

Dear Parent/Guardian:

Thank you for your interest in Escuelita CIC (Community Interest Company 10947345). We hope the information enclosed in this pack provides you with the details that you require. Please contact Escuelita CIC should you have any further queries.

Escuelita CIC invites any interested family to a taster session during any Saturday when Escuelita is running. There is a sessional fee for the taster session but no further obligations. The taster session is the best way to get a sense about our ethos, meet other Escuelita families, and see the kind of enriching activities we offer the children.

In this pack you will find the following documents:

Escuelita CIC prospectus, including list of The Board, Teachers, Members and Volunteers

- Parent guidelines
- Child protection policy
- Photo consent form
- Fees and term dates

Sincerely,
Escuelita CIC



Escuelita CIC Prospectus

Escuelita CIC is a community interest company with an aim to provide language and cultural support for the children of the Spanish-speaking community that began in September 2017. Beforehand, Escuelita was run as Escuelita CIC a unincorporated non-profit organisation, led by a small group of volunteers in their spare time since April 2016. Escuelita's aim has always been to in Cambridge. We do not teach Spanish as a foreign language.

Escuelita was first established in January 2016 by a group of Spanish-speaking parents in Cambridge. We wanted to encourage our children to develop their Spanish language skills and their cultural identity by creating a Spanish Saturday school in Cambridge that would offer language and cultural support for the Spanish-speaking community. Our vision was – and continues to be - that Escuelita should be a space where Cambridge families feel proud to speak Spanish and to celebrate their Spanish-speaking backgrounds. It opened its doors for the first time on 16th April 2016 at Brown's Field Community Centre. During the first year, Escuelita grew to 30 children, from ages 2-11.

In September 2017 Escuelita CIC converted into Escuelita CIC, in order to meet the demands of the growing Spanish Saturday school population while still keeping our community at the heart of everything Escuelita CIC does.

Escuelita currently runs every Saturday from 10:00-12:00 during term time, except during half-term. Each Saturday there are two consecutive 45-minute sessions with a 15-minute snack break in between. Each session is run by a fluent Spanish-speaking, DBS-checked teacher. The children experience art, theatre, forest school, science, music, and cultural activities all in Spanish.

Currently, Escuelita pupils range from ages two to eleven years old. The children are divided into three groups:

- 1) Coquí: pre-schoolers; approximately ages 2-4
- 2) Capuchino: children in Reception, Yr 1, or Yr 2 in school; approximately ages 5-7
- 3) Condor: children in Yr 3, Yr 4, Yr 5, or Yr 6; approximately ages 8-11.

Each group attends two sessions, which allows for the sessions to be tailored to different ages and abilities.

Aim

Escuelita CIC was formed by parents who recognize the importance of being bilingual and multicultural. Escuelita emphasizes language acquisition and cultural support in a warm, community environment. Our aim is to provide language and cultural support for the Spanish-speaking community in Cambridge.

We endeavor to do this by

- 1) providing the children with enriching, active sessions in which they can explore art, theatre, drama, forest school and science, as well as other activities, in a Spanish-speaking environment, and
- 2) fostering a Spanish-speaking community where the children feel comfortable and confident to explore and develop their Spanish language and Spanish-speaking culture.

We want to foster a community amongst the Escuelita families, staff and board members. All the staff have been specially chosen for their enthusiasm in supporting and celebrating bilingualism and multiculturalism, as well as for their expertise and commitment to caring for and teaching children.

The Board, Teachers, Members and Volunteers

Escuelita CIC is a community interest company with membership open to any family or individual for whom Spanish is one of the main languages spoken at home. Specifically membership is open to anyone who is interested in helping Escuelita to achieve its aim, such as parents, teachers, or volunteers.

The board consists of members who manage and oversee the day-to-day needs of Escuelita.

 A portrait of Rosa Andujar, a woman with dark hair, smiling, wearing a light blue top.	Rosa Andujar	Co-founder & board member
 A portrait of María Goodall, a woman with long dark hair, smiling, wearing a colorful patterned top and large hoop earrings.	María Goodall	Co-founder & Treasurer
 A portrait of Andrea Medina, a woman with long dark hair, smiling, wearing a dark blue sleeveless top.	Andrea Medina	Co-founder & Secretary

 A portrait of Gabriela Dunn, a woman with long dark hair, smiling, wearing a colorful top and large earrings.	<p>Gabriela Dunn</p>	<p>Pedagogy Coordinator and Escuelita teacher</p>
 A portrait of Heidy Perez, a woman wearing a light-colored hat and a scarf, resting her chin on her hand.	<p>Heidy Perez</p>	<p>Escuelita teacher. Board member</p>
 A portrait of Gabriel Bienzobas, a man with short dark hair, wearing a red t-shirt with a graphic design.	<p>Gabriel Bienzobas</p>	<p>Board member</p>

	<p>Rodrigo Zapian</p>	<p>First Aid Officer volunteer</p>
	<p>Alejandra Collazos</p>	<p>Child Protection Coordinator volunteer</p>

Escuelita teachers are native Spanish-speakers chosen for their enthusiasm in supporting bilingual children. They are DBS-checked and have termly Escuelita training focused on developing tools and skills for supporting bilingual children.

	<p>Gabriela Dunn</p>	<p>Drama teacher</p>
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 A portrait of Virginia Ruíz del Cerro, a woman with long dark hair, smiling. She is wearing a dark patterned top. The background shows a window with a view of a building.	Virginia Ruíz del Cerro	Art and culture teacher
 A portrait of Elena Mª García, a woman with dark hair, smiling. She is wearing a blue scarf and a dark jacket. The background is a plain wall.	Elena Mª García	Science teacher
 A portrait of Heidi Perez, a woman wearing a light-colored hat and a light-colored scarf. She is resting her chin on her hand. The background is a plain wall.	Heidy Perez	Theatre teacher

	Margarita Salazar	Music teacher
	Paola Rabelo	Trained Forest School Leader

Physical Space

Escuelita CIC is held at Brown's Field Community Centre, Chesterton during term-time Saturdays. At Brown's Field, Escuelita has use of the Secret Garden Room, Sunshine Hall, The Wing, and foyer. The Secret Garden Room has direct access to an interior courtyard, sinks in the room, and children's toilets en-suite, which make it an ideal space for natural science lessons and hands-on art activities. The Sunshine Hall is a large, well-lit space that allows for free movement. It is a great space for our dance and theatre sessions. The Wing has its own kitchen and direct access to the outside. This gives teachers to flexibility to plan lessons that involve cooking or indoor/outdoor activities. In the foyer, parents wait for children in comfy chairs, and during snack time all the children gather round at large communal tables.

Forest School

The forest school has 4 main objectives:

Nature
 Movement
 Curiosity
 Respect

Classes are held in the forest. They are to help children awaken their personal initiative, strengthen their self-esteem, work as a team and develop their creativity.

Escuelita CIC sessions are led by a trained Forest School Leader, supported by members of staff and parent volunteers.

Clothing Requirements

The following clothing requirements are for everyone attending a Forest School session (even adult volunteers).

- Woolly hat/sunhat
- Gloves
- Jacket/waterproof coat
- Fleece/sweatshirt
- Waterproof trousers
- Spare socks
- Stout shoes/wellies/boots

Parental Responsibility

A responsible adult for each child is required to remain on the premises while Escuelita CIC is in session. If the parent/main carer of the child cannot be present, Escuelita CIC requires an email from the parent naming another adult and providing their contact details who will attend Escuelita CIC with the child.

Parents of children in the younger age group, Coquí, are asked to be present in the sessions with their child(ren). Not only do the younger children feel more reassured and hence more confident with their parent at their side, parents are also needed to facilitate activities.

For the older children, Capuchino and Condor, parents are asked to wait in the foyer while sessions are in progress. These children are more physically and emotionally capable and hence don't need as much parental support. We have also found that they engage more with the activities without their parents being present.

For all children, we expect the parent/responsible adult to attend to the child's toilet needs.

In the unusual event that a child becomes upset or is distracting other children and not participating in sessions, parents will be asked to attend to the child. The child is always welcome back in session once they are happy and able to participate.

First Aid

Escuelita CIC has a first aid kit on site. Additionally, a first aide trained Escuelita CIC member has volunteered to provide basic first aid in the event of an accident

or injury. Any accidents/incidents will be recorded on an accident/incident form which parents will be asked to sign.

Snacks and Water

There is a set snack time between the two sessions from 10:55-11:10. Parents are asked to bring their child a snack and a drink, which they can have during this time. There is to be no food nor drink during the sessions, except for water during the dance classes.

Security

On most Saturdays, Escuelita CIC has exclusive use of Brown's Field Community Centre. Entrance to the building should only be through the main front sliding doors. At the beginning and end of every Saturday, a board member monitors the door. We ask that parents help us maintain the security of the premises by only opening the doors to recognized Escuelita members and stopping their children from playing with the doors. If a stranger approaches, parents are asked to notify a board member, if there is not one already present. There are fire exits located in each the Secret Garden Room, Sunshine Hall, Wing, and foyer.

Attendance

Escuelita CIC opens its doors just before 10am on the programmed Saturdays. We ask all families to leave the building as quickly as possible after the last session so that the building can be emptied and locked at 12pm.

Weekly attendance is not mandatory but no refunds nor credits will be given for any missed sessions.

Please do not let your child attend if your child is sick and could make the other children ill.

Escuelita CIC contact details

Email: escuelaespanolcambridge@gmail.com

Physical address (no post):

Brown's Field Youth and Community Centre

31a Green End Road

Cambridge

CB4 1RU

Parent Guidelines

Escuelita CIC provides language and cultural support for the children of the Spanish- speaking community in Cambridge. The Board members and Teachers plan carefully to ensure that all of our play and learning opportunities are inclusive and accessible for all children. We strive to ensure that all children are able to flourish and benefit from Escuelita's various activities.

We strongly believe that as parents, you know your child best. Therefore we believe that a good partnership between Escuelita CIC and parents is essential. There are various documents that you will be given or asked to complete that are extremely helpful to planning our provision. These will include photo consent form, medical and allergy information, and child protection policy. In addition to these, you will receive an annual questionnaire to complete in order to support us in continually improving.

Staff

Our teachers are qualified professionals with experience in a variety of childcare contexts, who are additionally committed to creating a warm and friendly environment for children to learn through exciting and carefully planned activities. Escuelita CIC takes reasonable steps to ensure that unsuitable persons are prevented from working with children. We require our Board members and teachers to obtain a DBS Security clearance check as soon as possible. We also require a new DBS check every three years. Additionally, all teachers and Board members attend annual training sessions to keep abreast of good practice guidelines and to update their skills.

Setting and Security

Escuelita CIC meets most Saturdays during school term in Brown's Field Community Centre, where it has use of two classrooms (Sunshine Hall and the Secret Garden room), as well a large communal Space. Adjacent to the Secret Garden is an enclosed garden area.

During Escuelita the Community Centre is only accessible via the front door, which can only be opened from the inside. This means that anyone wishing to enter the Centre must be let in by a Board member from the inside. In this manner, Board members are able to keep track of who enters and leaves the Centre itself, ensuring the safety of Escuelita Members. We ask you to support this policy by not opening the door to anyone while you are inside the Centre, and instead to inform a Board member.

First Aid & Sick Children

A First Aid trained member will always be present in Escuelita. However, parents are reminded that we do not have any facilities for caring for sick children, or any capability for administering any medication that a child may require. If you suspect that your child may be ill please do not bring them. If s/he becomes ill while with us, we will ask you to take your child home. Any accidents/incidents will be recorded on an accident/incident form which parents will be asked to sign.

Toilets/Nappies

There are toilet and nappy changing facilities at Brown's Field Community Centre. Parents are reminded that they are responsible for taking charge of their own children's toilet/nappy needs during Escuelita. Should a child need to use the toilet or require a nappy change during one of our sessions, the teacher and/or Board member will alert the parent.

Snacks

Each Saturday Escuelita CIC has two sessions of 45 minutes each. There is a 15 minute snack break in the middle, during which parents are invited to bring their own snacks. The Board has a list of current allergies of all enrolled children and will communicate these to all at the start of the term.

Safeguarding Children

Escuelita CIC has a duty under the law to help safeguard children against suspected or actual 'significant harm'. If we have concern about children's safety or welfare, we will notify agencies with statutory responsibility without delay. This means the local children's social care services and, and in emergencies, the police.

Our employment practices protect children against the likelihood of abuse in our settings and we have a procedure for managing complaints or allegations against anyone associated with Escuelita. Please refer to our Child Protection Policy document.

I confirm that I have read and understood this document.

Name [Print]

Signature

Date

Reviewed and updated by Escuelita CIC Board on 15/09/17

Child Protection Policy

Spanish Saturday School (Escuelita CIC)

Board members 2017/18: Rosa Andujar, Gabriela Dunn, Maria Goodall, Andrea Medina, Heidy Perez and Gabriel Bienzobas

Child Protection Coordinator: Alejandra Collazos

1) Policy Statement

The Trustees and Members of the Spanish Saturday School (Escuelita CIC) recognise that all children have the right of protection from abuse. THEREFORE, all Teachers, Volunteers and Members of the Spanish Saturday School Escuelita CIC have a responsibility to report any concerns against suspected or actual 'significant harm' to the Child Protection Coordinator, the Board or the local children's social care services, and in emergencies, the police.

2) Policy Aims

The aim of our policy is to ensure good practice in order to:

- provide children with appropriate safety and protection whilst in the care of the teachers and volunteers of our Saturday School;
- and enable all teachers and volunteers to make informed and confident responses to specific child protection issues. (See Appendices A, B, and Appendix A registration students).

3) The Duties of the Child Protection Coordinator

The duties of the Child Protection Coordinator shall be to:

- collect information from DBS checks and keep them in a confidential place, check once a term whether they are up to date;
- keep parents' consent forms (Appendix A registration students, informed consent) for one year (delegated to Secretary);
- make vital information accessible to teachers and volunteers;
- respond to any allegations of child abuse from outside or inside the Saturday School along with the Chair, as appropriate.

4) Recruitment of Teachers and Volunteers

The Spanish Saturday School, Escuelita CIC, will take all reasonable steps to ensure that unsuitable persons are prevented from working with children.

Our recruitment process will THEREFORE include the following:

- Applicants for teaching positions will be asked for a CV. The CV will provide information about the applicant's work experience and ask for self-disclosure regarding any criminal records.
- The applicant will be interviewed by the Chair and one or two additional members of the Saturday School, and / or will be asked for a teaching sample.
- Teachers will be required to obtain a DBS check as soon as possible. The Spanish Saturday School Cambridge accepts DBS checks from other organizations. We will require a new DBS check every three years.
- Teachers will be asked for the contact details of two personal or professional referees.
- Teachers will be required to consent and sign with an agreement form.
- Volunteers without DBS checks will be allowed to work 2 out of 8 Saturdays or 3 out of 10 per term.
- Volunteers who want to provide assistance more often are required to obtain a DBS. The same rules apply as for Teachers.

5) Responding to Suspicions and Allegations of Child Abuse

If a member, teacher or volunteer has any concerns or suspicions about possible abuse or inappropriate behaviour inside or outside the Spanish Saturday School Cambridge, they have a responsibility to report them. They do not have to decide whether the abuse or inappropriate behaviour has actually taken place. See below for general contacts for advice and reporting.

We have a procedure for managing complaints or allegations against a member of Escuelita CIC. Where the concerns are about a Teacher, Volunteer or Member of Spanish Saturday School Cambridge, the following steps will be taken as they are considered necessary to ensure the safety of the child in question, and any other child who may be at risk. DEPENDING on the results of the police and child protection investigations, the Spanish Saturday School Cambridge may dismiss the individual from their position.

The steps are as follows:

1. Concerns reported to the Child Protection Coordinator (or Member of Board);
2. Record made of what has been said or seen. (See Appendix B: How to record concerns);
3. Three confidential copies of the report are then made, one copy residing with the individual reporting, the other with the Saturday School Child Protection Coordinator, and the final one with the Authorities.
4. The Child Protection Coordinator reports to the Chair, and the Child Protection Coordinator or Chair will then refer the allegation to Cambridgeshire County Council at the following number: 0345 045 5203, if between 8am and 6pm Monday to Friday. If it is outside office hours or

during the weekend, they will call the Emergency Duty Team on 01733 234724;

5. The Parents or carers of the child will be contacted as soon as possible, following advice from the social services department.

If there are any concerns about a child, confidential and anonymous information can be obtained from the National Society for the Prevention and Cruelty of Children (NSPCC) at 0808 800 5000, or Childline on 0800 111111.

6) Confidentiality

Confidentiality should be maintained for all concerned parties. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- the Child Protection Coordinator and Board members;
- the parents or carers of the child who is alleged to have been abused;
- the person making the allegation;
- social services / police;
- the alleged abuser (and parents if the alleged abuser is a child).

All records related to the concerns will be retained in safe storage with the Child Protection Coordinator in accordance with data protection policy and 'need to know' requirements.

7) Guidelines for Use of Photographic or Other Imaging Equipment

No photographs, film or other images of our children should be taken without parental consent. Each parent will be provided with a parental consent form (Appendix A), which seeks permission for the use of pictures on the Spanish Saturday School Cambridge website www.escuelitacambridge.org. or on printed media like leaflets or newspapers. Teachers will be informed which children can or cannot be photographed.

Reviewed by Escuelita CIC Board on 15 September 2017

APPENDIX A
CODE OF GUIDANCE FOR TEACHERS, VOLUNTEERS AND MEMBERS ON
SAFEGUARDING CHILDREN

Original to Spanish Saturday School Cambridge (Child Protection Coordinator)
Copy to Applicant

1) Introduction

Abuse can occur within many situations including the children's private lives or at our Saturday School. As the teachers, members and volunteers of the Spanish Saturday School Cambridge are in regular contact with our children, they are in a position of trust and can be an important link in identifying cases where a child needs protection.

2) Good Practice Guidelines

All Teachers and Volunteers should always keep in mind that their actions and attitudes towards our students and parents will influence the reputation of our Saturday School. Below are some examples of how to create a positive culture and climate within our Saturday School activities:

2.1) Good practice:

Always work in an open environment.

Treat all children equally, and with respect and dignity.

Maintain a safe and appropriate distance with children.

Involve Parents / Carers wherever possible (e.g. for supervision in school breaks, as second person in the classroom, or organising and helping with extracurricular activities).

Recognise the developmental needs and capacity of each child.

2.2) Practice to be avoided except in emergencies:

Leaving one or several children under the sole supervision of a person with no valid DBS;

Spending excessive amounts of time alone with children away from others;

Allowing or engaging in any form of inappropriate touching;

Allowing children to use inappropriate language unchallenged;

Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon;

Doing things of a personal nature for children that they can do for themselves.

If any of the above occur you should report this immediately to the teacher, or Child Protection Coordinator or Board Member, and record the incident. You

should ensure that the Parents or Carers of the child are also told about the following:

- If you accidentally injure or cause discomfort to a child.
- If he / she seems distressed in any manner.
- If a child Appears to be sexually aroused by your actions.

I confirm that I have read, understood and agree with this document.

Signature

Date

Reviewed by Escuelita CIC Board on 15 September 2017

APPENDIX B HOW TO RECORD CONCERNS

Original to Spanish Saturday School Cambridge (Child Protection Coordinator)
Copy to Applicant

Any information that is passed to the social services or to the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure / concern.

Information should include the Following:

The name of the child.

Age of suspected individual, date of birth, home address and telephone number, if known.

Is the person making the report expressing their own concerns or those of someone else?

What is the nature of the allegation? Include dates, times, any special factors and any other relevant information. Make a clear distinction between what is fact, opinion or hearsay.

A description of any visible bruising or other injuries. Are behavioural signs or indirect signs evident?

Witnesses to the incidents.

The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.

Have the Parents / Carers been contacted? If so, what has been said?

Has anyone else been consulted? If so record details.

If it is not the child making the report, has the concerned individual been spoken to? If so, what was said?

Has anyone been alleged to be the abuser? If yes, record details of the allegation made, including the identity of the alleged abuser, the person making the allegation and the time and date.

Any concerns will be reported to Cambridgeshire County Council, 0345 045 5203 between 8am and 6pm Monday to Friday, or the Emergency Duty Team on 01733 234,724 if it is outside office hours or at the weekend.

Confidential and anonymous information and/or advice is available from
National Society for the Prevention and Cruelty of Children, NSPCC on 0808 800
5000, Childline on 0800 11111

I confirm that I have read, understood and agree with this document.

Signature

Date

Reviewed by Escuelita CIC Board on 15 September 2017

Photo Consent Form

Escuelita CIC

Company Number 10947345

Email: escuelaespanolcambridge@gmail.com

Website: www.escuelitacambridge.org

Photo Consent form

Full name of Child

Occasionally, photographs will be taken of the children at our school. We allow for parents of children to take photographs of their child(ren) and other pupils, but they may not publish these images on social media or the internet. Escuelita CIC will also take photographs, and we use these images as part of our school displays and sometimes in other printed publications like the prospectus. We will also use them on our school website and social media.

If we use photographs of individual pupils, we will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image or video, on our website, in our school prospectus or in any of our other printed publications and social media. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to the school.

This form is valid for the period of time your child attends this school. The consent will automatically expire a term after your child has left this school, but photographs may continue to be used with the permission originally given. If a parent would like photos removed from the Escuelita photo archive, they simply need to contact Escuelita directly.

Please circle your answer

I understand that as a parent I am allowed to take photographs of my child that might include other children in the image, but I am not allowed to publish in print

or digitally (e.g. social media and internet) the image without express consent from Escuelita CIC. Yes / No

I give permission for my child's photograph to be used within school for display purposes. Yes / No

I give permission for my child's photograph to be used in scrapbooks and portfolios belonging to other children. Yes / No

I give permission for my child's photograph to be used in the school prospectus and other printed publications that we produce for promotional purposes. Yes / No

I give permission for my child's image to be used on our website and social media. Yes / No

Signed _____

Print Full name _____

Date _____

Complete forms can either be returned digitally and emailed to escuelaespanolcambridge@gmail.com or printed and handed to Andrea Medina.

Fees and Term Dates

Escuelita CIC will have three terms a year corresponding with the academic terms of Cambridge schools. Escuelita CIC will meet during term-time Saturdays from 10:00-12:00, with the exception of Saturdays at the start and end of half-term.

Each Escuelita CIC session (i.e. one Saturday 10:00-12:00) is £10 per child. The tuition for the entire term must be paid before the term begins.

Terms and Conditions of Attendance

Membership:

Each family must become a member of Escuelita CIC at the start of their enrollment by completing a registration form and paying a membership fee of £30. The registration and fee are valid for one academic year.

Enrollment:

At the start of each term, each child must be enrolled in Escuelita CIC. A placement is only confirmed once a child has been enrolled and payment has been received. This is the case for new and returning members.

Payment:

Payment must be received before the term begins. We accept bank transfers and debit/credit card payments. We do not accept cash nor cheque.

Cancellations:

A confirmed place can be cancelled via email before the term begins. A full refund minus a £5.00 administrative charge will then be given. Once the term begins, no refunds are given.

Unplanned closure:

In the event of an unplanned Escuelita CIC closure, due to circumstances which are beyond our control, we are unable to offer a refund nor credits.

Long-term illness:

If your child is ill for a long period of time and hence can not attend Escuelita CIC, please let us know. A refund or credit may be possible at the board's discretion.