



Saturday Club Policy

“Fun & Friendship for All”

Background

The London Borough of Croydon enters into contract with providers to give children with disabilities access to short breaks and play. The Breaks for Carers of Disabled Children Regulations (April 2011) require a local authority to provide ‘so far as is reasonably practicable, a range of services (including short breaks) which is sufficient to assist carers to continue to provide care or to do so more effectively.’ The services need to offer parents ‘choice and control’ over how they are provided.

Looking after a child with a significant disability can at times be very demanding as well as very rewarding for carers. A ‘short break’ from these caring responsibilities gives parents and carers the opportunity for some ‘time out’ and also gives disabled children and young people the chance to have fun and make friends – something that most children can take for granted. A ‘short break’ can be anything from a couple of hours a week at a club or society; going swimming on a Saturday morning; attending a play scheme in the summer holidays, or sometimes spending the night with friends away from the family home.

St Giles is commissioned by Croydon Council to provide a Saturday Club for children and young people with complex needs at no cost to the parents and carers.

The Saturday Club is commissioned to:

- ❖ Increase participation and improve the health and quality of life for young people with disabilities and additional needs.
- ❖ Provide accessible and affordable activities for the target group.
- ❖ Provide a comprehensive leisure programme.
- ❖ Create an environment where participants and parents/carers feel safe and reassured.
- ❖ Provide specialist staff to ensure high quality services.
- ❖ Carry out health risk assessments.
- ❖ Increase the self-confidence and esteem of young people.
- ❖ Provide respite for parents and carers.
- ❖ Provide young people opportunities to develop team work and appropriate group behaviour

What we provide

The Saturday Club provides play activities for up to 12 children per week, aged 8 to 18 from 10.00am - 3.00pm. Places are weekly or fortnightly.

The club is open to all children from Croydon who have complex needs (not just from St Giles). Places are offered to the next child, aged 8 or above, on the waiting list.

Activities include

- arts and crafts
- drama
- music
- dance
- cooking
- sports
- games

Parents are expected to provide an appropriate packed lunch and spare clothes and pads as appropriate.

Staffing

The club is led by a Level 3 play leader who has experience of working with children with complex needs. She is supported by a team of play workers who work on a rota to provide sufficient staff each week to meet the needs of the group. Staff work from 9.30am - 3.30pm. The Play Leader has additional paid administration time.

Staff are recruited by the Play Leader and Headteacher following the school recruitment policy and safeguarding regulations.

Training

All staff are expected to take part in training to ensure they work safely with the children

- induction – expectations, health and safety
- safeguarding
- moving and handling - staff must have passed their moving and handling competencies with a member of the designated school team in order to lead hoisting maneuvers.
- epilepsy

Policies

The Saturday Club follows St Giles policies to ensure consistency of standards and expectations.

Medical needs

The Play Leader meets with parents before their child starts at the club to gather as much information as possible about the child and to draw up a care plan. Staff may give medication if

- it has been agreed in the care plan
- medication has a prescription label with the child's name and dosage
- the parent has gone through the medication and how it is administered with the play leader

Staff may not administer enteral feeds unless they have been signed off as competent for the individual child by a designated nurse trainer.

Safeguarding

The Play leader is the Designated Safeguarding Lead for the day. In an emergency she should phone MASH to ask for advice or make a referral and contact the head teacher who will endeavour to come into school to support.

Otherwise staff follow the school safeguarding policy and complete a cause for concern form which the head teacher will follow up on Monday on her return to school.

Finance

St Giles is paid annually by Croydon Council to provide this service.

Staff are paid through pay roll on a casual basis with holiday pay calculated prorata and is paid as a lump sum on the payday following the end of each term. In line with school casual contracts, there is no entitlement to staff sick pay.

The Play Leader liaises with the School Business Manager to manage the club funds and to ensure it remains within budget. The Play Leader can draw down petty cash from the budget through the finance office to pay for resources as required during the year.

This Policy has been approved by the Governing Body of St Giles School at the meeting on

Signed: _____ Chair of Governors

Signed: _____ Headteacher

Date for next Review: