



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

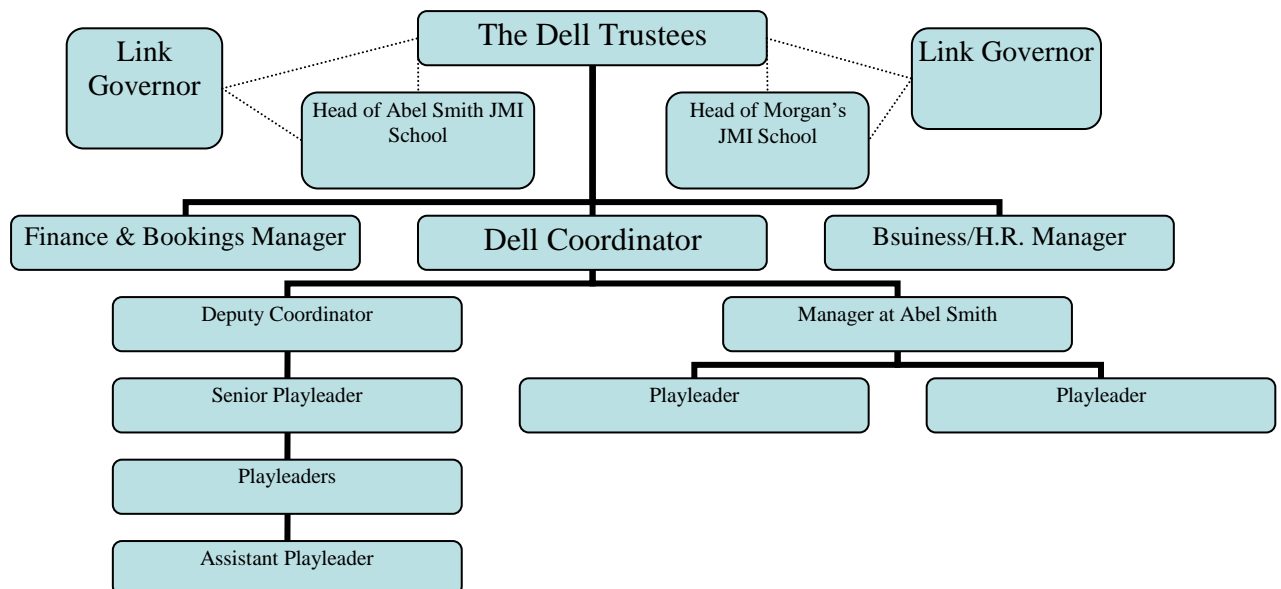
DP A Club overview

Reviewed 29th April
2016

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AN OVERVIEW OF THE DELL OUT OF SCHOOL CLUB

1. The Dell is an out of school club, which aims to provide high quality child care for the children of Morgan's School and Abel Smith School, before and after school during term times . In addition by providing a Holiday club for any child aged between 3 and 11 during school holidays which is based at Morgan's School. We aim to be open throughout the year with the exception of bank holidays, the last two weeks of August and the Christmas period.
2. Overall responsibility for The Dell lies with the Management Committee which comprises Trustees, Parent Volunteers, Staff, Head teachers and Link Governors. The trustees bear responsibility for financial and other aspects of club management.
3. The Dell team must work closely together. The following is the management structure in place as at April 2016 2013.



4. A. The Management Committee is described above. Committee members have various skills and talents, which they combine to run The Dell. All the trustees are complete an OFSTED Suitability Check (EY2)

B. The head teachers provide support to the Co-ordinator as required and professional advice to the Trustees.

We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.



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C. The Finance and Admin Officer works part-time. This post deals with the day to day financial running of The Dell, including ensuring that booking forms are available well in advance of schemes, that fees and invoices are paid and up to date, dealing with casual enquiries, assisting the Trustees, Human Resources Manager, Co-ordinator and Senior Playleaders.

D. The Co-ordinator takes responsibility for the whole club including term time and holidays. The Co-ordinator is responsible for planning with the Manager of Abel Smith After School club, the Deputy Playleader and Senior Playleaders, the activities for the children, bearing in mind any special needs and deals with the daily running of the club. This includes staffing, marketing and operational activities.

E. The Business Manager/Human Resources Manager works part-time and is responsible for recruiting, interviewing and selecting staff to work within the club as well as keeping staff records up to date and organising training. In capacity as Business Manager they support the Management Committee with operational and financial decisions and supports the Co-ordinator and committee members in the general running of the club and overseeing and solving potential business issues and problems.

F. The Deputy Coordinator takes responsibility for the children from Nursery to Year 2 (i.e. approximately 3 – 7), and is responsible for the Early Years children. Both structured and unstructured activities are aimed at younger children and follow the EYFS framework. We aim to use our most qualified staff within this section to assist in supporting the EYFS Framework. The Dell works in partnership with school and other learning providers to ensure continuity of care for children in this group. This Club has a closed access policy and the premises for this section of the club are self contained and designed to keep the children safe and secure.

G. The Senior Playleader takes responsibility for the children from Year 3 to Year 6 (i.e. approximately aged 8 – 11), under the guidance of the Co-ordinator. Children move to Queens Club when they go into Year 3. Queen's Club provides structured and unstructured activities for the older children, where the focus is more about giving greater independence and a wide range of recreational opportunities. This is open access and children are given the opportunity to be responsible for following the set boundaries and guidelines whilst still having their own independence. Staff communicate with a radio system from outside to inside and staff work to ensure that a safe environment is achieved on the school premises.

H. The Manager of The Dell at Abel Smith takes responsibility of children from Reception to Years 6. Under the guidance of the coordinator The Manager at Abel Smith is responsible for planning activities for the EYFS framework, using structured



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and unstructured playwork activities to achieve the learning goals set for them. The Manager at Abel Smith will work in partnership with the school and other agencies to ensure continuity of care. In addition the Manager and the team will support activities for the older children in their care. The club at Abel Smith is closed access and entry is controlled by keypad. Outdoor activities take place within the confines of the playground and where children are only accompanied by one playleader it is envisaged that a warlike talkie system will safeguard those concerned.

H. The Breakfast Senior Playleader takes responsibility for the children from age 3 – 11, providing care, breakfast and unstructured play activities during the club hours. The children are escorted to their classrooms from the Breakfast Club to start the school day.

I. The Senior team together with the Co-ordinator are responsible for the provision of wholesome, healthy, safe and nutritious food to all clubs. This is supplied in accordance with the different club’s requirements as well as taking any special needs and tastes into account.

5. All parts of The Dell work together, following common principles and policies and sharing expertise and ideas. The overriding principle is summed up in the Organisations mission statement below;-

Policy adopted: 12 December 2004

Approved by:

Co-ordinator

Chair

Review Date:

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