



Fun, affordable, quality childcare in a home-from-home environment

Please complete and return the following forms to enable us to register your child:

- Breakfast Club Page 10 (if applicable)
- After School Club Page 10 (if applicable)
- **Parent/Carer Agreement: Page 11 (compulsory)**
- **Admissions Form: (one per child) Pages 12 to 16 (compulsory)**
- Medication Consent Form: (if applicable – do not complete this form if your child is not on medication) Pages 17 & 18
- Photograph permission form: Page 19
- Parental responsibility form (Separate form)

Please only return the forms listed above and only if applicable. Please retain the remainder of the attached forms for future reference.

Please note that you will be asked annually to confirm that our records are up to date.

Data Protection Privacy Notice

OSCARS follows statutory requirements for data protection as stipulated in the **General Data Protection Regulation (GDPR)** applicable from May 2018. OSCARS designated Data Protection Officer is the Play Leader/manager, currently Rachael Tull.

Your Individual Rights

All registered members of OSCARS have the following rights over personal data held by OSCARS:

- 1) right to be informed
- 2) right of access

- 3) right to rectification of errors
- 4) right to erasure
- 5) right to restrict processing (not applicable to OSCARS)
- 6) right to data portability (not applicable to OSCARS)
- 7) right to object
- 8) right not to be subject to automated decision-making including profiling (not applicable to OSCARS)

Where a right is marked as not applicable to OSCARS this is because OSCARS do not use automated data processing systems. All records are paper based or manually processed and we do not share data with any organisation that uses such processes.

All requests for action by OSCARS will be made through the Data Protection Officer.

The Data Protection Officer will action the request or ensure a committee officer (Chair, Secretary or Treasurer) actions the request, within one month of the request being made.

In the case of OSCARS refusing a request because it is manifestly unfounded the Data Protection Officer or a committee officer will inform the requestor of our decision, reasons for refusing and their right to appeal to the Information Commissioner's Office (ICO).

Data Breach

OSCARS currently holds personal data for regular users on paper in a secure (locked) cabinet. All details have been supplied voluntarily by the person the data relate to. These are accessed daily by staff and breach could only occur through theft, which would be detected very quickly and reported by staff to the Data Protection Officer. Relevant people would be notified, as soon as reasonably possible, of the loss.

OSCARS is required to notify the ICO of any data breach as we hold limited contact and medical data. Records of any data breaches will be kept for 5 years.

Information Commissioner's Office Contact details:

Helpline **0303 123 1113** (Mon, Tue, Thu, Fri 9am – 5pm; Wed 9am – 1pm)

Thank you,

OSCARS

The British School, Wortley Road, WOTTON UNDER EDGE, Glos, GL12

7JU Tel: 01453 843371 Fax: 01453 842882

Mobile: 07850335629

Website: www.thebritishschool.co.uk

O.S.C.A.R.S. Breakfast, and After School Parent/Carer Agreement

Welcome to OSCARS' Out of School Clubs at The British School. Please read through the following information, which will help you, as parents/carers, to understand how to use the club and how it operates. Please discuss any areas with your child/ren as you feel relevant. This document will set the standard for the care of your child whether you use the club regularly or occasionally. Full copies of the Policies and Procedures are available at the club – please feel free to ask for your own copy.

OSCARS is a non-profit making out of school club for children from the school, their siblings (aged 4 years or over) and any other children aged 4-12 years who are able to reach us without requiring the club to collect, subject to places being available. Please see Admissions, Use of Waiting List and Fees Policy. The club will work in partnership with parents and carers where staff will communicate any changes, notices, behaviour, developments, etc within the club.

We aim to provide a community based club which is able to tie in with other community groups and enhance the provision of children's play and other related activities. OSCARS is registered with Ofsted as being a suitable venue and is inspected by Ofsted.

The Breakfast Club is staffed by Annmarie (playleader) and Jade Smith (playworker) Committee members and After School Club staff help when cover is required due to staff illnesses or holidays. The children are offered a selection of cereal or toast with a drink for breakfast. Staff are able to serve breakfast until approximately 8.15am as they need to allow time to wash up and clear away. Once they have eaten breakfast the children are able to play with the toys and equipment as they wish until they go outside at 8.40am.

The After School Club is staffed by Rachael Tull (playleader/manager), Ann Marie (deputy playleader). Please see notice board for staff photos. As the children arrive at OSCARS after school club they are checked in by

the staff and have free play whilst the staff ensure that everyone has arrived. A range of snacks are available and the children are able to have a drink if they wish. Weather permitting, children can then go outside on the scooters, playing football, tennis or playpod if they wish. They can do a craft activity, cooking, etc or they can choose their own game from our vast array of toys and equipment available. Staff limit time on the PS4 for approximately 20 minutes per go.

Where possible children should be booked in 24 hours in advance. Please ring/text Rachael on the OSCARS mobile 07850335629.

An Admissions Form and Parent/Carer Agreement MUST be completed BEFORE attending OSCARS for the first time. Parents/carers must make staff aware of any changes to these details; please advise the playleader. Please make staff aware of any specific needs, religious information or illnesses, intolerances or allergies so that they can discuss how the club can make the play experience a positive one.

Payment and Cancellation:

The cost of The Breakfast Club is currently £5 per child.

The After School Club is currently £10 from 3.15 to 5.00pm and £12.50 from 3.15pm to 6.00pm.

If a place is cancelled with less than 24 hours notice, you will still be charged, unless due to unforeseen circumstances, such as illness – but please let us know every day if you do not require a place.

Payment of fees should be made by the date shown on the invoice. Invoices for the Breakfast and After School Club are issued monthly. Individual payment arrangements will be negotiated by the management committee and the parents/carers.

When making any payments, would you please write the invoice number/s on the back of the cheque, or, if paying by cash, please put the cash in an envelope with your name and the invoice number/s written on the envelope and make sure that you are given a receipt by a member of staff. Payment made by cash, that is subsequently mislaid, will not be honoured without a receipt for proof of payment. If paying by BACS would you please ensure that you pay the correct account.

If invoices are not paid by the date shown on the invoice a reminder will

be issued. If payment is not made by the date on the reminder, a final demand will be issued.

If two months invoices remain unpaid, the child's place will be withdrawn.

If you to choose to permanently withdraw your child from OSCARS, one week's notice must be given or one weeks fees in lieu of notice.

If absence without notice persists, the management committee reserve the right to make a charge to recover costs.

Fees will be subject to an annual percentage rise every year if deemed appropriate by the committee.

Refer to Admissions, Use of Waiting List and Fees Policy.

Arrival and Collection:

The Breakfast Club is open from **7.30 am** until school starts at **8.50 am**.

The After School Club is open from **3.15 pm** until **6.00 pm**.

For security reasons, the entry door to OSCARS is kept locked unless the children are playing outside. Please knock loudly to be let in.

In the mornings, please do not drop off in the car park, please come into the room to ensure the safety of your child. The club is not responsible for your child until they enter the building.

If you do wish your child to walk from home unaccompanied by an adult to the Breakfast Club or drop off your child in the car park, we must have written consent from the parent/carer (see page 5).

The club is not insured to have children unaccompanied until it officially opens in the morning.

If the parent/carer wants their child to be given medicine during the session by a member of staff, they must complete and sign a Medication Consent Form.

Breakfast Club:

At 8.40am, the children will be escorted to the playground area via OSCARS' main doors. OSCARS' staff will ensure that all the children then go into school at 8.50am with their class teacher. Specific cases will be treated individually at the discretion/request of OSCARS' staff, parents/carers and/or school staff. Should this system change for any reason, ie; bad weather, etc, then the juniors will leave the club onto the school's premises when the school doors are opened at 8.40am and the infants will be escorted by the staff to the cloakroom area and then taken into their classroom.

After School Club:

If your child is to be collected from After School Club by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. The person nominated to collect a child must be one of those named on the Admissions Form. Only those with suitable identification, or known to the members of staff, will be authorized to collect children. No person other than those named on the Admissions Form will be allowed to leave the club with a child. If someone else should arrive without prior knowledge, the club will telephone the parent/carer immediately.

If you wish your child to walk home alone from the After School Club or to be collected by an older sibling under the age of 16, we must have written consent from the parent/carer (see page 6). No child under the age of 8 will be allowed to leave the club unaccompanied.

If a child leaves the play area (or outside area) every effort will be made to encourage the child to return. If a child then leaves, then parents will be informed and the police notified.

Uncollected Children/Late Collection from the After School Club:

A charge of £10.00 will be made if a child is not collected by 6.00pm, to cover costs incurred.

If a child has not been collected by 6.30pm and the playleader has been unable to contact the parent/carer or any of the emergency contacts, then the local Social Services Department will be contacted.

Persistent late collection may result in the loss of the child's place at the club.

Please refer to the Uncollected Children Policy for full details.

Illness:

Please see Infectious and Communicable Diseases Policy for full details.

Sickness and Diarrhoea – no child should attend the club until symptoms are clear for 48 hours. If children are sent within this time they will be sent home.

Headlice – if you have found lice, please inform a member of staff and take appropriate action to minimise spread.

Antibiotics – for the first 24 hours we will not administer medication for infection. A child must be taking the medicine for at least 24 hours before attending the club. Calpol/Nurofen will be given with written permission from the GP and parent/carer.

The Management Committee:

The management committee consists of parents, school staff and employees of the club. They are a voluntary group who oversee the general operating of the club. These people are elected every year at the AGM in October to which all parents/carers are invited to attend. Should you wish to help at the club, join the committee or assist at special events, please speak to a member of staff. All help is very much appreciated.

Complaints:

If for any reason we fail to meet the set standards, please raise any concerns or complaints with the playleader. If this is not possible or does not offer a satisfactory resolution, please contact the chair of the management committee, Caroline Curtis on telephone number 07506950524. All complaints are recorded in line with OFSTED requirements. Please see the Complaints Policy and Procedure on the notice board for more details about making a complaint.

Behaviour Policy:

Behaviour in a small setting is important for the happiness of the group. Staff, children and parents/carers take ownership for their own

behaviour and those of their children. It is expected that adults conduct their behaviour appropriately thus promoting a positive atmosphere for children. Procedures are in place to protect staff, children and parents/carers from violent or potentially violent conduct/behaviour (see policy for full details). Unacceptable behaviour is defined here as any behaviour which causes discomfort to others and/or a breach of safety, ie; physical violence, swearing, bullying (either verbal or physical), disruptive and destructive behaviour, rudeness, abusive behaviour, not abiding by safety rules in the club and school, emotional disturbance or deliberate vandalism.

Dealing With Unacceptable Behaviour :

Children:

- An immediate verbal response.
- An explanation to the child as to why the behaviour is unacceptable.
- If the child has been reminded twice, they are re-directed to another activity and closely monitored by an adult.
- If the problem persists, the child is sent to the playleader, who will talk to the child regarding their behaviour and occupy the child. After a given time (depending on the age) the child is allowed to return to the group. The adult who supervises the group will direct and engage the child in a positive, constructive activity. The adult will also monitor the child closely.
- The member of staff who dealt with the situation will record the incident and follow the procedures as described above. She will discuss with the parent at picking up time, why and how the sanction was carried out.

Adults:

- A verbal warning will be issued and the incident will be recorded.
- A second verbal warning will be issued, followed at the earliest opportunity by a written warning and the incident will be recorded.
- If the unacceptable behaviour continues, the management committee will decide if it is appropriate for the adult to have access to the setting and school site.
- If any physical threat is made at any time, the issue will be

forwarded to the police on all occasions.

- To reinforce positive behaviour ground rules are drawn up by the staff and children and reviewed periodically. These rules are always promoted by staff, trainees and volunteers and are displayed on the notice board.

Please detach and return the attached form/s before your child attends the club. Failure to do so may result in problems with booking your child into the club. Pages 10 and 11 are only to be returned if applicable, pages 12 to 16 must be returned.

O.S.C.A.R.S. Breakfast

Written consent is required for your child/ren to walk from home unaccompanied by an adult to the Breakfast. Please complete this form and return to the club before your child attends the club.

I give _____ (child's name) permission to walk to the Breakfast (delete as applicable) unaccompanied to arrive by _____ (time). If they haven't arrived by this time, then OSCARS is to contact me on

Signed _____ (parent/carer) Date

O.S.C.A.R.S. After School

Written consent is required for your child/ren to walk home unaccompanied by an adult from the After School. Please complete this form and return to the club before your child's first session at the club. We will not allow a child to leave the club unaccompanied by an adult without this form.

I give _____ (child's name) permission to walk home from the After School (delete as applicable) unaccompanied, to leave the After School (delete as applicable) at _____ (time).

and/or (please delete)

I give permission for _____ (older sibling's name/s) to collect _____ (child's name) from the After School (delete as applicable).

Signed _____ (parent/carer) Date

O.S.C.A.R.S. Breakfast, After School Parent/Carer Agreement

I/We agree to work with the staff at OSCARS to keep the behaviour of our family positive and acceptable.

I/We agree to help plan a programme of rewards and sanctions should there be any issue regarding behaviour.

I/We agree to discuss openly any issues or problems that may arise regarding our family's behaviour.

I/We have read and understood the Parent/Carer Agreement and agree to abide by the terms and conditions set out in the full policy documents of OSCARS.

Signed _____ (Parent/Carer)

Print Name _____

Date _____

Child's/Children's Names _____

Verified by _____ (Playleader) Date

OSCARS Admissions Form

To be completed by Parent/Carer. Please complete one form for each child.

Child's full name:

Name to be called:

Date of birth: _____ Age: _____

Gender: _____

Child's home address:

Postcode: _____

Tel no:

Parent/Carer's name:

Tel home: _____ Tel work:

_____ Mobile: _____ Email:

2nd Parent/Carer's name:

Tel home: _____ Tel work:

_____ Mobile: _____ Ethnicity:

_____ Religion (if any):

_____ Languages spoken:

Other emergency contacts

1st Named contact:

Address:

Postcode: _____ Tel home: _____

Work: _____ Mobile: _____

2nd Named contact:

Address:

Postcode: _____ Tel home: _____

Work: _____ Mobile: _____

Named people authorised to collect your child (including contact numbers if not included in above):

(This section must be completed – can put “As above” if applicable)

Name of child's doctor:

Address:

_____ Postcode:

_____ Tel no: _____

Details of any significant health issues (including a special educational needs and/or physical disabilities statement):

Details of any special dietary requirements, allergies and significant food and drink preferences:

Has your child received the standard immunisations? YES / NO (Please delete as required) If NO please give details:

Please give details of any medical procedures, food, etc forbidden by a family religion:

1. I hereby give permission for OSCARS' staff to take the child/children named on this form on supervised excursions during the club opening hours, including walks in and around Wotton under Edge.
2. I consent to OSCARS' staff helping apply the child's own sun cream lotion to the child/children named on this form.
3. I confirm that the information given above is correct and I promise to contact the playleader as soon as any of the details change.
4. I hereby consent for my child to take up a place at this club, according to the terms and conditions set out in its Policies and Procedures.
5. I have understood the expectations and obligations relating to both myself and the club and agree to abide by them.
6. I understand that persistent late or non-payment of fees will jeopardize my child's continued attendance at the club.

Signed Parent/Carer: _____

Date: _____

Emergency Treatment

Please read the following statement carefully. If you are unable to sign for any religious reasons, please make sure you have provided details in the above section. (Please include any special instructions). We are required to follow Gloucestershire's Child Protection Procedure, a copy of which is available for parents to see.

“I consent to any emergency medical treatment necessary during the running of the club. Should any urgent matters of concern arise, I give permission for my child to be given emergency treatment as necessary and/or contact to be made with the appropriate medical/health/social services authorities. I authorize the playworkers to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the Doctor to endanger my child’s health and safety, on the understanding that every effort will be made to contact me.”

Signed Parent/Carer: _____

Date: _____

OSCARS Medication Consent Form

This form may be used for one-off medication eg: antibiotics, or for ongoing medication eg: inhalers for asthma.

Please complete Part A or Part B as appropriate.

Name of child:

PART A

Medication:

Dose (including times and frequency):

Potential side effects:

Date from: _____

to: _____

Doctor's name & tel no:

OSCARS can accept no responsibility for any occurrence resulting from any administering or supervision of medication as specified above.

Signed Parent/Carer: _____

Date: _____

PART B

Regular medication (such as for asthma even if needed infrequently):

Dose: _____

Potential side effects:

Specific instructions for use:

Do you wish to be contacted before regular medication is taken?

YES / NO

You will be informed of any use of regular medication when your child is collected from the club.

OSCARS can accept no responsibility for any occurrence resulting from any administering or supervision of medication as specified above.

Signed Parent/Carer: _____

Date: _____

Dear Parents,

In order to promote and advertise our club we occasionally like to make a display board within the school using **photographs** of the children at play in OSCARS. These photos will only be used within the school / for our public group on Facebook.

We would be very grateful if you would sign the consent slip below and return as soon as possible.

Many thanks.

As the child's parent/guardian I give permission for photographs to be taken of my child at OSCARS to be used within the school / on a public group – Facebook (delete if you do not wish your child to be included in Facebook photographs).

Name of child/ren: _____

Signed: _____

Print Name: _____

Date: _____