



DT Imagineers

PARENT/CARERS' HANDBOOK

ABOUT THE CLUB

DT Imagineers is an out of school hours activity for children to design, think and learn about solving problems in a practical and engaging manner. This handbook provides information that may be useful to parents and carers and we reserve the right to update the handbook as an evolving document that families can always access via the website www.dtlearn.co.uk or by requesting information in print or email by contacting Richard Brown.

Aims

At DT Imagineers we aim to provide a safe and secure and relaxed environment, offering a range of activities to inspire and enthuse children in our care.

What we offer

Our after-school clubs feature project-based activities usually spanning a school term for 10-12 weeks. Throughout this duration, children will delve into the entire design cycle, from conceptualizing their product to crafting it using a variety of tools and materials, and ultimately evaluating their work.

What we provide

- Children engage in the complete design cycle, from initial concept to testing and evaluation.
- Tools and materials are provided, but we may ask for some donations that be saved from the recycling bins!
- Biscuits and/or fruit will be provided at the beginning of the session but Imagineers are invited to bring their own snack and water bottle.

Staffing

Richard Brown (Lead Imagineer) has decades of experience as a primary school teacher and has led D&T in every school he has worked in. In addition, he holds a B.Ed in Primary D&T and an M.Ed. in Primary Education (with a focus on D&T) and is completing a PhD in Education.

Richard Brown is DBS checked, has up to date Safeguarding training and is a Paediatric First Aider.

Policies and procedures

The Club has clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are kept at the Club and are available for parents to consult at all times.

TERMS AND CONDITIONS

Admission

Our Club aims to be accessible to children and families from all sections of our local community. The waiting list will be operated on a first come-first served basis and we use a waiting list system when the need arises.

We require a completed online registration form and payment for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Payment of fees

Payment is in termly blocks as stated on the registration form. Fees can be payable by cash but we would prefer a bank transfer. At this time, we are not accepting Tax-Free Childcare or childcare vouchers.

Account name: DTLearn

Sort Code: 20-17-20

Account number: 33785513

This is payable for all booked sessions including when your child is sick, or on holiday (regardless of notice given). Please ensure that fees are paid promptly. Non-payment may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Lead Imagineer.

Attendance

Please remember that we need to know if your child will not be attending the Club for any reason. Even if you have informed your child's school, it is appreciated if you can still notify us. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you or the school have notified us of their absence.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected.

Please inform the Lead Imagineer of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send them to the Club for 48 hours after the illness has ceased.

Arrivals and departures

The Lead Imagineer will collect children in accordance to the school policies and escort them to the Club where a register will be taken. At the end of the session, he will ensure that the children go home with the relevant adult.

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you

must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

The club finishes at **5.00pm**, if you are delayed for any reason, please telephone the Club (07714 799792) to let us know. A late payment fee of £5 per **15** minutes will be charged if you collect your child after the Club has closed.

If your child remains uncollected after **5.30pm [30 minutes after your club closes]** and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our **Uncollected Children Policy** and contact the Social Care team.

Safeguarding

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained.

Equal opportunities

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of racial harassment.

Special needs

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Behaviour (children)

The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative learning and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club immediately.

In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club.

Behaviour (adults)

We will not tolerate from any person, whether a member of staff, parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict.

Our Club is a place of safety and security for the children, parents/carers and staff; we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

Pledge to families

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of times, fees and charges, activities and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements and experiences.
- Listen to your views and concerns to ensure that we continue to meet your needs.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, including rigorous risk assessments, and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child.

We accept children on the assumption that they are in good health and it is your responsibility to alert us to any medical complaint or history suffered by your child.

We do not accept responsibility for loss or damage arising from errors or omissions on the Registration Form whether completed by you or by another person in charge of your child at the time of completion.

We do not accept liability for death or personal injury to any child attending DT Imagineers or any activity related to DT Imagineers whether organised by us or otherwise save to the extent that such death or injury shall be caused by the negligence or default of any member of our staff or any other default on our part.

Medication

Please let the Manager know if your child is taking prescribed medicine. If your child needs to take medicine such as inhalers or epipens whilst at the Club you will need to complete a **Permission to administer medication form** in advance.

Research opportunities

Richard Brown is completing a PhD in Education and will be focusing upon the subject of Design and Technology. There will be opportunities for Imagineers to be a part of this but families will be informed in advance and a participation form will be sent home.

Privacy Notice

At DT Imagineers we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively.

Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you. Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via phone and email so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

** We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*

Photography

From time to time, photographs, film, video or audio recordings may be made during DT Imagineer activities for publicity, promotional or broadcast purposes. Please inform us before

any such event if you do not wish you or your child to appear or be identified in any such material.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to Richard Brown. We hope this will not happen, but if you have concerns you would like to escalate, then please speak to the host school.

All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days. A full copy of our **Complaints Policy** is available on request.

CONTACT INFORMATION

www.dtlearn.co.uk www.dtimagineers.co.uk

rbrown@dtlearn.co.uk

07714799792