


# Sunsets Policies and Procedures

Our Mission Statement outlines the services that pupils, parents/carers and the St Mary's community can expect from our provision.

**At Sunsets Afterschool Provision, every child matters.**

**We aim to:**

- Provide a high quality provision that meets the needs of both parents and children.
  - Provide an inclusive service, accessible to all children attending St Mary's Roman Catholic Primary School and Nursery.
  - Encourage fun and motivating activities for children to learn, play and develop new skills.
  - Ensure a safe, supportive and calm atmosphere.
  - Offer a creative and enjoyable afterschool provision where each child is valued and encouraged to fulfil their potential.
  - Encourage children to develop positive attitudes and respect for themselves and others.
  - Promote physical, intellectual, emotional and social development, enabling each child to become confident, independent and co-operative individuals.
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# About Us

Sunsets offers care for pupils after school in a safe and friendly environment.

The provision is managed by our professional staff.

All of our staff are experienced in childcare supervision and are all known to the pupils. We provide a variety of healthy snacks and facilitate fun educational activities on a daily basis.

## **Sunsets Play Leader**

Miss J Winter

## **Sunsets Staff**

Mr M Julien & Mrs B Virtue



## **Our provision is committed to meeting the needs of parents and carers by:**

- Providing an accessible service for all parents and carers.
- Communicating effectively with parents and carers, and discussing experiences, progress and any difficulties that may arise.
- Employing experienced, well trained staff and offering them appropriate support.
- Reviewing and evaluating our service to ensure that we continue to meet the needs of children in our care and those of their parents and carers.

## **Our provision is committed to providing:**

- Care and activities that put the needs and safety of children first.
- A programme of activities that are interesting, educational, stimulating and fun.
- Activities that promote each child's social, physical, moral and intellectual development.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained and properly supported.

## Sunset Rules

We follow St Mary's whole school rules along with Sunset rules

### Opening Times and Fees

Sunsets runs from Monday to Friday - 3:30pm to 6:00pm, term time only.

Sunsets will not operate on INSET days, bank holidays and polling days.

Sessions are charged at £15.00 per child, on a permanent basis, until the end of the academic year.

### **Payments must be made in advance.**

Any ad-hoc or emergency sessions are charged at £17.00 per child. Emergency sessions need to be booked by 3:30pm and paid on the day.

Sunsets accept childcare vouchers. Please email [sunsets@st-marys.lambeth.sch.uk](mailto:sunsets@st-marys.lambeth.sch.uk) for more information.

To book an ad-hoc session, you must email your request to [sunsets@st-marys.lambeth.sch.uk](mailto:sunsets@st-marys.lambeth.sch.uk). Payments must be made via ParentPay prior to your child attending.



## Staffing

All staff have Disclosure Barring Service Certificates (DBS), are first aid trained and follow all the policies and procedures agreed by St Mary's.

**Staff:** Child Ratios as stated in the Department of Education Statutory Framework:

*'Section 3.40. Where the provision is solely before/after school care or holiday provision for children who normally attend Reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children. It is for providers to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children.'*

Sunsets ratios may change dependant on whether Nursery children attend. The ratios are as follows:

*'Section 3.43. For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, or another approved level 6 qualification is not working directly with children: • There must be at least one member of staff for every eight children. • At least one other member of staff must hold an approved level 3 qualification. • At least half of all other staff must hold an approved level 2 qualification.'*



## Attendance/Absences

Please ensure that the Sunsets staff and your child/children are aware of when they are attending the provision.

Children need to be booked into the Sunsets Afterschool Provision in advance, to ensure the appropriate staff/child ratio can be arranged for each afternoon. Ratios are an Ofsted requirement that we must adhere to.

If your child will not be attending a session and you decide to collect them from school, please ensure the Sunsets Play Leader is aware; you can contact us by telephone 0793 059 7777, via text or email.

If you require a place for your child/children to attend the provision at short notice (emergency cover) please contact the school office or email [sunsets@st-marys.lambeth.sch.uk](mailto:sunsets@st-marys.lambeth.sch.uk) to make the request.

Should you decide to withdraw your child from the provision, we ask for 2 weeks' notice. Please be aware that you will still be charged for the sessions your child does not attend, even if your child is absent from school or unwell. There are no refunds for cancellations.



## Missing Child Procedure

To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations (e.g. walking from the playground back into school).

If a child cannot be located, the following steps will be taken:

- The Play Leader will immediately inform the Headteacher; in their absence the Assistant Headteacher. If neither are on site then the play leader will telephone the Headteacher.
- All staff will be informed that the child is missing.
- Sunset staff or a senior leader will conduct a thorough search of the premises and surrounding area.
- If the child cannot be quickly located the Play Leader will contact the child's parents or carers.
- If there is no further information on the child's whereabouts after 15 minutes with parental agreement the police will be informed.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.



- We will maintain as normal a routine as possible for the rest of the children at the provision.
- The Play Leader will liaise with the police and the child's parent or carer. The incident will be recorded in the incident log.
- A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

## **Fire Procedure**

In the event of a fire and fire drill, the children will leave the building at the nearest exit and assemble in the main playground, facing away from the building.

Regular fire drills will be carried out.

## **Health and Safety**

Children will be supervised at all times. A register will be kept of children's attendance and emergency contact numbers will be kept on file.

A child's whereabouts will be known at all times e.g. going to the toilet or out of the room for any other reason.

Outdoor activities will be well supervised and ratios of adults to children will be in accordance with our guidelines.

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## **Food**

Sunsets Afterschool Provision encourages healthy eating habits from the early years to help children to reach their full potential in terms of growth and development.

Sunsets staff are trained in Food Hygiene and Safety.

Children can bring their own fruit in line with St Mary's health eating guidelines.

## **Accident Procedure**

Parents will be notified of any accident involving their child via an accident slip. Following any head injury, a phone call will be made to the parents and a bumped head accident slip will be sent home. First aid kits and accident record books are checked regularly and replenished when needed.

All staff members are first aid trained.

If a child needs treatment, parents will be contacted immediately. If parents or other family members cannot be contacted, a member of staff will accompany the child to the hospital and parents will be contacted as soon as possible.



## **Behaviour Management**

Sunsets staff will positively manage children's behaviour and set appropriate boundaries for children.

Sunsets will follow St Mary's behaviour policy.

Bullying in any form will not be tolerated and any alleged incidents will be dealt with sensitively and should be thoroughly investigated. Sunsets will follow St Mary's anti-bullying policy.

Parents will be fully informed by staff, of any incidents of unacceptable behaviour. If a child continues with persistent inappropriate behaviour and becomes a danger to others, racism, serious swearing, serious physical incidents, bullying and inappropriate sexualised behaviour/language the manager will contact parents and may result in your child being excluded from Sunset's, with the prospect of them also losing their space at Sunset's.

Any significant incidents involving inappropriate behaviour will be recorded and kept on file. If the incidents are also categorised as being a Safeguarding issue, then the incident will be recorded as appropriate. A meeting with parents can be arranged to discuss any incidents or problems if necessary.



## **Child Protection and Safeguarding**

Sunsets is committed to safeguarding and promoting the welfare of all children.

The Designated Safeguarding Officer at Sunsets is:

Miss J Winter

Sunsets adheres to St Mary's Child Protection Policy [click here](#)

### **Equalities Obligations:**

Sunsets will ensure that we strive to provide the best service for all children. We do not discriminate against families or children as a result of disability, special educational needs, race, nationality, ethnic or national origin, pregnancy, maternity, sex, gender identity, religion or sexual orientation or whether they are looked after children. Prejudice and stereotypes have no place at our Sunsets Afterschool Provision.

Staff will maintain a professional approach, valuing and respecting differences and approaching concerns in a sensitive and caring manner.

Equal Opportunities and Promoting Inclusion Policy [click here](#)

Special Educational Needs and Disability Policy [click here](#)

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## Complaints Procedure

If a parent/carer has any concerns about the provision provided by Sunsets they should discuss the problem with the play leader. Confidentiality will be maintained throughout the proceedings.

St Mary's complaints policy must be followed.

Thank you for taking the time to read over this information.  
For any further information please do not hesitate to contact the Play Leader.