits will be given for any cancellation initiated by parents/carers.

In the event that the Club has to be closed due to unforeseen circumstances, the following policy will apply (see also Emergency Closure Policy, below):

- **Shortage of staff:** sessions may be re-booked or credited to the parent/carer – cash refunds will not be given.
- **Act of God (e.g. snow):** no refunds or credits will be given.
- **School decision to close (e.g. boiler failure or strike action):** please note that our insurance policy requires that the Club can only operate if the school is open, however, we commit to honouring staff pay. Credit for future bookings may be carried forward in some circumstances.

Parents/Carers are responsible for informing the Club, if their child/ren are going to be absent due to illness or other circumstances. This can be done by notifying the school or phoning the Club on 01344 772 427.

9. DROP-OFF & COLLECTION PROCEDURE

Breakfast Club

Drop off for Breakfast Club begins no earlier than 7.40am

Access will be via School Gate and parents will be required to ring the doorbell and wait for a member of club staff to greet them at the gate.

Staff will ensure they have a register to hand and welcome the child in and escort them to the club.

At the end of Breakfast Club, staff will accompany EYFS/KS1 children to their classroom. KS2 children will walk to class independently once the gates are opened.

The Club Supervisor will ensure equipment, including food, is tidied away.

At the start of the afternoon session

EYFS and KS1 children will be collected from classrooms by school staff and brought to the club KS2 children, if required, will be supported by staff to make their way to Treehouse Room at the end of the school day, where they will be greeted by a member of club staff.

The Club Supervisor will receive a copy of the register at the start of each session.

Collection from the afternoon / evening session

When a parent arrives to collect a child from Treehouse Club the doorbell is used, and a member of staff will:

- Identify the parent/carer
- Request the password for collection (if required)
- Where possible, pass on any messages from teachers to parents, including behaviour incidents/ rewards

General procedures for both Clubs

- Parents/Carers must ensure that their children know that they are to attend the Club on a given day.
- School staff will collect children from KS1 and go to the Club room where they will be met by a member of the Club staff. Children from KS2 are responsible for making their own way directly to the Club room promptly after school, taking their bags with them.
- Children attending after-school activities will be taken by extra-curricular club providers to the Club room when the activity has ended. A full session fee will be charged in this instance.
- All children attending a session will be placed on the register and signed in by the Club Supervisor or a member of the Club staff. The register will be available for the duration of the session and children will be signed out when they leave.
- If a child is in year 6 and written instruction have been received from the parent/carer for the child to make their own way home then the Club Supervisor will sign the child out, and another member of the Club staff will countersign.
- If a child is expected at the After-School Club session but does not arrive, then he/she will be looked for, and the parent/carer contacted.

At no point during the session will a child be allowed to leave the premises unless they are with a member of the Club staff or are being collected by their parent/carer. The exception to this is if the child is in year 6 and express permission has been given by the parent/carer and a letter has been written by the parent/carer giving specific instruction for their child to make their own way home.

Children will not be allowed to leave with adults other than parents/carer unless authorisation has been received from the parent/carer. Details of persons authorised by parents/carers to collect their child must be given to the school via email admin@st-sebastians.wokingham.sch.uk

In exceptional circumstances where it is necessary for the child to be collected by another person not notified and not known to the Club Supervisor, identification will be requested and a password system used. Parents may be contacted to confirm collection.

Where possible, Club staff member will provide parents with verbal feedback at the end of a session regarding the amount of food eaten and activities engaged in by the child.

10 LATE COLLECTION / EARLY DROP-OFF

- Children must be collected **PROMPTLY** at the end of each After-School Club session. A flat rate of £20 (to cover staffing costs) will be charged if a child is collected after 6:00pm. For late collection after a part session, the full session fee will be incurred. For Breakfast Club, children must not be dropped off before the session start time of 7.40am. Early entry will not be permitted.
- If a child is not collected from the Club by 10 minutes after the end of the session (i.e. 4:40pm part session/ 6:10pm full session) and no notification has been received, the Club Supervisor will try to contact the parents/carers or emergency contacts given on the Registration Form. If the parents/carers or emergency contacts cannot be contacted, then an Incident Report will be written and the Head of School /Governing Body will be notified.
- If by 5:00pm (part session) / 6:30pm (full session) the child still has not been collected and contact still cannot be made, Social Services will be contacted. Two members of the Club staff (or one member of staff and Senior Leader from the school) will be present until the child is collected.

Regular late collection will result in the following procedure

- There will be an initial discussion between the Club Supervisor and the parent/carer involved and a verbal warning will be issued.
- If the late collection persists the matter will be referred to the Club Manager/ Head of School and a written warning will be issued.
- Continual late collection of children will result in membership of the Club being withdrawn.

11. RESPONSIBILITIES OF PARENTS/CARERS

It is the responsibility of parents/carers:

- To ensure those details given on Registration are kept up-to-date and that any relevant changes of personal details, contact numbers or medical details are immediately notified to the Club Manager/Supervisor.
- To ensure that the Club Manager/Supervisor is kept informed of all persons authorised to collect their child/children.

- To collect their child/children ON TIME or pay a fine for late collection.
- To ensure that all fees, including ad-hoc fees are paid on time.
- To inform the Club Supervisor if their child will be unable to attend any session for any reason.
- To ensure that their child/children know when they will attend the Club, and to advise their child/children to go straight to the Club room when lessons, or other after school activities, finish.
- To have read the Club Policies and abide by them. Copies of the policy document are available to download from the school's website or a hard copy can be obtained upon request.

Membership of the Club may be withdrawn if parents/carers fail to meet the above responsibilities.

12. BEHAVIOUR MANAGEMENT APPROACHES

All children are expected to follow the schools behaviour policy.

Where behaviour is consistently poor and/or detrimental to the running of the Club, this may result in expulsion from the Club for one session. The parents/carer and the Head of School will be informed immediately concerning the reason for the expulsion. If on the child's return, they continue to behave inappropriately, and to the detriment of the other children attending the Club, that child will be asked not to attend the Club for a longer period of time and the parent/carer and the Head of School will be informed.

Before any dismissal from any session there will be close liaison with the parent/carer, and attempts made to understand the child's behaviour and give help and advice where applicable. However, the Club Manager's/ Supervisor's decision will be final and supported by the Head of School.

All incidents relating to behavioural issues will be logged on an incident form, which the parent/carer will be asked to sign on collection of the child.

13. EMERGENCY CLOSURE POLICY

Whilst we endeavour to provide a consistent service, there may be occasions when, due to events beyond our control, the Club will have to close, as follows:

- In the event that not enough staff are available to run the Club safely, a decision will be taken either to close the Club or continue with reduced numbers. Should a decision be taken to reduce the numbers, children of the Club staff and serving Club Trustees will take priority for available places.
- In the event that the Club is forced to close for staffing or other reasons (e.g., premises related - flood, no heating etc. or weather related), contact will be made using the emergency contact numbers provided on the registration forms, and parents/carers will be asked to arrange collection of their children at the earliest opportunity.
- Parents should refer to the policy section of St. Sebastian's CE Primary School website for guidance on weather related closures. They should check this website, local radio and social media for current information. This particularly applies in the case of potential closure of the Breakfast Club when weather is severe and there is the likelihood that the Club will not be open to accept children at the start of the day.
- If an emergency closure situation arises before an afternoon (After School) Club session, the Club Manager/Supervisor will contact parents/carers or emergency contacts of each child due at the session to request that the children be collected at the end of the school day i.e., 3.15pm.
- Should the situation occur during any session the Club Supervisor will contact parents/carers/emergency contacts of children present at the session to inform them that the children must be collected immediately.
- If the Club has to close due to premises being made unavailable, the Club Manager/Supervisor will be responsible for contacting all parents/carers/emergency contacts of the children due at the next session. In this instance it is likely that the school will already be contacting parents/carers to arrange collection of children. However, we must ensure that the named contacts are informed that the Club will not be running and that children must be collected by 3.15pm. The school office will then be advised of all successful contacts to avoid duplication of effort.

- It is the responsibility of all parents/carers to keep the Club informed of up-to-date emergency contact numbers and once contacted to ensure that their children are collected as soon as possible.

Please see Cancellation Policy above for details regarding fees.

14. EMERGENCY PROCEDURES

In the event of an emergency the Club Supervisor/member of the Club staff will ring the relevant emergency service i.e., Fire, Ambulance or Police. Telephone numbers for all services including gas, electric, water will be easily accessible.

When it is deemed necessary, children should be escorted from the building and assemble at the emergency assembly point. The Register should then be taken to ensure that all children, staff, volunteers and visitors are accounted for. Parents/Carers will be phoned as soon as possible to arrange collection.

15. EVACUATION PROCEDURE

Treehouse Club may need to be evacuated when it is dangerous or potentially dangerous to remain in the building. Circumstances include fire, gas or chemical leaks, bomb threats, explosions, substantial damage to the building, etc. Staff will -

- When evacuating the setting follow the fire drill procedure.
- Fire wardens will check toilets and non-teaching spaces as evacuation is occurring. You should try to minimise the risk of re-entering the building if not all children are accounted for.
- Take the emergency kit located in the school office with them plus mobile phones.
- Not lift/carry pupils unless specially trained.
- Escort pupils with disabilities as appropriate and follow risk assessments for those pupils.
- Ensure the complete evacuation of all, and all adults and pupils are accounted for.
- Form the Schools Emergency Response Team and assign roles.
- Administer first aid if needed. Must be by trained individuals.

- **Ensure easy access for emergency vehicles.**
- **Keep pupils calm and still.**
- **Not re-enter the buildings until they have been checked by emergency personnel and declared safe.**

If cleared for re-entry

- **Account for all students again once inside building.**
- **Supervisor should check their rooms and report anything amiss.**
- **Debrief students to calm fears about the evacuation.**

If incident is serious and you are not allowed to re-enter the site:

- **Follow Protocol for Full, Partial or Early Closure of Schools**
- **If you are remaining on the setting site ensure that parents are given a specific pick-up point to collect children from, and that they do not park cars in dangerous positions or restrict movements of emergency services.**

16. FIRE PROCEDURE

Fire Drills

Fire drills are to be practised regularly, at least once a term and at times when new children are in attendance to ensure all the Club staff and children know the procedure. A record of fire drills will be kept, together with a report of any difficulties encountered and these will be noted and addressed.

A variety of members of the Club staff should lead fire drills throughout the school year.

St. Sebastian's CE Primary School's emergency evacuation instructions will be clearly displayed and followed in any emergency.

In the event of a fire or other emergency, the Club will follow school procedures and contact parents for collection.

17. FIRST AID AND ILLNESS POLICY

Medical Tracker will be used to record any accidents at the Club. Information will include time, place of accident, name of person injured or involved in the accident, name of witness, details of injury and any first aid administered, subsequent action taken and the name of the person dealing with the incident. Parents/carers will be informed via an email.

At least one member of the Club staff who is caring for children will have the appropriate first aid qualification. If professional medical treatment is necessary, the Club Supervisor will arrange for such treatment to be given and will inform the child's parent/carer of the situation by telephone.

In the event of illness, the Club Supervisor will use their discretion to decide if the child's parent/carer should be notified and if necessary, arrange for the child to be collected or taken home. A record of illness, any authorized medication given e.g., Ventolin inhaler and any subsequent actions shall be kept. The Club will not care for children who become ill during the school day.

The Club Supervisor will ensure that the contents of the First Aid Box are maintained as necessary, and that only trained staff has access to it.

The Club Supervisor will ensure that the details of individual children's medical conditions e.g., asthma, epilepsy or allergies are kept with the First Aid Box and the Accident Report book.

In the event of a major accident, where a child requires hospital treatment, the Club Supervisor must co-ordinate the following actions with members of the Club staff and will:

- **Apply First Aid, as appropriate**
- **Call an ambulance providing details of the injury, the location of the Club and the name of the child.**
- **Call the child's parent/carer.**

- If the child's parent/carer has not arrived at the Club by the time the ambulance is ready to leave, then a member of the Club staff will accompany the child to hospital in loco parentis and staff cover will be sought to maintain the safety of the children remaining at the Club.
- Record the incident in the Accident Report Book as soon as possible after the accident.
In the event of:
 1. Food poisoning affecting two or more children or
 2. Any serious accident/illness or injury or death of any child whilst in the Club's care

The Head of School/Operations Manager must be notified and a RIDDOR report form filled in, with a copy sent to Ofsted. RIDDOR forms can be completed on-line at www.hse.gov.uk/riddor.

In the event of a serious accident, illness or injury to any child, the Local Authority Designated Officer (LADO) will also be informed: LADO@wokingham.gov.uk

18. FOOD POLICY

Mealtimes play an important part in bringing together the Club members at the end of their school day.

The Treehouse Club staff have the responsibility to maintain the food preparation and storage areas in a clean and hygienic state and must hold a Certificate in Food Handling. Other members of the Club staff should also hold a Certificate in Food Handling prior to preparing food.

Before the food is prepared, the surfaces in the food preparation area should be thoroughly cleaned. After use, the entire food preparation area should be cleaned.

While food is being prepared, no other activities should be going on in the food preparation area. Children are encouraged to help prepare and serve a snack and drink at the start of each session.

Food will be stored in a separate food store and not mixed up with the general play equipment.

FOOD OFFER

The Club is keen to promote the health and well-being of children within the Club by providing a healthy range of snacks/small meals for the children. The menu provides healthy options for all dietary requirements with options available to suit the personal, medical, cultural needs of children.

Breakfast Offer

Cereals, Toast, crumpets, bagels, yoghurt and Fruit

After-School

Light snack such as: bagels, crumpets and wraps. A fruit/vegetable selection will be always available.

19. HANDLING OF PAYMENTS

In line with St. Sebastian's CE Primary School, the Club is run on a 'cashless' basis. No cash or cheque payments can be accepted. Any payments made to the Club must be paid online using the online payment system.

20. LOST CHILDREN PROCEDURE

In the event that a child who is due to attend the Club does not appear, the Club Supervisor will contact the parents/carers to establish if there is a change to the arrangement. If child should be attending the session but has not appeared then a member of the Club staff will talk to the child's teacher and will co-ordinate a search for the child.

If the child still cannot be found following a search, then the parents/carers will be informed, and the Head of School notified. Emergency procedures should then be followed.

21. OUTDOOR PLAY EQUIPMENT PROCEDURE

Climbing Frame/Astro turf/Play equipment responsibility

Treehouse Club Manager, Treehouse Club Supervisor, Head of School, Operations Manager, Health and Safety Governor and ALL CLUB STAFF

Procedure

- **Staff should always be aware of the hazards that are present and be mindful to keep children safe at all time**
- **Play equipment should be age appropriate**
- **The supervisor should always do a headcount of children when returning from an outdoor play activity**
- **Children should remain in sight of a staff member at all times when playing outside**
- **Children should observe the rules of the outdoor play equipment at all times**
- **The number of children using the outdoor play equipment should not exceed 25 at any one time**
- **Whilst using the hall, children are not to play on the PE equipment, such as horses**
- **All outdoor play equipment must be returned to the Treehouse Club storage box after the end of each session**
- **All club staff to read the climbing frame risk assessment and adhere to instructions therein**

22. RECORD KEEPING

All records for the Club staff and children will be kept confidential and secure.

Register (not confidential)

Daily Record of Attendance (not confidential)

Registration form (confidential)

Booking form (not confidential)

Accident Report Book (individual reports are confidential)

Medication form (confidential)

Incident reports (i.e., to the Club Committee – Confidential)

Head Injury Reports/First aid records (individual reports are confidential)

Complaints, including outcome of the investigation (confidential)

23. SAFEGUARDING AND CHILD PROTECTION

The Club is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The Club has a responsibility under the Children Act regarding every child's safety.

In the event of the Club staff having any concern about the welfare of any child within the Club, the staff will need to act within the requirements of Berkshire LSCB Child Protection Procedures (Local Safeguarding Children Board).

The Designated Safeguarding Leads (DSL) for the Club will be the same as is designated for St. Sebastian's CE Primary School.

If a member of the Club staff sees anything or are informed by a child of anything that gives them cause for concern regarding the child's welfare, they must:

- **Listen to what the child has to say.**
- **Make a judgement as to whether the child needs immediate medical attention.**
- **Inform one of the DSLs immediately and not discuss it with others.**
- **Record what the child has said as soon as possible.**

The DSL will then:

Consider whether a discussion with the parents/carers may be appropriate.

Make a judgement as to the necessity of immediately contacting Ofsted and the Duty, Triage & Assessment Team managed by a Social Care Team if there is reasonable cause for concern. The Duty, Triage & Assessment Team's telephone number is 0118 908 8002. The telephone number for the Emergency Duty Team (out of hours) is 01344 351999.

In order to provide an environment where children are safe from abuse, HR will take all necessary steps to ensure that all members of the Club staff and volunteers have been appropriately checked before taking up employment within the Club. Safeguarding & Child Protection will form part of induction and ongoing training and staff meetings.

The Club staff should avoid being on their own with a child or putting themselves into difficult situations where possible misinterpretation may occur.

All members of the Club staff and volunteers will have been interviewed and a DBS (Disclosure & Barring Service) check and two references taken up from them. Anyone awaiting any of the above will only be allowed to work at the Club if working alongside another member of the Club staff who has been cleared by Ofsted.

Where an allegation of abuse is made against a member of the Club staff, parents/carers should contact the Head of School who will inform the DSL and provide a written report.

The DSL will:

Inform the Local Authority Designated Officer (LADO) LADO@wokingham.gov.uk immediately.

Make a judgement as to the necessity of immediately contacting the Duty, Triage & Assessment Team (managed by a Social Care Team) if there is reasonable cause for concern. The Duty, Triage & Assessment Team's telephone number is 0118 908 8002. The telephone number for the Emergency Duty Team (out of hours) is 01344 351999 Email: triage@wokingham.gov.uk

If an allegation is made against the DSL then the Committee Safeguarding Lead or Chairperson (Louise Connelly) will oversee the procedure above.

24. SPECIAL NEEDS POLICY

The Club aims to enable all children to enjoy its facilities regardless of the child's individual needs, provided that this is in the best interest of the child.

If a parent requests a place for a child with additional needs, the Club will assess and consider the child's individual needs whilst attending the Club. Where possible, the club will make suitable practical arrangements to meet the child's care needs. Where a child attending the Club has significant needs, the Club reserves the right to not accept the child into the club if it feels that the place would impact on the safe operation of the Club or the efficient and effective provision within the club for all children. All information regarding a child's individual needs will be kept confidential in line with the Club's Confidentiality Policy and will be updated as necessary.

All members of the Club staff must be fully aware of each child's needs and individual programme, where necessary suitable training will be given.