After School Club Policy

Purpose of the policy

- To describe how the school delivers an after-school club service which is affordable, sustainable and of quality.

Aims

Through our after-school club we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.

Hours

- After School Clubs run during term time - starting at the end of the school day and closing at 4.15pm.
- All spaces are subject to availability based on ratios.
- Places are allocated on a first come first serve basis.
- Clubs are open to all children from the year group the clubs are aimed at.
- Reception & KS1 children will be escorted to the club at the end of the school day.
- KS2 children will make their own way to the club at the end of the school day, unless there is a need for an adult to accompany them.

Admission, booking procedures and payment of fees

- Children will be given a letter for requesting a place at a club. This needs to be returned to the class teacher or school office
- Emergency contacts and passwords must be given before a child can attend the club.
- Confirmation of a place will be given in writing
- Should you no longer wish your child to attend after school club, you must give at least one full week's notice in writing.

Venue

- After-school clubs are based in different areas of the school depending on the focus of the session.
- Parents will collect their children at the main entrance at 4.15pm

Register and Collecting

- A register of children who attend after school club is taken at the start of each session. This register is filed in the after school club folder which is kept in the school office.
- If a parent is unable to collect their child as arranged, they must let school office staff know who is collecting their child. A password system is in place for any adult collecting a child on behalf of the main carer

Late collection

- If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have been provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and social care will be informed.
- Staff will follow and record late collections.
- If a child is collected late on more than two occasions, their place at the club will be reallocated.
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Snacks

- Fresh drinking water is available to the children at all times.

Activities/ Provision

- A range of activities are planned and range from sports based sessions to art and musical clubs.
- The age of the children are considered when planning activities to ensure they are appropriate.

Behaviour

- Children and staff are expected to follow the behaviour policy whilst attending the after-school club.
- The school's behaviour policy will be followed. Continual misbehaviour in sessions may result in the child not being able to attend future sessions

Health & Safety

- Staff must follow the Health and Safety, E-Safety, Safeguarding policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are detailed in the Fire procedures policy.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately and procedures followed.

First Aid

- There must be a qualified first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded using the school system. The accident will be reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

Staffing

- All staff will adhere to the Staff Code of Conduct and all school policies.
- All after school club staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with the Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have special needs.

To be Reviewed: Autumn 2028