

# Great Western OOSC Prospectus

Website: [www.greatwesternps.co.uk](http://www.greatwesternps.co.uk)



## Welcome to Puddlestompin' @ Great Western

Whether you're looking for inspiration for fun projects or activities to do with your children or for an inside view of what's going on at your nursery or out of school club we're sure you will find something exiting to do!

If you have a great idea for playtime, a favourite recipe or a handy hint to pass on why not email it to us and we'll include it in the site.

So grab your Wellies and come stomp with us!



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## The Aims of Great Western

### Mission Statement

Our Vision is to prepare an environment that is stimulating for each child, regardless of age or individual need. To have knowledgeable staff who are trained to provide that environment with a caring attitude whilst maintaining a sense of humour. We feel that children should be cared for in a light hearted way whilst providing structure and order throughout their day.

- To provide the highest standard of physical and emotional care for the children in a happy, stimulating, safe, caring and sharing environment where children can grow, learn, make friends and have fun.
- To build positive relationships between adults and children encouraging mutual understanding and respect for people, the environment and cultural diversity.
- To integrate children with disabilities or special needs.
- To encourage positive behaviour, keeping in mind the rules of behaviour outlined by the school, thus providing continuity for the children in both settings.
- To welcome all children and parents to the club through an appropriate induction process encouraging open communication between staff and parents.
- To respond quickly and positively to parents and children's suggestions, views and enquiries.
- To provide a relaxed but professional environment.
- To provide activities for the children appropriate to their age and needs keeping in mind their creative, physical and social needs.
- To provide a long-term plan of themes and objectives for the year. To provide a weekly schedule of activities that is influenced by the views of the children, parents and staff.
- To provide appropriate equipment necessary for the successful running of the club that is appropriate to the ages and individual need of the children.
- To maintain an inventory so that equipment can be replaced when necessary and used to its maximum benefit.
- To provide a nutritious snack in a relaxed social setting where children can communicate and form relationships.
- To provide appropriate training for staff,
- To provide a quality service where management and staff actively self-evaluate and monitor the club's provision so that future development requirements can be identified.

## Admissions

### Out of School Club Admissions

When parents make an enquiry regarding available space, they are given the opportunity to visit the club and to discuss their needs and whether or not the service provided is satisfactory for their child.

Parents complete an application form stating the date of application and also the date a club space is required. Days and hours required are also detailed on the application form at this time. We allocate places in the following way

- Parents who already have a child attending the club will be given first choice of available space.
- Siblings of children already attending the club
- New admissions

It is the responsibility of the parent to put their requirements in writing to the relevant club. Only requests in writing will be accepted onto the waiting list.

Allocation of sessions will be given on a first-come, first-served basis.

All children who attend Great Western Pre-Schools will be advised of the need to apply for Out of School care if required. This will be done when children are in their ante-pre school year.

Children who attend any of the Great Western Pre-schools will be given priority on all Out of Schools waiting lists. **with the exception of Ashley Road and St Joseph's Out of School Clubs**, Both Ashley Road and St Joseph's clubs have their own admissions policies, copies of these can be found in the Welcome Packs for these clubs and are available from:

Out of School Admissions  
Great Western Pre-School  
356-358 Great Western Road  
Aberdeen

Tel: 01224 310186 E-Mail: [helen.mclellan@greatwesternoosc.co.uk](mailto:helen.mclellan@greatwesternoosc.co.uk)

## Child Protection Policy

### Prevention and Detection of Abuse

All children have the right to be protected by adults. The law states that the child's needs must always be placed first. It is each member of staff's responsibility to be familiar with the NESPC child Protection Guidelines, Protecting Children and Young People: Framework for Standards, and Safe and Well.

If a member of staff has concerns regarding the safety of a child they should:

1. Discuss their concerns straight away with the designated Child Protection Coordinator who will share the information with Cindi Black or the General Manager.

LOCATION	CHILD PROTECTION COORDINATOR
Broomhill	Nicola Creighton
Great Western Road	Linsey Beaton
Kingswells	Gladys Oldale
Portlethen	Jacquie Davidson
All Out-of-School Clubs	Helen McLellan
General Manager	Mel Thomson

2. Engage with the designated person about whether this information needs to be shared, and if so with whom.
3. Ensure all this information is accurately recorded, with reasons for any decision reached. Notes should be brief and factual i.e. injury, behaviour, comments made by the child, etc. All records should be dated and are confidential. Records should only be shared on a need to know basis. Records should be kept in the child's file. **The Complaints / Concerns / Child Protection form** should be used to record this information.
4. If you cannot contact the designated person in the first instance, and there are immediate concerns for the child's safety, contact Cindi Black on 07974923143 or one of the other designated persons from above. If you cannot contact Cindi Black or any of the designated persons above, contact the social work or police yourself.
5. Parents are made aware of this procedure, as it is outlined on their child's application form and included as part of the prospectus pack.

\*A good source for guidance is the NESPC *helping protect children across the north east of Scotland*, Keeping Children Safe in the North East of Scotland, 7 cm by 11 cm white fold out brochure. This brochure is also in the policy folder.

Useful Contacts for Child Protection:

1. Aberdeen City Child Protection Unit—Telephone 01224 306879
2. Aberdeen City Council social Work Department—Telephone 01224 765220
3. Portlethen Local Social work child and family team—Telephone 01224 783880
4. Aberdeenshire Council Social Work Department Out of Hours Service—  
Telephone 0845 840 0070
5. Aberdeen City Council Social Work Department Out of Hours Service—  
Telephone 01224 693936
6. Grampian Police—Telephone 0845 600 5700
7. Out of Hours urgent referrals: Royal Aberdeen Children's Hospital—Telephone  
0845 456 6000

## Absence of Children Policy

To ensure children's safety at all times whilst in the care of Great Western.

Ensure Staff take appropriate action in the event a child does not arrive/or fails to be collected.

- When a child is enrolled as a member of Great Western, the After-School Manager and relevant club supervisor must be given the name(s) of those people authorised to collect the child from the sessions. A record of this information will be kept and made available to all staff. **Children must be signed out by the person collecting the child.**
- Staff will not allow a child to leave with an unauthorised person
- It is the parent/carers responsibility to inform the After School Club if a child is not to attend (**the school will not inform the club of any absence**). A 24hr answer-phone is in operation, this is checked every morning by the After School Manager.
  - **Use this number before 1.00pm on the day of cancellation.**
  - **Tel Number: 01224 – 310186**
  - **Use this number after 1.00pm on the day of cancellation.**
  - **After-School Manager Mobile Number: 07733 894903**
- If parent/carer wish a person other than the nominated person to collect the child, the After-School Manager should be informed as soon as possible. **Staff will not allow a child to be collected by anyone under the age of 16 years**
- If due to unforeseen circumstances the collecting person will not arrive before the club closing time. The club should be contacted as soon as possible and informed as to the arrival time and reason for late collection.
- If a child is not collected at the official closing time and the parent carer has not contacted the club a set procedure will be followed which may include the contacting of the police/social services.

## **Procedure Re: Non attendance/collection of children after school**

### **Non attendance of children booked for an After School Session**

- Check the child is registered to attend (ensure no message has been taken informing of absence)
- Check that the child has attended school (contact school office)
- Commence a search of the premises and grounds.
- If the child has attended school contact parent/carer using contact telephone numbers on registration form
- Contact Police/ Social Services
- Inform the club manager of all incidents of this kind

### **Collection of Children at the end of an After School Session**

- The club supervisor will keep a list of those people authorised to collect the child from the sessions. Although in the majority of instances this will be one or other of the parents, there may be older siblings; grandparents' etc entrusted with this responsibility. Any changes to the nominated person will be amended immediately.
- A record of this information must be kept and made available to all staff
- In the case of an unauthorised person arriving to collect a child, the supervisor on duty must first check with the parent/carer, using the contact number to get confirmation of such an arrangement before releasing the child.
- Should confirmation not be obtained, the member of staff should refuse to hand over the child and supervise him/her closely until an authorised person arrives
- A description of the unauthorised person should be noted if possible and passed onto the parent/carer. This should be done without alarming the child.
- If a child has not been collected within 30 minutes of the clubs official closing time, and the nominated collecting adult has not been in touch. The child should be reassured if necessary and staff should continue to try and contact the parent/carer and other authorised persons using the contact numbers given on the registration form. This should be done without alarming the child.
- If no contact is made the police/social services will be contacted after 60 minutes (current phone numbers to be held by Supervisor/Manager)
- At no time will a child be left unattended by Great Western After-School Staff and two members of staff will stay with child at all times.

## Complaints Procedure

At Great Western we take the raising of complaints and or concerns seriously. We Endeavour to ensure that through our open door policy, parents and carers are comfortable dealing with our managers when discussing concerns.

Parents are encouraged to channel complaints or concerns initially to the Manager or Administrator, who will try to remedy the situation.

Alternatively, parents are encouraged to telephone the proprietor, Cindi Black or the general manager Mel Thomson to discuss the concern or to make an appointment to discuss the situation.

In the absence of the Proprietor or General Manager the nursery manager or the assistant manager should be contacted.

If the complaint relates to an out-of-school-club, the manager of the Out of School Clubs Helen McLellan should be contacted initially.

All complaints or suggestions will be dealt with seriously, and all staff will endeavour to deal with complaints quickly and appropriately. We would hope that all complaints can be resolved within four weeks. The following steps will be taken:

- The Complaint or Concern will be entered into the Complaint/Concern/ Child Protection Form
- The area of concern will be discussed with the parent by the proprietor or by the general manager/nursery manager/assistant manager/ supervisor.
- The appropriate staff will discuss the area of concern after consultation with the parent.
- A decision will be made as to the appropriate course of action.
- The parent making the complaint will be informed of the action to be taken and more discussion will be entered into if necessary.
- The agreed course of action will be implemented.

We hope that we will be able to handle any difficulties you are having at Great Western. Should you feel that this has not been the case you may also wish to contact the **Care Commission** directly with your complaint:

**Care Commission**  
**North Region**  
**Johnstone House**  
**Rose Street**  
**Aberdeen**  
**AB10 1UD.**

Telephone Number: 01224 793870

## Guidelines for Settling-in Children to the Out-of-School Club

- Encourage parents to ask as many questions as they feel are appropriate. Make parent and the child feel comfortable and welcomed. Regarding Out-of-School Club, make sure the child is comfortable with the adult that will be picking them up from their school and that the times and meeting points are clear to all concerned.
- Encourage parents to stay as long as they wish and to make as many visits before the child's first day as they wish. These visits could be planned or merely a drop-in-when passing by to the shop. The atmosphere should be such that the parents continue to feel comfortable spending time in the club not only when the child first starts, but also in the years to follow.
- Always respect the wishes of the parents and children.

**Great Western Pre School – Change of Sessions Request Form**

Child's Name	
Nursery / Club	
Classroom (if applicable)	
Contact Name	
Telephone	
Date session change required	

**Current Sessions Attended**

	Mon	Tues	Weds	Thurs	Fri
AM					
PM					

**Requested Sessions**

	Mon	Tues	Weds	Thurs	Fri
AM					
PM					

Please note that requests are dealt with on a first come first served basis.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**When completed please return to the office**

**Fee Structure from 1<sup>st</sup> March 2011 (Fees subject to change please check before child starts for up to date fee rates)**

<b>SESSION</b>	<b>FEE</b>	<b>ADDITIONAL COMMENTS</b>
<b>Out of School Care</b>		
Before School	6.00	
After School	10.00	
Before and After School	15.00	
Full day during Easter, Summer and October Clubs	35.00	Parents should provide a packed lunch.

**Notice for reducing sessions and leaving dates**

At least four weeks' notice in writing will be required to receive a reduction in fees.

**Confirmation of Sessions at the Out-of-School Clubs during Easter, Summer and October Holiday**

When an Out of school Club Session has been confirmed, no reduction in fees will be given.

**Sibling Discount**

A 10% Discount will be given to the younger sibling of a child attending nursery. No discount will be given for Out of School Care.

**Booking Sessions for Out Of School Clubs**

Please note that children who attend nursery do not automatically qualify for a place at Out of School Clubs. Application forms must be completed. Places will be allocated on a first come first served basis. Easter, Summer and October clubs should be booked each term.

***\*Please note that Ashley Road Club (ARK) and St, Josephs Club (St.Joose) are managed by Great Western Pre-School, but owned by the parent committees of each school. The fees, policies and terms and conditions of each club are unique to each of their own settings as stipulated by the parent committee.***



### Multi-Agency Consent Form (Children's Services)

The purpose of this consent form is to enable professionals from different services and agencies to share information about the service user below in order for them to properly assess their needs and agree the best way to help.

It is normal practice to seek information and opinions from other professionals/agencies who may be involved in planning and arranging services and to share information with them. All agencies will keep information confidential in accordance with their procedures.

I understand that my information will be shared only with professionals in the agencies involved in my care. This may involve Local Authority services such as Education, Social Work and Housing, Healthcare professionals, voluntary and private agencies and Grampian Police as appropriate. By signing this form, I agree to this information being shared with these agencies.

Name of Service User (Print): \_\_\_\_\_

Signature of Service User \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Parent/Legal representative: \_\_\_\_\_

Signature of Parent/Legal representative: \_\_\_\_\_

Status: \_\_\_\_\_

Date: \_\_\_\_\_

**Further information can be found in the following leaflets:**

**Information Sharing within Integrated Services for Children and Young People: A Guide for Parents and Carers**

**Information Sharing within Integrated Services for Adults: A Guide for Adult Service Users**

## Great Western Out of School Club Application Form (1)

Location required please circle

**Garthdee(Broomhill)**

Please return completed form to GWPs nursery to  
356-358 Great Western Road, Aberdeen AB106LX

**Kingswells OOSC**

Please return completed form to GWPS nursery to  
The Village Centre Kingswells AB15 8TB

Childs Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Sex \_\_\_\_\_ Siblings & Ages \_\_\_\_\_

Home Address including postcode

\_\_\_\_\_

**School where pick up is required and time** \_\_\_\_\_

Tel No \_\_\_\_\_ Teacher \_\_\_\_\_ Class \_\_\_\_\_

Sessions required

Please Circle:

**Before School**      **M**      **Tu**      **W**      **TH**      **Fr**

**After School**      **M**      **Tu**      **W**      **TH**      **Fr**

**Starting Date required** \_\_\_\_\_

**Date application received** \_\_\_\_\_

**Contact Details:-**

Name of Parent/Carer	Work Tel No	Mobile Tel No	e-mail address
Mother			
Father			
Carer (Please state relationship to child)			
Child's Home Telephone Number			

## Great Western Out of School Club Application Form (2)

Other Relevant Contacts: (Parents will always be contacted in the first instance, please enter additional contacts here)

Name	Relationship to Child	Telephone Number	Allow to Pick Up?
			Yes / No
			Yes / No
			Yes/ No

### Medical Information

Childs Doctor \_\_\_\_\_ Tel No \_\_\_\_\_

Address of Surgery \_\_\_\_\_

Known Medical Conditions \_\_\_\_\_

Special Dietary Requirements \_\_\_\_\_

Allergies \_\_\_\_\_

### Child Protection Statement

I understand that any member of Great Western Staff who has a concern relating to the safety, welfare and protection of children within their care, has a duty to report this in accordance with our Child Protection Policy. I further understand that the member of staff has no duty to inform me that a report has been made.

Signed \_\_\_\_\_ Relationship \_\_\_\_\_ Date \_\_\_\_\_

### Consent for Emergency Medical Treatment

I give my consent to my child receiving any medical treatment which is urgently necessary except: (Please provide details of any emergency medical treatment which may not be given to the child) \_\_\_\_\_

Signed \_\_\_\_\_ Relationship \_\_\_\_\_ Date \_\_\_\_\_

## Great Western Out of School Club Application Form (3)

### Consent for Photos and Videos

At Great Western we regularly take photos and videos of our children, not only do these provide an excellent way of displaying to you your children's activities during the day but they also provide a vital source of evidence for our quality assurance programme.

For example, photos and videos are reviewed by our external assessors to demonstrate staff activities and abilities in relation to their qualifications. This is referenced below in our Staff training and assessment consent section.

Our children enjoy making their own productions from time to time and use both cameras and video cameras for these.

We understand if you would prefer that your child is not photographed or videoed, please therefore would you complete the below consent form.

#### **I give consent for my child to be photographed / videoed in the following situations.**

Activity	Photo – Please circle as appropriate		Video – Please circle as appropriate	
Displays in the Club	YES	NO	YES	NO
Staff training (this could include staff from other nurseries, child minders and out-of-school clubs)	YES	NO	YES	NO
Internal Assessment purposes	YES	NO	YES	NO
Advertising	YES	NO	YES	NO
Press releases	YES	NO	YES	NO
Children's Productions and Shows	YES	NO	YES	NO

Any other relevant information:

Parent/Guardian

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Great Western Out of School Club Application Form (4)

### Consent for Administering Medicine (Medicine Release)

I give permission for medicine prescribed by my doctor to be administered by a suitable member of staff. The Class supervisor will have sole responsibility for either administering the medicine or appointing a suitable member of staff to do so. A suitable member of staff will be an individual that The Class Supervisor has trained to carry out this task and feels they have the appropriate skills to do so.

I will put instructions for administering medicine in writing. I will be responsible for asking for the medicine at the end of each session in order that it may be taken home. I will also sign the details of medication acknowledging that I have seen the dosage given through the day.

I understand that non pre-scribed medicines will only be given to children when written instructions have been given to class supervisor and the medicine is given to class supervisor labeled with the name of the child. (This includes Calpol).

Signature of Parent \_\_\_\_\_

Date of Signature \_\_\_\_\_

### Consent for Children to go on Outings and Walks

\_\_\_\_\_ (Child's Name) has my permission to go on outings and walks with Great Western Pre-school/Out-of-School Club. (Please circle) I understand that these outings could include trips to the park, beach, etc. without my prior knowledge. Transportation will be provided by car, mini bus, or public transport

Parent/Guardian

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Relationship to Child \_\_\_\_\_ Date \_\_\_\_\_

I understand that by signing this application form I am confirming that the details I have given are correct and that I am confirming consent information as given above.

