

BRIGHT SPARKS



CHILD-FRIENDLY POLICIES FOR AFTER-SCHOOL CHILDREN

Statement of Purpose & Function of **Bright Sparks Policy**

(Why Are We Here & how do we do things?)



Why Are We Here?

We are here to provide services for children after school until their parents/guardians can collect them. We provide a happy & safe place where children can play, do homework, eat meals and snacks and have fun with other children.

What we think you might like to know about

Bright Sparks



When are we open? **7.30am to 6.00pm Monday to Friday**

How many children come here? **We can have a maximum of 45 children at any time**

What ages are the children? **Preschool 2 years 6 months to 5 years**
After school 4years to 12 years.

Who works here?



LAURA



BERNIE



SYLVIA



LOUISE



SHAUNA



GER



MANDY



VENDULA



EMILY



KATHERINE



ANNMARIE

What Activities do we do?



Breakfast Club/ meals/snacks





Help with Homework



Indoor & outdoor play



Afterschool

What are Policies?



Policies are rules and plans about what happens in **Bright Sparks** to make sure you are happy, safe and know what to expect.



When you come to **Bright Sparks**, a staff member will explain the following policies to you which will include:

- ✓ **Complaints** - what to do if you or your parents/guardians are not happy about something that happens in **Bright Sparks**
- ✓ **Dropping off & Collection Policy** - who can and cannot drop off & collect you from **Bright Sparks**
- ✓ **Fire Safety** - the important rules of staying safe in case there was a fire & how to practice for this
- ✓ **Medication Policy** - How **Bright Sparks staff** will give you medicine if you need it
- ✓ **Infection Control** - How to make sure everyone stays as healthy as possible and doesn't get sick
- ✓ **Behaviour Policy** - How to behave in **Bright Sparks** so everyone can be happy and have fun

Fire Notice



If there is a fire the **fire alarm** will go off

Be calm, stop what you are doing



- **Listen and Follow the instructions**



- **Go outside together, holding hands**
- **Walk to the Assembly Point**



- **Wait calmly for the fire engine**



FIRE SAFETY



We Care
About Your
Safety

What is a Fire Drill?

A Fire drill is when you practice and pretend there's a fire.

To keep everybody safe we will have a fire drill every month.

We will not tell anybody when the fire drill is going to be.

We have a notice **IN EACH ROOM** about our fire drill and there is a map showing you how to get out.





What Happens when there's a fire drill practice?

The fire alarm will sound so that you know what it sounds like.
It's very loud!!:



Stop whatever you are doing immediately and leave the building
with **STAFF MEMBER IN CHARGE**

Do not bring anything with you like your bag/coat toys etc.

Listen to and follow staff

FIRE DRILL IN ACTION



Know your way out & stay out!

Go straight to the fire assembly point **AT BRIGHT SPARKS
THE SCHOOL GATE**



A **staff member** will do a roll call, listen for your name and when it's called shout 'HERE' very loudly.

Do not go back into the building until **staff member** says it's safe and ok.

Dropping Off and Collection Policy



We want you to be safe always. That is why we have a policy on who can collect you and how you travel to us from your school

We have a **list of people** who are **allowed** to collect you from our service



Who can collect you? What are their names? Who are they?



- **Never** leave the service by yourself! An adult must always be with you - this means that they have to be over 16 years of age
- Only people that your parent/guardian have told us can collect you will be allowed to collect you

If your parent/guardian allows you to walk home by yourself, they have to fill out a form before we can let you walk home by yourself.

If you are booked into the After-School Service and you do not arrive we will

- Telephone the school to find out if you were at school
- We will telephone your parent or other emergency contact from contacts list.



- ✓ It is important that an adult is with you at all times, dropping and collecting you to the Afterschool Service
- ✓ You can never be left alone without an adult.
- ✓ A **Bright Sparks staff member** will make sure that you are signed in/out on the daily register
- ✓ It is very important that you listen to the staff **member in charge** and follow their instructions if you are walking to school from the service - to make sure everybody is safe

Walking from school:



- Only **staff from Bright Sparks** will collect you
- There will be an agreed meeting place
- Always listen carefully to the instructions of the **staff member collecting you.**
- Never run off from the group
- Boys coming from St Josephs must walk directly to Bright Sparks through Scoil Ide and scoil Aine yard. Never delay or hang around the yards.
- Always report anything that upsets you to **Bright Sparks staff member** immediately on arrival from school.

Behaviour



In **Bright Sparks**, we want everyone to feel happy and safe.

How Can we all make this happen?



1. Have **rules** for being together with each other like taking turns, listening to each other, solving problems together and sharing
2. **Helping** others
3. Treating everyone **fairly** and the same.

Here are some things that should never happen in
BRIGHT SPARKS



- **No hurting bodies** - something that will physically hurt someone anywhere on their body
- **No hurting feelings** - saying something to someone that will upset them or make them feel sad.

There is a list of rules **in each of the classrooms** so everyone remembers how to stay happy and safe and **the adult in charge** will talk to you about these



Behaviours that are not ok are like problems that need to be solved and can be

small

Medium

Big

If a behaviour that's not ok happens in a group, we will find out how everyone feels and come up with the best way to solve the problem together.



What happens if I have a behaviour that's not ok ...?

If it's a **small** or **medium** behaviour (like not sharing or taking turns) **Adult in charge** will

- ask you to **stop** the behaviour and remind you it's a behaviour that's not ok
- Ask you for **solutions** & give you **choices** to solve the behaviour.
- talk and **listen** to how you feel and help come up with a **plan** together on how best stop the behaviour happening

If it's a **big** behaviour (like Kicking or Hitting or if you find it very hard to calm down or to stop a behaviour) ...

Adult in charge will:

- help you by **staying with you** or going with you to a quieter space until you feel calmer.



- talk to your **parent/guardian** and ask them to **help find a plan together** of how best to change the behaviour. Sometimes we might write this plan down, so we don't forget. This is called a **good behaviour contract**.

What is Bullying?

Bullying is hurting someone more than once, on purpose, by using behaviour or words that are meant to frighten or hurt that person.

Bullying is never ok, Bright Sparks is a bully free zone!!



Bullying Can happen in different ways ...

Emotional: Hurting people's feelings, leaving them out.



Physical: Punching, kicking, spitting, hitting or pushing.



Verbal: Teasing, name calling.



Written: Letters, notes, pictures, graffiti that upsets someone



Cyber: Saying unkind things by text, e-mail and on the internet.



What If I'm Bullied or see Bullying Happen In Bright Sparks?



Always tell **adult in charge**, never do nothing!! This is responsible behaviour. It is not telling tales. **Adult in charge** will make sure the bullying stops.

What If I Bully Someone?

Adult in charge will ...

- **Listen** to how you feel to understand why it happened
- **Explain** why your bullying behaviour has to stop
- Ask you for **solutions** to stop the bullying & give you **choices** to solve it
- Write a **plan** with you to help **stop the bullying** happening again.
- If the bullying is very serious or continues, **Laura or Bernie** will talk to you and will also **talk to your parents/guardians** to help find the best way to stop the bullying.



Note to Staff

When talking to children about behaviours and different types of bullying, give clear examples within the context of your service that the child can identify with, in line with their age and stage of development.

Complaints

Policy for Children

What is a Complaint?

When you have a problem!

You can have a problem about your afterschool, an adult or another child



How do you feel?

How big is my Problem?

5	EMERGENCY
4	GIGANTIC PROBLEM
3	BIG PROBLEM
2	MEDIUM PROBLEM
1	LITTLE PROBLEM
0	GLITCH

staff member uses the above table to discuss different levels of problem, depending on the age of the child

How do I make a complaint?

- By talking about it - or by writing it down if you find that easier.
- You can do it by yourself, or as part of a group, or through your parents.

To Whom?

- To anyone of the **Bright Sparks staff**.

Does it matter what the issue is?

- No, it can be a big problem or a small one. By talking about it we can try to help solve it, make things better for you

What will happen next?

- If possible the staff member will deal with it in person. If not they will go on your behalf to someone who can help.

Do others have to know?

- If you are worried about confidentiality (other people knowing), tell the staff - they will understand.

Even if you find the issue hurtful or embarrassing, don't worry - it will only be discussed by staff who can help you.

If you have a complaint who would you like to talk to?



Laura



Bernie



Shauna



Mandy



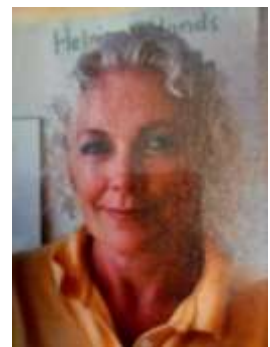
Emily



Vendula



Katherine



Louise



Ger



Sylvia



Anmarie

Infection Control Policy



In **Bright Sparks** we want to try and help you to stay healthy and **stop germs spreading!**

Germs are the things that can make us feel sick sometimes.



Here are some ways you can help stop spreading
Germs!



If you feel sick like have a headache, a pain, upset tummy, then
always tell **a member of staff**. They will look after you or might call
your parent/guardian to take you home.



Always wash your hands:

- ✓ Before eating
- ✓ After using the toilet
- ✓ When coughing or sneezing
- ✓ When your hands are dirty
- ✓ After playing outside

Here's the best way to wash your Hands!!



Where running water is not available you can use hand gel instead
but washing with soap and water is always best



Cover your mouth when coughing



Always use a tissue when blowing your nose



Get a tissue.



Blow nose gently.



Throw tissue away.



Fold the tissue in half.



Wipe nose clean.



Wash hands.

Always tell **staff member** if you fall and cut or scratch yourself.

In **Bright Sparks**, we have a '**clean & tidy as you go**' approach. This means always cleaning and tidying up after yourself.



If you make a mess in the toilet (accidents can happen!) ... just tell **a staff member** and they will help you.

MEDICINE POLICY



It is very important that medicine is **NEVER kept in your bag** for any children because this is not safe (even an inhaler)

NO MEDICINE



NO MEDICINE IN YOUR BAG!

Please tell a **staff member**

- if you have medicine in your bag
- if you took medicine today

Your Parent/Guardian needs to complete a medicine form before we can give you any medicine



You **MAY NOT** take any medicine yourself without a staff member knowing. You must have special permission from your parents





ONLY a staff member can give you medicine unless you have special permission

Two staff will always be with you if you need to take medication and record it on a form - your parent/guardian will then sign it when they collect you

If you use an **inhaler** and need it, please tell a staff member





If you use an EPIPEN, make sure that you give it to the staff member to store safely



If you suddenly get a temperature, your parent/guardian would have given us permission to give you e.g. Calpol - we will always call your parent/guardian before giving it to you



Your medicine will always be taken on outings

Please make sure you always have a bottle of sunscreen with your name on it that will be kept at **(insert service name)**

