



Southfields Primary School



Explorers Before and After School Club

Terms and Conditions / Parent Information Handbook 2026-27

About the Club

Southfields Explorers Club was established in 2015. The club is based within Southfields Primary School, Stanground, Peterborough, PE2 8PU, Telephone 01733 562873. The club is overseen by the Head Teacher and Governing Body of Southfields Primary School. Explorers Club is registered and governed by Ofsted and adheres to the national standards set out for school providers. Our Ofsted registration number is 110691 (registered on 01/09/2015). The full Ofsted report is available at <http://www.southfieldsprimary.co.uk>.

Please note the term 'parent' has been used in this document to refer to all persons such as carers or guardians or others with parental responsibilities.

The club provides out of school (wraparound) termtime provision for the children of Southfields Primary School. Explorers Club does not offer sibling discounts but aims to keep prices reasonable. Southfields Primary School aims to ensure that staff are trained and hold disclosure certificates. Explorers Club aims to provide a happy, home from home, caring, safe, secure and stimulating child centred environment which aims to meet the needs of all children. We offer a varied and rotated programme of games, toys, constructions and crafts. We offer a variety of well-planned and organised adult-led activities as well as free choice activities, enabling children to learn and develop. We give children daily opportunities to read, draw, make and play. At After School Club all children are encouraged to participate in physical outdoor activities unless weather or health and safety issues prevent this (when we use our separate sports hall). We encourage children to eat and play together in a calm, friendly and relaxed environment.

We offer activities on rotation including:

- ✦ Creative activities: includes independent and adult lead arts, crafts and drawing. Weekly art and craft themes may be based around books, animals, events and awareness days or linked into school topics
- ✦ Construction play: includes various building materials such as Lego, Octoplay, K-NEX and Magnetix
- ✦ Quiet activities: includes homework tasks set by the school, reading, writing, watching TV or a film
- ✦ Role Play: includes play shops, dressing up, play food, train tracks and cars
- ✦ Traditional games: includes jigsaws, board and floor games

Explorers Club Opening Hours and Charges

For consistency and fairness we open, close and monitor lateness by the time shown on our clock. Our current opening times are:

AM / Morning / Breakfast Club

Breakfast Club from **7.45am MONDAY TO FRIDAY** - £4.75 daily per child (*includes a light breakfast served until 8.10am*)

When it is time to go to school Reception, Year 1 and 2 children are escorted to their classrooms. Year 3, 4, 5 and 6 children are trusted to make their own way to class from the club (using an inside route).

PM / Afternoon / After School Club - late fees apply if children are collected after your booked collect by time

After School Club collect by **5.15pm MONDAY TO FRIDAY** (children should be collected and have left the school site by 5.15pm) – £9.50 daily per child (*includes small snack; not a meal*)

After School Club collect by **6.00pm MONDAY TO THURSDAY ONLY** (children should be collected and have left the school site by 6.00pm – £11.50 daily per child (*includes small snack; not a meal*))

At the end of the school day Reception, Year 1 and 2 children are collected from their classrooms. Year 3, 4, 5 and 6 children are trusted to make their own way from their class to the club (using an inside route).

- ✦ There may be times when the club needs to open later or close early. Parents will be informed of any changes to opening times as soon as possible.
- ✦ Early closure applies on the last day of Winter (December) term and Summer (July) term and on any planned or unplanned days when Southfields School needs to open later or to close early (e.g. snow days).
- ✦ Explorers Club opens term time only.

Membership (Annual Registration)

Registering and Reregistering your child

Annual Registration Forms are completed online (please see our website for further details). Please complete one form per child at **least ten working (school) days in advance** of your first required session date.

After completing your online Registration Form, please click on the ‘submit’ button. If you do not receive an automated email confirming your application and a copy of your responses your application has not been successfully submitted and unfortunately you will need to complete a new Registration Form.

Annual membership runs from September to July. Children are very welcome to join our club at any time during the school year (if a place is not available, we can add your child’s details to our waiting list). Registration of pupils is essential before parents can book (please note: parents make their own bookings; we [club or school staff including the school office] are unable to make bookings for you) and pay for sessions online via ParentPay.

All members are required to complete an online membership form (available in the summer term each year). Forms received after the cut off date might not be processed until we return to school in September. Renewal of your place is not automatic and cannot be guaranteed. It is the responsibility of the parent (not the club) to ensure that membership is completed annually. Members of the current school year that do not re-register by the mandatory date in the Summer Term will be automatically removed from our register at the end of the term. The information gathered on the Registration Form will be stored securely in accordance with GDPR (May 2018), for the duration of time your child is enrolled in our club (one school year) at which point it will be destroyed securely. It is the responsibility of parents to ensure that this information is kept up to date - please inform the club manager know of any changes to the information you have provided such as: telephone number or address or to add or remove persons with permission to collect (we can issue a new password if you request).

The online registration form contains personal data and information that we are legally obliged to retain until the end of July. As per the Data Protection Act 1998, all personal data shall only be used for the purposes of this agreement at Southfields Primary School and Explorers Club.

Please tick the online signature box on the Registration Form to agree to Southfields Explorers Club using your provided personal data in relation to administration of the Before School Club and After School Club provision and in case of an emergency. Please note that Explorers Club does not have access to your child’s school records - we rely solely on the information you provide on your registration form. Your online “signature” confirms you have read, understood and accept the Explorers Club Terms and Conditions from the Parent Information Handbook (this document).

Once Explorers Club is in receipt of, has accepted and has processed your child’s fully completed annual registration form we will email you with a place confirmation and your password within ten working (school) days. If you have not had a place confirmation email within **ten working (school) days**, please contact the club after checking your Spam / Trash folder. Please forward your copy of your automated application confirmation email to the club manager, Mrs Johnson (sarahjohnson@southfields.peterborough.sch.uk).

We will provide you with a password (this is essential for Safeguarding). Please share the password with all contacts named on the registration form. The named child should not know the password.

Please note that after any period of six weeks of not using the club we reserve the right to withdraw membership; members will be taken off the register and access will be removed from ParentPay.

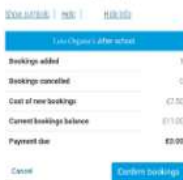
New Reception / EYFS children can usually attend Explorers Club’s as soon as they are at school full time and after their first week at school – the exact date will be confirmed in July.

Please:

- ✦ complete one Registration Form per child
- ✦ provide details of any medical or dietary needs, allergies or any individual needs the named child may have e.g. SEND, Religious or Behavioural Needs
- ✦ indicate if you would like Breakfast Club, After School Club or select clubs
- ✦ check your emails to ensure you have received a copy of your answers
- ✦ allow **ten working (school) days** for the form to be processed as bookings cannot be made until we have processed your child’s completed registration form
- ✦ be aware that the club does not have access to your child’s school records
- ✦ Ask the manager if you would like help in completing the form

How to book on ParentPay (Booking Policy)

The process below was performed on a mobile device but is almost identical (screenshots may vary slightly) on other devices. Please note that booking our clubs follows the same procedure as booking a school dinner. Please open your web browser (Chrome, Safari, Firefox etc.) and follow these instructions:

Type in the navigation bar www.parentpay.com You will be directed to the screen on right Click the top right yellow button "Login" This will take you to the screen where you will need to input your email address and password. Fill in your details Then click the yellow "Login" button. This takes you to the screen main screen to view bookings or pay for trips etc. You will need to click on "Make bookings" You will then need to click on the drop down box "Make booking for" and select After School Do the same with the box below change this to the week you would like to book. Then click "Make or view bookings" You can then select the days you wish to book by clicking on the grey "book a session"	   	The day will then be highlighted in green as shown and a confirmation of number of bookings and cost is now listed below. Once you are happy click the blue "Confirm bookings" button. This will load the payment page where you can choose your payment method or if you have any account credit this can be used instead. If you have already stored your card details you can simply click on the card and it will take the payment. Once this is complete you will receive an email confirmation of your booking.	   
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Booking and Payments

Once the Registration Form has been processed you will receive an email confirming your place, you will have access to and will be able to book sessions online through ParentPay. Please note: parents make their own bookings; we (club or school staff including the school office) are unable to make bookings for you.

Invoices are not raised – payment is required when you book. We reserve the right to give one months' notice at any time to terminate membership if any fees are outstanding.

Please:

- ✚ book and pay promptly to secure a place. The club is booked on a first come, first served basis. Once all available places are fully booked and paid for or at a maximum staff to children ratio legally the club cannot offer any additional spaces and we cannot guarantee places for any more children even if ParentPay has accepted the booking. We will alert you to fully booked sessions as soon as possible.
- ✚ ensure that you have sufficient funds in the account to cover the cost of the booking, regardless of payment method. You may receive a booking confirmation from ParentPay but your place is only temporarily reserved, not booked, until payment is made. ParentPay's system will automatically cancel the booking if you do not have sufficient funds in your account. Please note this applies to all payment methods including: childcare voucher schemes, Childcare Grants, Parents' Learning Allowance and any other finance or benefit packages. The club is not made aware if a booking has been reversed so unfortunately if this happens your child will not have a place for that session and you will need to make alternative arrangements for your child (a holding fee of £4.75 per each 5 minutes per child may apply if your child is not collected from school).
- ✚ check your booking to ensure it is confirmed and paid for. To meet Health and Safety Legislation, Fire Safety rules and for safe staff to children ratios the Club has space for an agreed number of children for each session; it is essential that places booked and paid for in advance. If your child's name is not on the register or if a session has not been prepaid the Club cannot guarantee a place and you will need to arrange immediate collection (a holding fee of £4.75 per each 5 minutes per child may apply). We might be able to offer you a place if one is available, providing there are available funds in the appropriate account to pay for the session - we cannot guarantee a place will be available.
- ✚ take a screen shot (take a picture of) your bookings and payments in case of any queries.

Please note:

1. Explorers Club closes at 5.15pm on Fridays, however ParentPay will accept bookings for the collect before 6pm session on a Friday (as we are unable to remove this booking option from ParentPay). Please note that if you book the collect before 6pm session on a Friday your booking will be invalid and you will need to make alternative arrangements for your child.
2. Sometimes ParentPay closes for essential maintenance. It is your responsibility (not the Club's) to ensure your bookings are made. If you have not been able to book due to a technical issue with the ParentPay website, please contact the manager with a screenshot of the issue.
3. We are unable to accept children into our clubs (you will be telephoned to collect your child) that are unwell or have exhibited poor behaviour in school on the day of the booking or have not attended school on the day of the booking. Once signed out, children are not permitted to re-enter the session.

Booking cutoff days (deadlines) please book two days in advance, for example:

book by FRIDAY for MONDAY	book by SATURDAY for TUESDAY	book by SUNDAY for WEDNESDAY	book by MONDAY for THURSDAY	book by TUESDAY for FRIDAY	<i>Explorers and School staff (including the school office) cannot make bookings or cancellations for you.</i>
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Dropping Off and Collecting Your Child / Arrivals and Departures / 'signing in and out' / Parking / Visitors

Children are dropped off and collected through the white framed glass door at the front of the building, just past the main school office. Children arriving at or departing from the club must be supervised by someone named on the Registration Form aged over 16. No child is allowed to arrive at or leave the club unaccompanied. Please note that 'Arriving At or Leaving School / Class Alone Permits' are not valid at Explorers Clubs. We do not have public toilets in school for adults and non-member use.

Please press the doorbell and a member of Explorers staff will answer the door as soon as possible - when staff are busy with the children (administering First Aid for example) or if we are playing outside you may have a short wait before staff can answer the door. You must inform the club if someone else (other than the primary contacts named on your registration form) is collecting your child as unknown persons will not be able to collect your child without prior notice. Please ensure that all persons authorised to drop off or collect your child know the password and bring identification with them. It is your responsibility to ensure all persons with permission to drop off and collect are known to your child, are aged over 16, can care for your child and that they have current insurance, a valid MOT and comply with the law and car seat laws when using a vehicle. Parents cannot be stopped from collecting their children unless relevant documents are produced i.e. court orders, or there is police or social services involvement – please advise us if this applies to your child.

'Signing' Your Child In and Out Of the Club

Explorers Club staff use an electronic register to record arrival and departure times in lieu of signing a shared paper register (as formerly used). Please bring your child to our door when you drop your child off; children must not be unattended in the car park. We reserve the right to reintroduce a paper register in the future and if reinstated we will ask parents to add the arrival or departure time and a signature to the paper register.

Please leave the club promptly as this helps us to monitor who is site, not only for your safety and the safety of the children attending the club but also to comply with Health and Safety legislation and Fire Safety rules. Unfortunately for Health and Safety, Safeguarding and procedural reasons children are not permitted to enter or re-enter the school buildings (even if they are with their parents or a member of staff). Once signed out children are not permitted to re-enter the session.

Parking The school car park speed limit is always 5 miles per hour

The safety and welfare of all our children is paramount. Southfields School car park is not a public car park; however the school can sometimes (there will be times when the car park is closed) offer our members **3 minutes** of visitor parking in the school car park whenever possible (only if the barrier is open) to drop off at or collect your child from the Club.

On arrival at the school car park if the barrier is down please park your car safely nearby in line with the Highway Code (do not park on double yellow lines, on white zig zags / diagonal stripes or in front of resident's driveways) - this helps to keep the entrance to school car park free from congestion and ensures local people are not inconvenienced by school traffic.

Please note:

- ✦ everyone must dismount from cycles, scooters etc. at the school gates and walk along the paths provided to enter and exit the school site / never walk or ride across the car park or along the road or driveway.
- ✦ Parents should bring their child to our door when dropping off; children must not be left unattended in the car park
- ✦ users of the school car park do so at their own risk
- ✦ Explorer's staff do not have access to the car park intercom buzzer and cannot raise the barrier; as such we are unable to assist persons using the school car park.

Cancellations (or request to substitute or swap booked sessions – known as a Cancellation)

You can cancel (substitute or swap) bookings in advance of the session booking deadline (two days notice) yourself using ParentPay; ParentPay will not make a charge for this. We (Club or school staff including the school office) are unable to make cancellations or to substitute or swap booked sessions for you unless exceptional circumstances apply and at the managers discretion. If your child is booked into the club but no longer needs to attend (after the booking deadline has passed) unfortunately the session will not be eligible for reimbursement and will require full payment to the club. This includes non-attendance due to illness. Please Dojo the child's class teacher to let them know that your child will be collected from their classroom.

Childcare Vouchers

Vouchers can be used as payment; the school will credit your ParentPay account when payment has reached the school's bank account. Please allow at least ten working (school) days for electronic fund / voucher transactions to process before making any bookings. Voucher scheme information is available from the Finance Secretary.

Emergency Bookings

We will, whenever possible, make an emergency one-off booking (one per term) if you need a session at short notice due to an unforeseen, unexpected event. The manager will keep a record of all emergency booking requests. Whenever possible a snack will be provided for an emergency booking, however the snack offered may be different to our daily menu. To make an emergency booking please telephone the school office on 01733 562873 ensuring there are sufficient funds to cover the session cost in your ParentPay account. The emergency booking policy cannot be used to manage your bookings (forgotten bookings) or due to booking error.

If your child is not booked into the club (on our daily register) and is not collected from school a holding fee of £4.75 per 5 minutes may apply.

Finance Letters / proof of usage

If you require a Finance Letter as evidence to show that your child has attended Explorers Club and the sessions dates please contact the manager at the end of the month on Dojo; we can only provide details of past, paid for attended bookings; not future or unpaid bookings or sessions that were not attended or sessions charged as late collection fees. Please allow at least ten working (school) days for your PDF letter to be emailed to you.

Late Collections

Parents are asked to contact the school (on 562873) or Explorers Club directly (during club opening hours on 562873 extension 216) and make alternative arrangements for the collection of your child if you are unable to collect or are unavoidably late. Children that are collected later than your booked collect by time will generate an additional fee. Please note late collection charges will apply even if children are not collected due to parent / teacher conversations including parent's evenings, or due to any meetings, activities and events that have unexpectedly overrun including those held at Southfields Primary School. Explorers staff finish work at 6pm Monday to Thursday and 5.15pm on Fridays.

The late pick-up charge is £4.75 for each 5 minutes of lateness entered *per child*. That is, £4.75 after your booking collect before time (either 5.15pm or 6pm depending on which session you have booked) has passed and a subsequent £4.75 for each five minutes *per child* until the child/children is/are collected. We (club or school staff including office staff) are unable to change, to cancel or to substitute or to swap booked sessions from one collect by time to another. Late fees will be added to your child's ParentPay account. Please ensure you have enough funds in your account to promptly pay for this charge and all future bookings, as ParentPay prioritises settling late fees and may automatically cancel your future bookings if funds are not available. All late collections are recorded and late pick up fees must be paid within one week of late collection date.

Please note: for consistency and fairness we open, close and monitor lateness by the time shown on our clock.

Managing Persistent Lateness

The manager will record incidents of late collection and will discuss them with the child's parent. Parents will be reminded that if they persistently collect their child late, they may lose their place at the club. The manager will provide information detailing why the child's place is at risk and if late collections persist, the manager will contact parents to inform them of the cancellation of membership. We reserve the right to give one month's notice at any time to terminate membership if fees (such as Late Collection Charges) are outstanding or if there are more than three incidences of late collection recorded.

Please note: for consistency and fairness we open, close and monitor lateness by the time shown on our clock.

Menu - Explorers Club Menu and Special Dietary Needs

In the mornings we offer a *light breakfast* such as toast or cereal. In the afternoons we offer a *small snack* (please note this is not a meal) such as bowl of pasta or a sandwich. All food is freshly prepared by our school catering team or ourselves. After school sometimes a pudding may be offered – however we do not offer a dessert to a child that has not eaten the savoury snack option first. If a child is collected during snack time only pre-packaged food (not food prepared in school) with an ingredients list and expiry date may be taken home.

Special Dietary Needs – e.g. Lactose or Gluten Intolerance

Explorers Club is happy to collaborate with parents regarding any special dietary needs. Please complete the dietary needs section of the registration form with as much detail as possible to inform us of your child's requirements. If your child has a dietary need, please support us by booking at least two weeks in advance of the required session - this gives the catering team time to source and order in ingredients or foodstuffs to meet your child's needs. Please inform the school office, Mrs Absence or the club of any session cancellations to help to avoid unnecessary food waste.

We are unable to accommodate personal food choices or preferences (likes and dislikes).

Southfields Primary School Explorers Club - 'Exploring New Horizons'

Our Club Mission Statement and Aims:

This statement outlines the service that children and parent can expect from our setting. Our Club aims to:

- ✦ Provide high quality care for children in a happy, safe and stimulating environment where all children can play, learn and develop.
- ✦ Deliver a programme of varied, fun, educational and interesting 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.
- ✦ An environment where no child is bullied or suffers discrimination in any form.
- ✦ Meet the needs of parents and keep them informed of any changes to this document and our policies and procedures, including opening times or fees / charges.
- ✦ Sharing and discuss with parents their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

Exploring	– Encourage pupils to <u>E</u> xplore the world
Excellence	– Aspire for <u>E</u> xcellence
Playing	– Understand the importance of <u>P</u> lay in learning
Learning	– Build good <u>L</u> earning behaviours for life
Outstanding	– Reaching <u>O</u> utstanding in all we do
Respect	– Showing <u>R</u> espect for those around us
Engaging	– Providing opportunities and a culture of <u>E</u> ngagement
Reach	– Aim high and <u>R</u> each for our dreams
Smile	– Be happy in what we do and <u>S</u> mile often



Policies

Please note that Southfields Explorers Club has many policies and procedures in place. We are committed to regularly reviewing our policies and procedures. Children attending Explorers Club are required to adhere to all Southfield School rules, including any immediate changes to school procedures and policies.

Behaviour Management Policy – please also see our full Behaviour and Discipline Policy

Explorers Club will manage behaviour through learning and enjoyment. Staff and children will work together to maintain clear ground rules for all behaviour within the club. Praise and encouragement will be given. Negative behaviour will be challenged in a calm and assertive manner, promoting an atmosphere where children can respect and value everyone. All incidents will be recorded. Staff will work together and with children, without shouting, but through discussions to resolve negative behaviour and settle conflict. Staff will not promote corporal punishment to a child; staff will not use or threaten any forms of punishment which could impact a child's wellbeing. Staff will discuss all concerns with parents to help identify the cause of the behaviour and deal with incidents appropriately. At all times children and parents will be told about the consequences of their actions. In the event of physical interventions, staff will use the minimum force necessary to prevent injury. If unacceptable behaviour (for example a child displaying unacceptable behaviour and may pose a risk to their own/other's safety) occurs, more action may be required which could lead to exclusion from the club.

Bullying Policy / Procedure - please also see our Dealing with Bullying Policy

The Club will not tolerate or excuse any form of harassment (emotional, physical or verbal) or bullying from anyone; this includes children, parents, staff or colleagues. We ask the children to keep their "hands off" (not to put their hands onto) other people. Staff will make every effort to create a tolerant and caring environment. Bullying behaviour is likely to occur on occasion and the club recognises this fact. In the event of such incidents the management and staff will address these issues thoroughly and sensitively, children will be encouraged to report all incidents of bullying to staff and staff must report all incidents to the management team. Victims of bullying will be helped and supported and kept under close supervision. The bully will be encouraged to discuss their behaviour and think through the consequences of their actions. Persistent bullying may require more serious action which may lead to exclusion from the club.

Child Health (Illness and Administering Medication) Policy

If your child is unwell, please arrange alternative care for your child until your child is well. We cannot accept children in the club who are unwell, in line with school practices, as infections may affect both children and staff in the setting. It is the duty of the parent to inform the club of any illness or infection at the earliest opportunity.

To safeguard the health of all staff and children in our care, the manager and a nominated first aider will deal with illnesses efficiently and safely. Parents will be notified if there has been a suspected risk of cross infection and provided with a list of infectious, notifiable and communicable diseases. If your child becomes unwell whilst in our care, we will use the information provided on your Registration form to contact parents or others to arrange immediate collection of your child.

Where medication needs to be administered, medication will only be given once a Medical Consent form has been completed by a parent. Explorer's staff can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist, non-prescription medicines will not be administered by staff under any circumstance. If a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. All medication provided must have the prescription sticker attached which includes the child's name, date, type of medication and dosage. Parents are responsible for asking for the medicine end of each session in order that it may be taken home.

If your child has an asthma inhaler kept in school, please also provide Explorers Club with an inhaler.

Parents must complete a new Medical Consent form if there are changes to a child's medication (including change of dosage or frequency) and each time a medication is prescribed. Please see our Administering Medication Policy for full details. Please note that in line with Southfields Primary School policy we will only administer prescription medicine that needs to be taken more than four times per day and we cannot refrigerate medicines.

Please provide details of any urgently necessary first aid or emergency medical treatment that may not be given to the named child on the Registration Form.

Complaints Procedure

Explorers Club hopes that you will be pleased with the provision that your child receives. If you have any concerns or are unhappy with any aspect of the care provided, please do not hesitate to see the manager. If formal discussions of a problem have not produced satisfactory resolution parents should put their complaints to the headteacher in writing, as per the school complaints policy. If you feel your concerns cannot be discussed in club, please do not hesitate to contact the headteacher. The school will respond to any written concerns or complaints following guidance in the school's policy and try to make a resolution to the matter as soon as possible. If a complaint carries a child protection concern the manager will inform the Designated Safeguarding Lead (DSL) / Child Protection Officer and follow procedures, as necessary. After following the school complaints policy if parents remain unsatisfied they can make a complaint to Ofsted.

Exclusion Policy (suspensions)

Explorers Club is committed to dealing with negative behaviour wherever possible. Disruptive, challenging or unacceptable behaviour will be dealt with promptly. If further action is necessary, including reviewing a child's place at the club, staff will firstly explain to the child involved why their behaviour is unacceptable and the consequences of further incidents. Children will be encouraged to discuss their actions. A repeated warning will be discussed with parents. If all actions taken fail, the child may be temporarily suspended. After a suspension has taken place, a return to the club with an action in place or a reduction in membership hours (Breakfast Club only for example) or permanent exclusion will be considered. We reserve the right to give one months' notice at any time to terminate membership if negative behaviour continues.

Exclusion Policy (serious incidents)

In the event of a serious incident, it may be necessary to remove a child from the setting. Parents will be contacted to collect their child immediately. In all cases management and staff shall record all incidents and will discuss any actions with parents punctually. If unacceptable, or dangerous, or threatening behaviour or behaviour that may pose a risk to their own safety or other's safety of others occurs, more serious action may be required which could lead to immediate exclusion from the club. We reserve the right to give one months' notice at any time to discontinue membership if negative behaviour continues.

Personal Belongings Policy

Parents are asked to encourage their child to take responsibility for their belongings. Please do not allow your child to bring personal items into the Club as we cannot be held responsible for any lost items. Children, parents and staff are unable to retrieve forgotten items, until the following day (after Breakfast Club).

Photography Policy

To ensure we meet the General Data Protection Regulation (GDPR) requirements we need your consent to take and use photographs of your child. We really value using photographs of pupils to be able to show to others what children do in school and at our club. We would like your consent to take photographs (please see the Registration form to select your permissions) to use on the school website, on DOJO, on internal displays and in evidence portfolios; however if you do not wish us to use images of your child, we will accommodate your preference. If you change your mind at any time about these permissions, please contact the manager. Parents and visitors are not allowed to take photographs or videos at the club without permissions.

Play Policy

Explorers Club aims to provide a wide, varied range of activities to meet the needs of all children to develop their emotional, social and physical skills. Activities will be carefully planned to allow children to create and explore, whilst learning and achieving. Children will be consulted and encouraged to take part in the preparation and planning of activities; staff will be encouraged to support and involve children and recognise a child's achievement. We provide children with a wide range of structured play opportunities, activities, games, indoor and outdoor play equipment and resources and hope to meet the needs and interests of all children.

Racial / Anti-Discrimination Policy

The club will ensure that all persons are valued. Individuals will be encouraged to treat others with respect regardless of race, colour, sex, nationality or ethnicity.

The club will ensure that cultural and religious needs are always considered. If a member of staff or a child is aware of an incident of racial harassment or discrimination, they will be encouraged to report the incident to management. Any allegations will be investigated thoroughly. All incidents will be recorded and reported to parents/ carers. In all cases, racial harassment or discrimination will not be tolerated and may result in exclusion from the club.

Safeguarding Policy

Explorers Club believes that children have the right to be completely secure from both the fear and reality of abuse. We are committed to safeguarding all the children in our care from harm. All Southfields School or Explorers Club staff who have a concern relating to safety, welfare and protection of children within their care, has a duty to report this in accordance with the school's child protection policy, without obligation to inform parents that a report has been made. Our appointed Child Protection Officers have undertaken appropriate training and have relevant experience and expertise. The Designated Child Protection Officers will be responsible for liaising with social care, the local children's safeguarding board and Ofsted regarding any child protection matter.

Settling In Policy / One Month Trial Period (approximately 30 sessions)

New children will be introduced to the club staff, informed about the setting routines and rules and any relevant policies and procedures will be explained. Children will be shown the club and facilities often by another club member. Staff always supervise the children, working closely with new children. If a child is having any problems or are unhappy, we will discuss this with parents and parents are encouraged to speak to staff if they have any queries or concerns. All children new to or re-registering with the club have a one-month (approximately 30 sessions) trial period. Children completing the trial period successfully will automatically receive full membership.

The club is designed to support children's spiritual, moral, cultural and social needs however if the trial period is not successful we may re-evaluate the membership, for example we may need to consider the staff to child ratios (additional fees may apply for additional support) or we may consider it beneficial to reduce attendance times or sessions or to extend the trial period or offer a place with a monthly review. Throughout any trial period or extended trial period parents will be kept informed of any concerns. We reserve the right to give one month's notice at any time to discontinue membership if a child has not settled or is unhappy at our clubs.

Special and Additional Needs

Explorers Club is fully aware that some children have special educational needs and disabilities that may require individual support or assistance. We recognise a wide range of needs, learning difficulties, emotional, social behaviour and physical difficulties.

Explorers Club aims to provide care with the inclusion of all children giving everyone the right to play, learn and develop to their full potential. Whenever possible children with special needs or disabilities will have access to the same facilities, activities and opportunities as others. The club may seek the advice from our in-house SEN / Welfare Teams, Peterborough SEN/ disability development support officer when needed.

Please complete our Annual Registration form providing as much information as possible about your child. If a child has an Education, Health and Care (EHC) plan we ask that parents please share this with the club, in order that we can understand and meet the child's needs before they join us. If your child requires (or if we deem it necessary for your child to have) one-to-one or more support, please contact the manager before booking to ensure we have adequate staff to child ratios and support in place (additional fees may apply) for your required session (we reserve the right to cancel your booking if we are unable to staff your session).

Please note we are unable to offer children personal care including washing, changing or toileting without prior arrangements.

Contacting the Club:

You can contact the club during Explorers Club opening hours on 562873 extension 216, please note there will be times when we are busy with the children and unable to answer the telephone. Alternatively, you can leave a message with the school office or DOJO the manager (Monday to Thursday only).

Please note that staff only work during Explorers opening hours and Mrs Johnson (Explorers Manager) does not work at After School Club on Friday's. Any messages received after 5.30pm on Thursdays might not be read until the following term time Monday. As per Southfields School information please allow 48 hours (manager's working hours) before following up on replies to messages.