

Holy Trinity
After School Club

Statement of Purpose

Holy Trinity After School Club is currently registered to care for 77 children each day. The children are all cared for on the Mill Street site and children are transported from Cornagrade by bus/ supervised taxi.

The After School is registered with the Western Health & Social Care Trust. As a registered care provider, we are happy to accept Child Care Vouchers should they be available through your employer. We can also provide you with relevant documentation regarding child tax-credits.

The club is staffed by a team of dedicated, well qualified staff. Daily management is undertaken by Sarina Markey with overall management responsibility resting with the Management Committee.

The children attending the facility have opportunities to engage in a wide range of activities and some also take the opportunity to complete part of their homework.

During the sessions the children are provided with snacks. During holiday periods the children will receive snacks but also need to bring a packed lunch.

Aims and Objectives

At Holy Trinity After School Club we provide the best quality childcare at all times.

Aims and Objectives are supported by our policies and procedures.

Aims and objectives of the after school club are based on the following principles.

- To create a safe, caring and stimulating environment where each child can develop their social, emotional and physical potential, whilst becoming independent and physically active.
- To provide clear boundaries in terms of acceptable behaviour, develop children's moral understanding and use encouragement and praise as a reward for good behaviour.
- To build each child's self esteem together, with mutual care and respect for others.
- The individual unique child is valued at Holy Trinity After School club, each child as an individual with its own needs and personality. We strive to meet the needs of the individual child that attends our After School Club and focus on each child's achievements as individuals.
- To encourage a positive attitude with respect towards racial origins, religions, differences of gender and disabilities within the after school club. We do this by practicing our Equal Opportunities Policy at all times.
- To provide support and information to parents and guardians who use our service.
- Ensuring the environment at the After School Club always plays a key role in supporting the child's experiences in our setting.
- Be a voice for the children in our care.
- To be fair and understanding at all times.

Admissions Policy

In Holy Trinity we aim to ensure that our setting is accessible to children who attend the school.

It is the policy of Holy Trinity After School Club to offer places from the waiting list as they become available. This will be undertaken in a fair and unbiased manner.

When a space becomes available the first child on the waiting list will be offered that place and then next on the waiting list and so on.

When a place is offered some paperwork needs to be completed before the child can attend the after school club.

This paperwork includes:

- A Registration Form
- A Permission Slip
- Signed letter to show that the parents/carers have read all policies and procedures.
- A Financial Agreement
- Any additional details that may be required such as information about any medications, allergies, additional needs etc.

Parents and Carers are welcome to bring children in for a look around the setting and to ask any questions they may have before the child attends the After School Club. This can be arranged by contacting the manager (Sarina Markey) on 07834543170.

When all relevant paperwork is completed and all relevant information is shared a start date can be arranged for the child to begin attendance at the After School Club.

We offer both full time and part time places at Holy Trinity After School Club.

Arrivals and Departures of Children

It is the policy of the After School Club to give a warm welcome to each child on their arrival to the club or collection from school and to also ensure that they depart safely at the end of the day. A risk assessment is in place for arrivals and departures and this is regularly reviewed. Details are updated and parents are given written confirmation on any changes or updates through our monthly newsletters.

Arrivals

Familiar staff will collect the children from class during school term and the same familiar staff will also be present to greet children as they arrive in the morning during the summer and on any other school closures when the After School is open. As the children arrive a member of staff will sign them in on the daily register adding the time they arrived.

Any specific information provided by parents or passed on from the manager should be recorded.

A register will be kept and times of arrival and departure of children on the premises will be recorded and supplemented by regular head counts throughout the day. The register will be kept on the premises at all times other than trips or outings.

Departures

Parents may collect children at any time during the session.

Children will only be released to the parent, carer or other person named on their enrolment form and over the age of 18. If there is a change in who collects the child, then the setting must be made aware of this in advance. Holy Trinity After School club reserves the right to refuse for a child to be released from our care if there is any doubt of the authenticity of the person calling.

On departure the register must be immediately marked to show that the child has left the premises.

Settling in:

We aim for our children to feel safe, happy and secure in our After School Club and to feel comfortable with all staff. We also want parents to have confidence in both their children's well-being and their role as active partners.

We aim to support parents and carers by giving consideration to the individual needs and circumstances of each child and their families. Staff will work in partnership by:

- Providing parents with relevant information regarding the policies and procedures of the setting.
- Encouraging the parents and children to visit the setting during the weeks before admission is planned.
- Planning staggered settling in sessions to ensure children feel confident and secure while in the setting.
- Reassuring parents whose children seem to be taking a long time settling into the setting.

Hours of opening

Holy Trinity After school club opens daily from 2pm until 6pm.

The P1 & P2 room (Monkey's:) opens 2pm until 6pm.
The room is based in a P1 classroom.

The P2 & P3 room (Bears:) opens at 2pm until 6pm.
This room is based in a P1 classroom.

The P4 & P5 room (Penguins:) opens at 2.30pm until 6pm
This room is the mobile.

The P6 – P7 room (Squirrels:) opens at 3.00pm until 6pm.
This room is based in the library.

Contact Information

Managers name: Sarina Markey
Deputy Manager: Alanna O'Hara

Room Leader P1: Rachel Robinson
Assistant: Eirinn Gillen

Room Leader P2 & P3: Eunan Mc Cusker
Assistant: Leah Mc Gale
Assistant: Caitlin Beresford

Room leader P4 & P5: Alanna O'Hara
Assistant: Krista Tierney
Assistant: Catherine Armstrong

Room Leader P6 & P7: Hannah Murphy
Assistant: Shauna Howe
Assistant: Megan Love

Relief Staff:

Catherine Cassidy, Amy Richmond, Michael Clarke, Caitlin Campbell,
Aoibhin Mc Cool, Anna Mc Cool, Aveen Treacy, Lucy Branley,
Catherine Deery, Lisa Keaveney

The address is:
Holy Trinity After School Club
Mill Street
Enniskillen
Co Fermanagh
BT74 6AN

We can be contacted by telephone on 07834543170

And

By email at htkidsclub@hotmail.co.uk

All policies and procedures can be accessed on the Holy Trinity School website by clicking on the After School Club Section or by using the link below:

<http://www.holytrinityps.com/after-school-a-a/club/>

Routines
Monkeys P1 & P2 Room Timetable



	Monday	Tuesday	Wednesday	Thursday	Friday
2.00pm-3.00pm	P1 Room	P1 Room / P1 Yard	P1 Room	P1 Room / P1 Yard	P1 Room
3.00pm-3.30pm	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack
3.30pm-4.30pm	P1 Yard / Gym	Computer Suite	Dining hall Cookery / Gym	Computer Suite	P1 Yard / Gym
4.30pm-6.00pm	P1 Room / P1 Yard	P1 Room	P1 Room / P1 Yard	P1 Room	P1 Room / P1 Yard

Bears P2 and P3 Room Timetable



	Monday	Tuesday	Wednesday	Thursday	Friday
2.00pm-3.30pm	P1 Room/ P1 yard	P1 Room	P1 Room / P1 yard	P1 room	P1 Room / P1 Yard
3.30pm-4.00pm	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack
4.00pm-5.00pm	Computer Suite	Bottom Yard / Gym	Computer Suite	Cookery / Gym	Bottom Yard / Gym
5.00pm-6.00pm	P1 Room	P1 Room / P1 Yard	P1 Room	P1 Room / P1 Yard	P1 Room

(Bottom Yard – Polly tunnel Yard)

Penguins (P4 & P5) Room Timetable



	Monday	Tuesday	Wednesday	Thursday	Friday
2.30pm-4.00pm	Mobile / Mobile Yard	Mobile	Mobile	Mobile / Mobile Yard	Mobile
4.00pm-4.30pm	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack
4.30pm-5.00pm	Top Yard / Gym	Cookery / Mobile	Top Yard / Gym	Mobile	Top Yard / Gym
5.00pm-6.00pm	Mobile	Computer Suite	Mobile	Computer Suite	Mobile Movie

Squirrels (P6-P7 Library) Room Timetable



	Monday	Tuesday	Wednesday	Thursday	Friday
3.00pm-4.30pm	Library / Top Yard	Library / Top Yard	Library / Top Yard	Library / Top Yard	Library / Cookery
4.30pm-5.00pm	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack	Dining Hall Snack
5.00pm-6.00pm	Computer Suite	Top Yard / Gym	Computer Suite	Top Yard / Gym	Computer Suite (Movie)

Charges and fees

The prices for Holy Trinity After- School Club
from 1st September 2019

2.00 - 4.00	£10.00 per day	£40.00 per week
2.00-6.00 P1/P2	£17.00 per day	£70.00 per week
3.00-6.00 P3/P7	£14.00 per day	£60.00 per week
8.30-6.00 Full Day	£25.00 per day	£100.00 per week
8.30-1.30 Half Day 1.00-6.00 (Any 5 Hours)	£18.00 per day	£75.00 per week
Hourly rate	£6.00 per hour	£30.00 per week

Family rate

A family reduction of 20% is applied were two children are attending for a minimum of 3 days and a 25% reduction for families with three or more children.

As a registered childcare provider we are happy to accept Childcare Vouchers should they be available through your employers.

There will be a charge for all full time spaces even if for any reason the child/children do not attend.

All children attending must book in advance. There will be a charge if your child is booked and fails to attend.

To view a copy of our Registration or Insurance Certificates please speak to the manager (Sarina Markey).

The Role of Parents in the After School Club

In Holy Trinity After School Club we do not ask parents to participate as volunteers.

Parents are welcome to enquire about joining the committee for after school club.

Parents are kept up to date about everything that happens within the after school club. Room leaders pass on all relevant information and letters will go out to parents on a regular basis, informing of any changes or information they may need.

Newsletters are handed out each month to inform parents of what the children have been doing at after school club and what is also planned for the next month.

Parents can seek any further information or access to any information kept about their child by speaking to the manager (Sarina) in the office.

Child Protection and Safeguarding Policy

Principles:

The Children N.I Order 1995:

Taking into consideration the 5 main principles of the order, the first being 'The Welfare of the Child is Paramount.'

The UN Convention on the Rights of the Child (1991) states:

'Children have the right to be as healthy as possible, live and play in a safe, healthy unpolluted environment and benefit from preventive health care and education.'

Statement of Intent

Holy Trinity After School Club operates in accordance with the Child (NI) Order 1995 ensuring the Welfare of the Child is paramount. Children are safeguarded through systems and practices that are consistent with the Regional Child Protection Policies and Procedures. Staff will work in partnership with parents, children and statutory agencies to ensure all children are protected from harm. The Staff and Management at Holy Trinity After School Club accept and recognise their responsibility to develop awareness of the issues which cause children harm and how to safeguard and protect them through relevant training. Staff are aware of their responsibility with regard to reporting suspected or actual abuse or neglect.

Procedure

Staff will be employed in relation to the Employment Rights (NI) Order 1996.

All staff will be subject to:

- Pre-employment interviews
- Vetting carried out via Access NI
- A Social Services Trust Check
- 2 References being provided
- A declaration of health
- A probationary period which will be reviewed within 1 month

Our response to suspicions of abuse

- Our first priority will always be the child.
- By ongoing observation, any significant behaviour that might be of concern, will be recorded. (See 'Recording allegations or suspicions of abuse')
- Records will be kept until the child's 21st birthday in case of legal action.
- Appropriate action will be taken to support children who may disclose they are being abused.
- If a child discloses that they are being abused, they will not be questioned in a leading way and all facts will be recorded.
- Children whose condition or behaviour gives cause for concern will be listened to and reassured that they are valued and respected.
- All concerns will be kept confidential, shared only with the relevant authorities and the Designated Officer in Charge of Child Protection or a Deputy Designated Officer in Charge of Child Protection.

- Parents are asked to keep us informed of any significant accidents and injuries which occurred outside the After School setting. Staff also document if a child arrives to the setting with any injuries.
- If a member of staff is accused of any form of abuse the gross misconduct procedure, as per their contract of employment, will take effect immediately.
- Holy Trinity After School do not conduct investigations. Concerns and allegations will be passed on to the Gateway Team who will decide what further action, if any, needs to be taken.

If a member of staff working within Holy Trinity After School Club:

- Notices any unusual marks or bruises on a child,
- Is aware of inappropriate sexual language or behaviour from a child,
- Observes signs of serious neglect of a child,
- Is told by a child that they are being harmed or abused,

The staff will respond appropriately by:

- Use appropriate strategies e.g. listening to the child, not asking leading questions, to support children who make a disclosure of abuse.
- By observing children on a regular basis and recording any significant changes in behaviour that may cause concern.
- Understanding that information may be required to be transferred to relevant organisations and will be done confidentially.

All child records and any child protection records will be kept in a locked cabinet with only access by designated persons. All staff have a legal duty to inform Holy Trinity After School Clubs Designated Officer in Charge of Child Protection and if this is not possible then a Deputy Designated Officer of Child Protection should be informed, who will then pass the relevant information on to the Gateway Team.

Further Information can be found about the Gateway Team on our notice board.

The Designated Child Protection Officer should usually let parents know this is happening, however if there is a concern that telling the parents will put the child at greater risk, then parents will not be notified until the matter is investigated by the Gateway Team.

If you have any queries about our Child Protection Policy or want more information or advice, please speak to the:

- Designated Child Protection Officer – Sarina Markey
- Deputy Designated Child Protection Officer 1 – Alanna O’Hara
- Deputy Designated Child Protection Officer 2 – Hannah Murphy

Telephone Number: 07834543170

During registration parents are made aware of Holy Trinity After Schools procedures for safeguarding and child protection. If staff have a reasonable concern that a child may be at risk or is suffering abuse or neglect, information may be passed to the Gateway Team without parental consent.

As outlined in child record forms, staff will ensure that children are collected from Holy Trinity After School only by parents and those named on the forms. Authorised persons must be aged 18 or over.

Supporting Staff

Being involved in cases of abuse or alleged abuse can be upsetting and stressful for staff and they will be supported appropriately

Sharing Information

We will only share information or concerns with any other persons or agencies on a need to know basis.

Recognition of child abuse

Staff may observe changes in a child's behaviour or marks on a child's body. There are a number of well-established signs and symptoms of abuse, which are detailed in the Health and Social Services Boards Child Protection Procedures. These do not always suggest conclusively that abuse is occurring, but are indicators of concern that may prompt a member of staff.

Physical Abuse

- Bite marks
- Cigarette burns
- Multiple bruising
- Bilateral black eye
- Bruising / scratching to the face or head
- Ill-explained fractures
- Scalds

Emotional Abuse

- Anxiety
- Withdrawn behaviour
- Failure to develop
- Destructive behaviour
- Over-aggression
- Inability to mix with peers

Sexual Abuse

- Injuries to genital area
- Rectal bleeding
- Fingertip bruising to inner thighs
- Sexualised language/behaviour

Neglect

- Failure to attend medical needs
- Malnutrition
- Poor personal hygiene
- Seclusion
- Inadequate clothing

Exploitation

- Sexual exploitation
- Domestic servitude
- Exploitive labour criminal activity including drug pushing

- Benefit fraud
- Forced marriages

These lists are not exhaustive, but are given as signs and symptoms. Children attending Holy Trinity After School come from a variety of homes and backgrounds, with differing social backgrounds.

If a member of staff has concerns or an allegation is made, a clear written factual record of all events and actions taken must be taken. This must be dated and signed after each entry to the record. All records must be kept confidential and secure.

The following is a checklist of details to record and questions to ask yourself in making a report:

- Name of child
- Age of child
- Any special factors
- Name of parents
- Home address and phone number
- Is the person making the report passing on their own concerns or passing on those of somebody else?
- What has prompted the concerns? Include dates, times etc of any specific incidents.
- Any physical signs? behavioural signs? Indirect signs?
- What was said by the child?
- Have the parents been contacted? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details.
- Has anyone been consulted? If so, record details

It is acknowledged that reporting abuse can be a distressing experience for staff and volunteers, consequently support will be offered throughout the process.

Procedure if a parent or carer has concerns:

I have a concern about my/another child's safety.

- I can talk to the Room Leader;
- Rachel Robinson
 - Eunan Mc Cusker
 - Alanna O'Hara
 - Hannah Murphy

If I am still concerned, I can talk to
Deputy Manager Alanna O'Hara
(Deputy Child Protection Officer) or
Room Leader Hannah Murphy
(2nd Deputy Child Protection Officer)
07834543170

If I am still concerned, I can talk to the Manager
Sarina Markey (Child Protection Officer)
07834543170

At any time, I can talk to the
Gateway Team 028 71314090,
Early Years Team 02866327734,
PSNI 0845 600 8000 or
Regional Social Services 02895049999 after 5pm,
weekends and bank holidays.

Managing Aggression and Challenging Behaviour

In Holy Trinity After School Club we recognise the importance of positive and effective behaviour management strategies in promoting children's welfare, play and enjoyment. We aim to help children to develop a sense of care and respect for one another by building caring and co-operative relationships. We help and encourage children to develop a range of social skills and help them learn what constitutes acceptable behaviour. We help children to develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents/carers and one another with friendliness, care and courtesy. We familiarise new staff, volunteers and parents/carers with our behaviour management policy and its guidelines for behaviour management strategies. The Club, the Manager and the staff will manage behaviour according to clear, consistent and positive strategies. Parents/carers are encouraged to contribute to these strategies, raising any concerns or suggestions.

When children behave in an aggressive or challenging manner:

- Physical punishment such as smacking or shaking will never be used or threatened.
- Children will never be singled out or humiliated in any way.
- Staff within the setting will re-direct the children towards alternative activities.
- Discussions with children will take place respecting their level of understanding and maturity.
- Staff will not raise their voices in a threatening way.
- In any case of misbehaviour, it will always be made clear to the child or children in question, that it is the behaviour and not the child that is unwelcome.

How a particular type of behaviour is handled will depend on the child's age, level of development and the circumstances surrounding the behaviour. It may involve the child being asked to 'take a break' and think about what he/she has done. It may also include the child apologising for their actions.

Parents/carers will be informed if their child is unkind to others or if their child has been upset. In all cases inappropriate behaviour will be dealt with in the setting at the time. Parents/carers may be asked to meet with staff to discuss their child's behaviour, so that if there are any difficulties we can work together to ensure consistency between their home and the setting. In some cases, we may request additional advice and support from other professionals, such as an early year's adviser or educational psychologist.

Children need to develop non-aggressive strategies to manage their feelings. They need to be given opportunities to release their feelings more creatively.

By positively promoting good behaviour, valuing co-operation and a caring attitude we hope to ensure that children will develop as responsible members of society.

Confidential records will be kept on any negative behaviour that has taken place.

Parents/carers will be informed and asked to read and sign any entries concerning their child.

If a child requires help to develop positive behaviour, every effort will be made to provide for their needs. Through partnership with parents and formal observations, staff will make every effort to identify any behavioural concerns and the causes of

that behaviour. From these observations and discussions an individual behaviour modification plan will be implemented.

In the event where a child's behaviour involves aggressive actions towards other children and staff, for example hitting, kicking etc. the manager will complete risk assessments identifying any potential triggers or warning signs ensuring other children and staff safety at all times. Children will be distracted from the negative situation and supported in a different activity or invited to 'take a break' if necessary for their own well-being and that of others in the group.

When dealing with negative behaviour, staff will always communicate in a clear, calm and positive manner at a level appropriate to age and stage of development.

Staff will encourage and facilitate mediation between children appropriate to their age and stage of development to try to resolve conflicts by discussion and negotiation.

Promoting Positive Behaviour

We believe that children flourish best when they know how they are expected to behave. Children gain respect through interaction with caring adults who show them respect and value their individual personalities. Positive, caring and polite behaviour will be encouraged and praised at all times in an environment where children learn to respect themselves, other people and their surroundings.

Children need to have set boundaries of behaviour for their own safety and the safety of their peers. Within the setting we aim to set these boundaries in a way which helps the child to develop a sense of the significance of their own behaviour. Restrictions on the child's natural desire to explore and develop their own ideas and concepts are kept to a minimum.

We recognise that children may experience difficulty maintaining their self-control and may need the time and space to manage their emotions and calm down. We will ensure

- Children have an identified space where they can go to reflect on their actions.
- This is not a punishment but a tool to allow the child to regulate their own self-control.
- Children can choose to use the area on their own where they can be quiet

We aim to:

- Recognise the individuality of all our children and that some behaviours are normal in young children.
- Encourage self-discipline, consideration for each other, our surroundings and property.
- Encourage children to participate in a wide range of group activities to enable them to develop their social skills.
- Ensure that all staff act as positive role models for children.
- Work in partnership with parents by communicating openly.
- Praise children and acknowledge their positive actions and attitudes, therefore ensuring that children see that we value and respect them.
- Encourage all staff working with children to accept their responsibility for implementing the goals in this policy and ensuring they are consistent.
- Promote non-violence and encourage children to deal with conflict peacefully.

We are concerned with safety, care and respect for each other. Children who behave inappropriately by physically hurting another child or adult e.g. biting, hitting, verbal name calling etc., will be required to talk through these actions and apologise where appropriate. The child who has been upset will be comforted and the adult will confirm that the other child's behaviour is not acceptable. It is important to acknowledge when a child is feeling angry or upset and that it is the behaviour we are rejecting, not the child.

Complaints / Comments Policy

At Holy Trinity After School Club we are committed to listening to the views of others about our service. We value the right of each child, parent / carer and member of staff to make a complaint. A complaint is viewed as an opportunity to improve our level of service and assists accountability within that service. We will use any information, wherever possible, to help maintain and improve our After School Club. We encourage and welcome all comments and views, both positive and negative. All complaints will be dealt with in confidence and in accordance with the complaints procedure.

This policy is designed to establish a clear mechanism for resolution of complaints which can be verbal or written. For our comment / complaints policy, please see below.

Informal (Stage 1)

Refers to verbal complaints which can be dealt with immediately. These complaints will be recorded in the complaints log. A cooperative approach should mean most complaints can be dealt with in this way but complainants should be given the opportunity to make a formal complaint if they wish.

Informal (Stage 2)

Refers to a verbal complaint made to the manager. The manager will then schedule a meeting with the complainant, discuss the issues and implement any agreements.

Formal (Stage 3)

Refers to a signed written complaint made to the manager. This complaint will be acknowledged within 10 days and the complaint will be investigated. Any changes or agreements will be implemented. Any outcomes will be confirmed in writing within 20 days.

Formal (Stage 4)

Refers to formal written complaints made to the Chairperson / Management Committee. Receipt of the complaint will be acknowledged within 10 working days. A meeting will be arranged with the complainant and any issues will be investigated. Any changes or agreements will be implemented. Any outcomes will be confirmed in writing within 25 working days.

Appeals Process

A written request can be made to have a case heard by the full Management Committee. Receipt of the complaint will be acknowledged within 10 working days. A meeting will be arranged with the complainant within 30 working days. All issues will be considered. Any changes or agreements will be implemented. Outcomes will be confirmed in writing by the 40th working day.

All complaints which reach stage 3 will be reported to the Management Committee. Where complaints are dealt with at a lower stage these will only be discussed by the Management Committee where they require changes to our current policies/procedures.

Procedure if a parent or carer has concerns:

I have a concern about my/another child's safety.

I can talk to the Room Leaders

- Rachel Robinson
- Eunan Mc Cusker
- Alanna O'Hara
- Hannah Murphy

If I am still concerned, I can talk to
Deputy Manager Alanna O'Hara
(Deputy Child Protection Officer)

or

Room Leader Hannah Murphy
(2nd Deputy Child Protection Officer)

07834543170

If I am still concerned, I can talk to the Manager
Sarina Markey (Child Protection Officer)

07834543170

At any time, I can talk to the
Gateway Team 028 71314090,
Early Years Team 02866327734,
PSNI 0845 600 8000 or
Regional Social Services 02895049999 after 5pm,
weekends and bank holidays.

Activities

In Holy Trinity After School Club we provide a wide range of activities, whilst also promoting children's choice. Activities include:

- Free Play
- Table Top Activities
- Role Play and Performances
- Messy Play
- Arts and Crafts
- Physical Play
- Outdoor Play
- Singing and Dancing
- Story Time
- Sports and Games
- Cookery
- Gardening
- Science Experiments
- Trips and Outings
- Themes focusing on special occasions

The children enjoy the wide range of activities provided and the children are also encouraged to give ideas on things that they would like to do.

We have a large range of resources available including:

- Outdoor play areas and toys for outdoor play
- A variety of age appropriate toys in each room to allow children to have free play opportunities. We also use real objects such as real tea sets that staff bring in from home so that children have a chance to experience play using realistic objects
- Gardening equipment
- Cookery equipment
- Board Games and Puzzles
- Gym equipment for indoor physical play and games.
- Computer suite
- A large range of arts and crafts supplies
- Story books
- Music equipment and age appropriate music to dance and sing along with
- Small World toys and resources

Additional Needs Policy

Places for children with Additional Needs are available, provided that the After School Club has the resources for the children and that we can also provide for the efficient care of the other children in the setting.

Parents/Carers are advised to inform the Room Leader or Manager if their child has special needs or is receiving help such as Speech Therapy, Occupational Therapy or has been assessed by the Psychology Service. Information shared will be taken into account when meeting the needs of the child. We encourage close liaison between our setting and the home and this is valued and viewed as an important step in meeting the needs of the child. If there are any particular problems concerning a child, parents are encouraged to contact the child's room leader or the manager. Sometimes we may feel that a child may have a problem which requires expert help. In this instance we will consult with the parent/carer before making a referral.

Where appropriate, staff will consult with school staff, including the SENCO to seek advice on how best to meet the needs of the child.

Children with additional needs, like all other children, will be admitted into the group after consultation between parents/carers and the manager. If other childcare professionals are already involved with the family, any relevant information will be used, to ensure consistency of care. We are committed to the inclusion of children and parents within our setting and will seek resources and advice to make the relationships successful. We will therefore:

- Endeavour to obtain suitable equipment to enable those with disabilities to be correctly supported and enabling them to make full use of activities.
- Ensure all children have full access to the play opportunities offered within the setting.
- Select resources which portray positive images of people with disabilities.
- Welcome the opportunity to work and liaise with other professionals in order to meet the child's specific needs.
- Monitor and record children's progress on an individual basis to ensure planning is appropriate to age and stage of development.
- Ensure that all staff working with the children have appropriate skills and training.

Deployment of staff

Holy Trinity Kids Club

Proposed Leadership and Management Structure

Management Committee

Registered Person

Brian Treacy

Manager of Holy Trinity Kids Club & Designated Child Protection Officer

Sarina Markey

Deputy Manager of Holy Trinity Kids Club & Deputy Designated Child Protection Officer

Alanna O'Hara

2nd Deputy Designated Child Protection Office

Hannah Murphy

Room Leaders

**Rachel Robinson / Eunan Mc Cusker / Alanna O'Hara
/ Hannah Murphy**

Assistants

**Eirinn Gillen / Leah Mc Gale / Caitlin Beresfrod /
Krista Tierney / Catherine Armstrong / Shauna Howe
/ Megan Love**

Relief Staff

**Catherine Cassidy / Amy Richmond / Michael Clarke
/ Aoibhinn Mc Cool / Anna Mc Cool / Aveen Treacy
/ Caitlin Campbell / Lucy Branley / Catherine Deery
/ Lisa Keaveney**

Role of the Western Health and Social Care Trust

Early Years Teams are specialist teams of social workers within Health and Social Care (HSC) Trusts who are responsible for the registration, inspection, monitoring and support of childminders and day care providers.

Registration and inspection system

By law, Social Services must operate a registration and inspection system for the following types of childcare services

- day nurseries
- playgroups
- out-of-school care
- childminders
- summer and holiday schemes
- crèches

For group daycare settings, such as day nurseries, playgroups and out-of-school care, social workers within Early Years Teams inspect premises at least annually.

They will check:

- the suitability of the premises, ensuring that they are safe to be used as a facility to provide care to children
- the suitability of the persons providing care, ensuring that there is no known reason why they are not able to work with children
- that the standard of care offered is in keeping with that which is required by any registered facility
- the suitability of equipment

Help for parents

Early Years Teams can help parents by:

- providing information and advice on day care services in their area
- making available annual inspection reports of daycare facilities and childminders
- ensuring that standards in daycare settings are at an acceptable level

For more information, contact the Early Years team in your local Health & Social Care Trust. (02866 327734)

Management of Records

Holy Trinity Afterschool retain a number of records which relate to children attending the service, parents/carers of children attending the service, staff details and more.

At all times we ensure that the records which are maintained are designed to meet the needs of the service provided and are maintained only for the purpose for which they are created. An indication of the type of records maintained is as follows:

Parents: Data is held regarding addresses/ telephone contacts, payments owed/made for the service, permissions provided information of a child protection nature etc.

Children: Data is held regarding names, addresses, special needs/ specific requirements, medical information, attendance etc.

Staff: Data is held regarding recruitment, vetting, attendance, salaries, disciplinary matters etc.

All of this information is maintained securely, with the level of access to the information varying; with some information available to all staff and some specific to the Leader/Manager/Principal/ Management Committee.

The information is maintained in a manner which provides access as required. Information is only retained for as long as is necessary. All records relating to the child are available for the parents to access at reasonable notice.

Parents

Records will be used as a baseline for discussion with parents about their child's progress and to support the parents with strategies to help their child's development if appropriate.

Confidentiality

Holy Trinity After School Club respects the right for all information and records to be treated with respect and with due attention to confidentiality and privacy. However, the legal principle that 'the welfare of the child is paramount' (Children Order NI) means that confidentiality comes second to the right of the child to be protected from harm.

Management of Records:

- All registration forms and children's records will be kept in a locked filing cabinet.
- Parents may have access to records of their own child only.
- Information may be shared in relation to Child Protection concerns. Parental consent will be obtained beforehand, if appropriate.
- Information may be shared with Social Services. Parental consent will be obtained beforehand, if appropriate.
- All issues pertaining to the employment of staff will remain confidential to those persons who are directly involved with personal decisions.
- Any breach of confidentiality by a member of staff, student or volunteer may lead to disciplinary action.
- Staff will not discuss individual children other than for the purposes of planning and group management, with people other than the parents/carers of that child.
- All records relating to children will be kept in a secure place. Records of a general nature will be destroyed after the child leaves the service or if records have been updated. Some records will be passed on at the request or agreement from parents.
- Children's records are always available for parents and inspection by Social Services Early Years Team.

Data Protection Policy

Data Protection:

Holy Trinity After School Club will only hold and maintain records which are required by law and Registration requirements. We will operate within the GDPR and Data Protection Act (2018)

Our Data Protection Policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

Personal data will be:

- Obtained and processed fairly and lawfully
- Held only for purposes described in the data users register entry
- Used only for purposes, and disclosed only to those people, described in the register entry.
- Adequate, relevant and not excessive in relation to the purpose for which they are held
- Accurate and where necessary, kept up to date
- Held no longer than is necessary for the register purpose
- Accessible to the individual concerned who, where appropriate, has the right to have the information about themselves corrected or erased.
- Surrounded by proper security
- Ensure that all staff are made aware of good practice in Data Protection.
- Ensure that adequate training will be provided for all staff responsible for personal data.
- Ensure that everyone handling personal data will know where to find further guidance.
- Ensure that queries relating to data protection, internal and external to the organisation, is dealt with effectively and promptly.
- Data Protection Procedures and guidelines will be regularly reviewed within the organisation.

Parents Access to Records

Holy Trinity After School recognises that parents/carers are the first educators of their children and our aim is to work in partnership with parents and carers in providing an environment that supports that and promotes the best interests of the children in our care.

We will involve parents/carers in the record keeping about their child, either formally or informally and ensure they are aware they can have access to their child's records and ensure them that they can discuss any information about their child at any time.

Participation with parents/carers:

All parents/carers are informed about the setting, how it operates, opening times and policies and procedures through written information, newsletters, notice boards and informal communication. Parents are made aware that they are welcome to contribute and make suggestions that they feel would benefit the setting.

- Staff will provide information on the fee structure and payment agreement and listen to parents' feedback and act on this where appropriate.
- All parents/carers will have access to the complaints procedure and we will ensure that any complaints are dealt with affectively in accordance with the complaints procedure.
- We will keep parents/carers informed of activities through verbal communication and through the monthly newsletters.
- We will listen to all suggestions and acknowledge that all children, parents and staff have the right to be consulted and to be heard.
- We will ensure that all aspects of the child's achievements, experiences and friendships are shared and discussed with parents. We welcome parents at any time to come and meet with a member of staff or the manager if they would like to engage in further discussions about their child.