



Notre Dame Kids Club

Quick Guide for Parents and Carers

Organisation

Notre Dame Kids Club (NDKC) is an after school club service based in Notre Dame Primary School. The club (affectionately known as “The Afty”!) opened in 2015 shortly after Notre Dame Primary relocated to the then newly-refurbished former premises of Dowanhill Primary on Havelock Street.

We are branch of Hyndland After School Club (HASC), a registered charity and not-for-profit organisation that has been providing out-of-school childcare services since 1992.

Services

NDKC is an after school club service that operates in Notre Dame during term-time from the end of the school day until 6pm. We are based in the school hall and have access to the playground, multi-purpose games area (the MUGA!), the gym and other areas. During the school holidays, Notre Dame children can attend the Holiday Club which is based in HASC.

Regulation

We are regulated by the [Care Inspectorate](#), a Scottish Government organisation that inspects childcare settings to ensure [Health and Social Care Standards](#) are met and care provision is high-quality.

We promote the [United Nations Convention for the Rights of the Child \(UNCRC\)](#). Article 31 states that all children have the right to relax, play and take part in a wide range of activities; promoting and upholding this particular right is the heart of the work we do at the Afty. We also promote [Getting it right for every child \(GIRFEC\)](#) – the national approach in Scotland to support the wellbeing of children – and [SHANARRI](#) as a framework to support all of the children in our care.

Board of Directors

We are governed by a board of directors made up of volunteer parents and carers of children who attend our clubs at Hyndland, Notre Dame and Thornwood. If you are interested in joining the board or the NDKC sub-committee, please get in touch!

Staff

All of our staff are members of [Disclosure Scotland’s Protecting Vulnerable Adults \(PVG\) Scheme](#) and registered with the [Scottish Social Services Council](#). We provide regular training for our staff in staff in first aid, child protection, allergy awareness, health and safety, food hygiene, EpiPen and anaphylaxis, outdoor play and more. Our senior staff undertake SVQ qualifications in [Playwork](#) and management are working towards the [BA Childhood Practice](#) degree.

John Ansdell is the manager of NDKC, and the club currently employs twelve term-time staff: Amber Murphy, Anna Melville, Diana Ali, Eilidh Bryant, Jack McMahon, Lauren Davidson, Lucy Morrison, Mairi McDonald, Max Fruh, Pati Alonso and Sehyr Ali. The staff sometimes work at HASC during school holidays so the Notre Dame children see a friendly face!

All but one of our staff either attended Notre Dame Primary or Notre Dame High, or attended the after school club at Hyndland, so they have a personal connection to the school and the club. Staff have a great rapport with the children, and they make use of their varied backgrounds and talents in arts and crafts, dance, drama, music, sports and more!

Activities

Our aim is to provide a safe, caring and stimulating environment where children can relax and enjoy a wide range of activities. Our philosophy is based on [playwork theory and principles](#); children can freely-choose what they want to do, and we encourage them to have fun, socialise, challenge themselves, pursue interests, and learn new skills

Some of our popular daily activities include arts and crafts, board/card games, computer games, drawing, fancy dress, gym games, LEGO and construction, musical instruments, outdoor play, sports, and more!

Snack

The children love snack time at the Afty! We have a healthy eating policy and provide a varied menu every day; the current favourite is cheese toasties!



Notre Dame Kids Club

Important Information for Parents and Carers

Absences

If your child is off school or has other after school arrangements, please contact us directly by text or email and give as much notice as possible – no later than 2pm on the day.

Please ensure you contact us directly rather than rely on school staff to pass information to us; it is not their responsibility to do this and they are not always able to. Also, please do not solely rely on your child to pass on information to us regarding their attendance; for their safety and security, any changes must be confirmed by an adult.

Our “missing child procedure” is triggered if you do not give us advance notice that your child is not attending. This involves several staff searching the premises to find your child or information of their whereabouts from teachers, staff and pupils. The process can be time-consuming at times, and it affects everyone as it delays our normal operations.

We do not want to unnecessarily interrupt or alarm you by informing you we have not been able to locate your child, so please do let us know if your child is off or has other after school arrangements – including if they are due to attend a school club until 4pm and then come to us afterwards.

Getting Through the Bridge Gate!

When you arrive at the school, the bridge gate should be locked for the children’s safety and security. Press the button for the Facility Officer (janitor) or the Primary Admin Office and someone should let you in. We are not authorised or able to do this remotely, so we have to rely on the janitor and school office staff.

If there is no response after a minute or so, alert a member of our staff if they are in the playground, or call/text us and we will send someone out. Our phone is kept in our office where we get the best reception, but the signal can be temperamental, and our staff sometimes have to leave the office, so we are sorry if you ever have any delays in getting in.

Security Protocols

For the children’s safety and security, until our staff get to know you and who your children are, they may ask for your name, the name or names of the child or children you are collecting, and their security pin(s).

Opening Hours

We are always open during term-time, and whenever the school closes early, we open early!

Nut Allergies

Please ensure that you and your child do not bring nuts, or any products that contain nuts, into the Afters as several children have severe nut allergies.

Policies and Procedures

We have a comprehensive list of policies and procedures that cover every aspect of the running of our clubs. Please contact us if you would like further information about any of our policies or procedures.

Contact Details

John Ansdell – Manager of NDKC
Fiona Ansdell – General Manager of HASC
Paddy Morrison – Assistant Manager of HASC
Caroline James – Assistant Manager of HASC
Kathy Melvin – Bookkeeper
Fiona Hind – Admin Assistant

For all matters in relation to Notre Dame Kids Club, please call or text us on 07419 999 452 or email us at office@notredamekidsclub.org.uk.

For specific enquiries in relation to your fees, including childcare voucher schemes, please contact Hyndland After School Club on 0141 339 9526 or email finance@hyndlandasc.org.uk.

For all matters in relation to the Holiday Club at Hyndland After School Club, please call 0141 339 9526 or email office@hyndlandasc.org.uk.

Please do not hesitate to contact us if you have any queries, we look forward to hearing from you!



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COVID-19: Information for Parents and Carers

Health & Childcare Guidance

The health and wellbeing of everyone connected to Notre Dame Kids Club is our top priority. In accordance with the latest government [health advice](#) and [guidance to support the re-opening of school age childcare services](#), we have carried out risk assessments and put control measures in place to manage the risk of people potentially contracting and spreading the virus while they are at the Afty.

We will ensure that all relevant information is communicated to our staff in advance of the club reopening, and that all relevant information for the children is communicated to them upon their return and on a daily basis thereafter (see last page).

The following information and procedures are specific to all parents and anyone who is authorised to collect children from the Afty. We must ask that you stick to these procedures at all times when you visit the Afty, as well as any new procedures that our staff may inform you of in the future.

As you know, information and guidance can change regularly and at short notice, so we will keep you informed of any changes as quickly as possible.

COVID-19 Symptoms & Protocols

Please ensure you that are aware of the [latest COVID-19 symptoms and protocols](#). At present, the symptoms of COVID-19 are a new continuous cough, a fever or high temperature (37.8C or greater), or any loss or change to normal of smell or taste. If you or your child develop any of these symptoms, please visit [NHS Inform](#) or call 0800 028 2816 to be tested.

Anyone who develops symptoms of COVID-19, whether or not they have been tested, should self-isolate at home for 10 days. Anyone who lives with someone who has symptoms, and anyone who has come into close contact with someone who has the virus, should self-isolate at home for 14 days.

Please do not send your child to school if they show any symptoms. If your child develops any symptoms at the Afty, we will contact you and follow protocols.

Collecting Children from The Afty

At present, parents are not allowed into the club hall or school building except in emergency situations.

Please wait on the bridge when you arrive outside the club hall and a member of our staff team will come out to greet you; they may ask your name, who you are collecting and their security pin(s).

Our staff will be equipped with walkie talkies, so they will locate the children, help them get ready to leave, and bring them out to you as quickly as possible. If you are in a rush, feel free to call/text us in advance and we will help get them ready for your arrival.

The head teacher has advised that, at present, no parents should enter the school, even the entrance area to the club hall, so if it is raining heavily, we are sorry to have to ask that you wait under the bridge if you need shelter. Again, if you call or text us in advance, we will aim to have your child ready for your arrival so you do not have to wait long.

Staff will also be happy to assist with things you would normally have been able to do yourself, such as going into the school to locate a missing item or helping your child get changed and ready for an evening club (eg. football or Brownies). Again, contact us in advance if you need help with anything.

Infection Control

To help us with infection prevention and control, when you are on the bridge, please observe physical distancing and personal hygiene measures by staying two metres (roughly three steps) away from other adults and covering your mouth and nose with a tissue or your sleeve if you need to cough or sneeze.

You are not required or expected to wear a mask or a face covering, but you can if you wish.



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COVID-19: Summary of New Procedures

Limiting Contacts / Groups

The [latest guidance](#) recommends that we should keep children in groups of up to 30 when they are indoors; groups should stay at least two metres apart, and children from different groups should not mix. It states that limiting children's contacts will reduce the likelihood of direct transmission of the virus and reduce the overall number who may need to isolate in the event of an outbreak.

This recommendation is not ideal as it goes against our philosophy of promoting free play and social interactions between all age ranges. While this guidance is non-statutory, we will respect and follow it in the interest of everyone's health and safety. We will review this procedure on a daily basis.

It has been acknowledged in the guidance, and by the Care Inspectorate, that this recommendation should only be followed "where possible". Given that all the children will be in one indoor space at the Afty, there may be times when children in different groups do come within 2m of each other. Therefore, we will do our best, but we cannot completely guarantee that children in different groups will not mix.

Physical Distancing

Children will not have to physically distance from each other indoors or outdoors while they are at the Afty. However, our staff, in accordance with the guidance, will physically distance from each other and the children, where possible.

The guidance recognises the importance of caring for children, their emotional needs, and helping them navigate through this difficult and anxious time. Therefore, while our staff will encourage children to keep a 2m distance, this is not going to be practical or appropriate at all times in order to meet the children's needs (younger children in particular).

We want children to still feel confident that they can approach our staff, and our staff team have all agreed that they are comfortable being within a two-metre distance, when appropriate, to better support the children's needs.

Cleaning Practices

In line with the latest guidance, our staff will extend our cleaning regime with routine cleaning and disinfection of the premises, including touchpoints, surfaces, equipment and resources as appropriate. We have more staff working each day than is required by our staff to children ratios; this means we have staff available to address any issues without it impacting the children's activities.

Ventilation

Staff will ensure there are adequate levels of ventilation by opening doors and windows, where safe to do so, to improve the circulation of fresh air.

Infection Control

Staff are aware of the [latest NHS guidance](#) on best handwashing practice, including how and when they should wash their hands. They will make children aware too, and supervise them at all times to ensure it is done properly. Staff will also encourage the children to cover mouth and nose with a tissue or their sleeve if they need to cough or sneeze, and to avoid touching their face.

Personal Protective Equipment (PPE)

Our guidance states that staff (and children) are not required to wear any PPE for general use at the Afty. However, staff will wear PPE as appropriate when in close contact with children for 15 minutes or more, or where a need has been identified (supporting a child who is ill or has personal or medical needs). We have been advised there is no need for staff to wear masks; the guidance also recognises the importance of children seeing facial expressions for their learning and development, and to help with communication.

Maximising Use of Outdoor Spaces

The guidelines state that outdoor environments can limit transmission and better enable distancing between children, so we will utilise our outdoor areas by providing more activities and equipment



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General Information on How We Will Operate

The purpose of this page is to give you an overview of how the Afty will operate when the children return. Please note that information and guidelines change regularly, so everything is subject to change at short notice at the moment.

We will cover all of this information with the children upon their return and at the right times (obviously, with more age-appropriate language!) so they know the new procedures and rules; we will keep things simple and not overwhelm them with information. We know they may be apprehensive about returning, so we will do our best to help settle any nerves.

Getting to the Afty

Afty staff will collect children in P1 to P3 from their classrooms just before the bell. This means they will be escorted safely to the club hall without having to go with their teacher and class out into the playground where it can often be busy and noisy.

We trust children in P4 to P7 with the responsibility of walking to the club hall themselves once they have been dismissed by their teacher. We provide all the teachers with our weekly register, so they know when children attend throughout the week.

Children should come straight to the Afty, and not go outside into the playground first. We will speak with the children in P4 to P7 in class with their teachers to ensure everyone knows the procedure.

Groups

In line with the latest recommendations, children have to stay in groups of up to 33 when they are at the club (indoors and outdoors) where possible and not mix with children in other groups.

Children in P1 to P4 will be in Group 1, and children from P5 to P7 will be in Group 2. The club hall and school playground will be split in two so there are designated areas for each group. We will alternate the side of the playground that each group uses on a weekly basis so that the children have an equal opportunity to enjoy the different types of playground equipment and spaces.

Arriving in the club hall

Children in P1 to P4 will arrive at the club hall around 3pm. Once they are registered, they will be taken downstairs to wash their hands ahead of snack time. As soon as the playground is clear, children will have the option of doing activities indoors or outdoors. Children in P5 to P6 will repeat this process when they arrive at the Afty at 3.15pm.

Handwashing

Staff will ensure that all of the children follow the [latest guidance](#) on handwashing throughout the day.

Snack

We will provide a healthy snack for the children as quickly as possible after they arrive at the Afty; there will be lots of different options to ensure there is something for everyone!

Activities

There will be a wide range of activities on offer for children to participate in both indoors and outdoors. We have removed some resources that are not appropriate to put out at this time (eg. dressing-up costumes), but we have compensated by purchasing more resources for outdoor play. We will survey the children over the first few weeks to see if there are any new items they would like us to buy for them.

Personal Items

Children should not bring in any items to Afty from home other than the items the school has specified.

Mobiles and School iPads

Our current policy is that only children in P6 and P7 are allowed to use their phones and school iPads at the Afty. However, we have strict rules about how these devices are used; children are not allowed to: make calls, take photos, make videos, record audio, go on social media apps/websites, play inappropriate games, search/view inappropriate content or listen to music without headphones.