

**St Peter’s Out of School Club**

**ABOUT THE CLUB**

St Peter’s Out of School Club is registered with Ofsted (Registration number EY441852), and is based in St Peter’s Church Hall, Elworth, Sandbach, Cheshire. Breakfast Club is open from 7:15am until 9:00am and After School Club 3:00pm until 6:00pm weekdays, during term time only.

**Aims**

At St Peter’s Out of School Club we provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

**Staffing**

Our Club is staffed by a Manager Nicola Broomhead, Deputy Manager Catherine Edmonds, and Laura Johnson and Helen Marie Johnson are our Playworkers. All of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked.

Our staff members have the following designated roles:

* Nicola Broomhead: Deputy Designated Safeguarding Lead, Special Education Needs Co-ordinator
* Catherine Edmonds: Designated Safeguarding Lead, Health and Safety Officer, Special Educational Needs Co-ordinator
* Helen Marie Johnson: Fire Safety Officer
* Laura Johnson: EYFS Key person
* It is the responsibility of all staff to encourage Equality and Inclusion within the Out of School Club.

**Organisation**

St Peter’s Out of School Club is a charity which is owned by St Peter’s Church, run by a management committee chaired by Nicola Broomhead the manager. Our Ofsted nominated person is Cathryn Houghton. We enjoy close working relationships with Elworth Church of England Primary School and Elworth Hall Primary School.

**Policies and Procedures**

The Club has clearly defined policies and procedures. Key points of the main policies relating to employment issues and staff conduct are included in this Staff Handbook. You will receive a full set of the Club’s policies and procedures when you start working for the Club. You must familiarise yourself with all of the Club’s policies and will need to sign to confirm that you have done so. If you have any questions about the Club’s policies and procedures, please raise these with the Manager – Nicola Broomhead.