

## **Inverbrothock out of school care club**

**Charity number: SC030097**

### **Participation policy**

Inverbrothock Out of School Care Club support the view that children, young people, and their parents/carers should always be treated with dignity and respect and that the children and young people should be given opportunities to realise their full potential.

#### **Participation of children**

- To provide opportunities for children and young people to express their views, exercise choice and where possible influence the activities of the setting.
- Actively consult children and young people and value their views
- To treat all children and young people equally and fairly.
- Give the children and young people opportunities to become part of their own learning and development and to encourage them to take ownership of this.
- Children and young people should be actively involved in planning and evaluating within the service.
- Give the children and young people opportunities to learn about healthy lifestyle, relationships, hygiene, diet, and personal safety.
- SHANARRI, GIRFEC and Curriculum for Excellence will be imbedded in everything that is done within the club and these will underpin our views and aims.

We will meet these aims by giving the children and young people opportunities to express their views and opinions about the setting by letting them have access to the suggestion box, questionnaires, mind mapping and many more idea gathering activities. Children will also have full access to their own personal portfolio to help their key worker document important things that they do within the club and achievements they make out with the club.

We will also meet these aims by giving the children and young people the opportunity to get involved in projects and activities that help them learn about important issues.

#### **Participation of parents**

The aims of this policy are:

- To give the parents opportunities to get involved in their child's learning and development within the club.
- To give parents opportunities to get involved in activities and projects we do within the club.
- To allow parents to have a say in how the club is run and how we can work to make the club more enjoyable to everyone.
- We do expect parents to take a turn on our committee without parent participation our club will cease to run.

We will meet these aims by giving parents/carers opportunities to give us their views, opinions, and feedback on the club. We will do this by giving the opportunities to use our suggestions box, fill out questionnaires, come for open days and special themed activity days within the club. We will also include them in fundraising and projects that we have going on within the club. Parents are encouraged to come along to our committee meetings, and everyone is expected to attend our Annual General Meeting where parents can join the committee.

**As staff we will:**

- Make sure that all children, young people, and parents/carers are treated with respect and in a fair, equal way.
- Treat each child as an individual with their own unique personality.
- Provide opportunities for children, young people, and parents/carers to express their views, exercise choice and influence the programme.
- Consider relevant legislation and the Health and Social Care Standards
- Keep parents/carers well informed of committee meetings and put a copy of minutes on the information board from committee meetings.
- Provide opportunities for children, young people, and parents/carers to talk to us about their views and opinions.
- Be aware of the Children's (Scotland) Act 2004.

**Partnership with parents/carers**

The Inverbrothock Out of School Care Club team are committed to working in partnership with parents/carers to provide a high-level quality of care and safe and stimulating play opportunities for children.

**The club will aim to achieve this by:**

- Ensuring that all parents/carers are made to feel welcome and valued within the club.
- The club staff will allow for parents and carers to be involved in settling their child into the club.
- Ensuring that the staff always listen to parents/carers concerns whenever they are raised.
- Developing newsletters that highlight special events and share information that may impact on the club, such as change of staff, new legislation and new policies.
- Records and information are available to parents on written request, unless subject to an exemption e.g., if an investigation is in process by the police or other statutory agencies.
- Ensuring that the club's policies and procedures are made available to parents/carers on request.
- Encouraging parents/carers comment on the club's policies and procedures and consulting them on a regular basis about the play and activities that are provided for their children.
- Ensuring that there are regular opportunities for parents/carers to meet with staff and discuss their child's progress and any problems that they might be encountering. Meetings will be arranged to enable all parents to attend, taking into consideration timing, notice and venue's etc.
- Ensuring that any complaints from parents/carers are dealt with swiftly and effectively according to the complaint's procedure policy
- Encouraging parents/carers to help in the running of the club, including becoming involved in its management where appropriate.
- Providing parents/carers with formats and if necessary confidential means to comment on the work of the club.
- Keeping parents/carers up to date with any changes in the club, such as fee changes etc.

Parents/carers are encouraged to share their views and opinions with us, we welcome all comments.

The above policy is approved and hereby adopted by the IOOSCC Committee.

Updated July 2025.