



# Dunston Hill

Community Primary School



## Forest School Club Policy

September 2021

# DUNSTON HILL COMMUNITY PRIMARY SCHOOL

## FOREST SCHOOL CLUB POLICY

### Introduction

Dunston Hill Community Primary School provides high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

### Admissions

- All places are subject to availability as per the agreed staff / pupil ratio
- Only pupils attending Dunston Hill Community Primary School are eligible to attend the Club due to public liability restrictions
- All parents must complete a registration form for each child attending the Club and sign an agreement to adhere to the terms of this policy
- Parent consent forms must be completed prior to the child's commencement at the club
- Restrictions on numbers may apply to certain activities
- A schedule of the day's activities will be shared with parents prior to the activity
- Permissions for older pupils to walk home must be authorised by their parents (on consent forms)
- The children of school staff may attend once pupils in school have had first refusal of a place
- Payments for places are non-refundable however parents may change the name of the child attending if there has been sufficient time to.

### Club Arrangements

- Parents drop and collect their child(ren) at and from the main reception where they will be greeted by a member of staff
- It is important that parents/carers pick up their child(ren) as per the agreed times so as not to disrupt club activities and site closure times
- A school mobile number will be shared with parents/carers
- Pupils will then go to the environmental area where a range of activities are set out (weather dependant)
- Pupils will be encouraged to respect and take responsibility for the equipment and environment
- All activities have been identified in the Forest School risk assessment
- Pupil's attendance is recorded in a register.

### Behaviour

#### **Pupils are expected to:**

- Use socially acceptable behaviour
- Respect one another, accepting differences of race, gender, ability, age and religion
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at the Club.

#### **Positive behaviour is encouraged by:**

- Staff acting as positive role models

- Praising appropriate behaviour
- Informing parents about individual achievements.

### **Dealing with inappropriate behaviour:**

- Challenging behaviour will be addressed in a calm, firm and positive manner
- In the first instance, if necessary, the child will be temporarily removed from the activity
- Staff will explain why the behaviour displayed is deemed inappropriate
- Staff will encourage and facilitate mediation between pupils to try to resolve conflicts through discussion and negotiation
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the child may be excluded from attending. The reasons and processes involved will be clearly explained to the child and their parent/carer.

### **First Aid**

- All accidents will be recorded in the school accident book, accurately reported to the school staff or parents/carers upon collection
- Accident records must give details of: time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom
- All incidents are dealt with by a qualified first aider
- Pupils are covered by the LA's Public Liability Insurance which is at least 5 million pound indemnities
- Parents of any child who becomes unwell during the Club will be contacted immediately
- Emergency contact details, medical and dietary information are stored in the outdoor classroom during the time of the session
- Children with inhalers will bring them with them to the activity. Staff will be aware of who these children are and ensure they have their inhalers with them at all times
- Pupils are not permitted to be worn during activities.

### **Missing**

In the event that a child goes missing, the following procedure will be undertaken:

- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff
- If the child remains missing, the emergency services will be contacted
- Parent contact details are stored in school.

### **Uncollected**

- If a child has not been collected 5 minutes after the agreed pickup time, parents will be contacted in the first instance by telephone
- The additional contacts which have been provided will be telephoned in the second instance
- If these contacts are unavailable after approximately one hour, the police and Social Services will be informed
- Parent contact details are stored in school.