



## South Baddesley CE Primary School: After School Club Policy

The purpose of this policy is to describe how the school delivers an After School Club facility which is affordable, sustainable and of high quality.

### Principles:

We wish to ensure that the children of our school are provided with supervised play activities in a safe and stimulating environment. The provision must prioritise children's emotional and social well-being and provide a nurturing environment.

### Who is responsible for the day to day running of the club?

Our After School Club is led by a lead practitioner and when numbers necessitate an assistant practitioner.

The line manager of this club is the Headteacher.

### Who is this club for?

This club is for the pupils at South Baddesley CE Primary School, aged between 4 and 11 years. There are a limited number of spaces and these spaces must be booked in advance.

A service of emergency ad hoc child care can be provided if the school office is contacted by 2pm of that day and there is availability on that occasion.

### Opening hours:

The After School Club runs from 3pm to 5pm.

Pupils attending a school club 3-4pm, may attend After School Club after their first club, providing this is booked.

### Prices:

3-5pm	4-5pm
£8.00	£5.00

There are no concessionary places available.

If parents are late to collect their child, staff will contact each emergency contact on our school records. If staff are unable to reach an emergency

contact within half an hour of the club ending, staff will refer the case to Children's Services.

Parents will receive termly or weekly invoices for their child's place at the club, depending on the frequency that the child attends the club. Failure to pay within ten school days of receiving this invoice could lead to the child's place being withdrawn.

Cancellation of a booked place must be made 24 hours in advance. Invoices will include unattended sessions if cancellations are not made in this timely manner.

### **What activities can we offer?**

Children attending the club will be able to participate in a range of activities, including:

- Games (indoors and outdoors)
- Crafts
- Gardening
- Cooking
- Play

The age and interests of children is considered so that activities are motivating, enjoyable and appropriate.

### **How do we safeguard the health and safety of everyone at the club?**

The After School Club follows the following school policies:

- Child Protection
- Whistleblowing Policy
- Health and Safety
- First Aid
- Medical Needs
- Intimate Care Policy
- Behaviour Policy
- SEND Policy
- Acceptable Use of IT Policy

Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively.

A Designated Safeguarding Lead (DSL) is available at all times.

Children are secure and safe on the premises; they are supervised at all times, the definition of supervision being *within sight or hearing of a member of staff*.

Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. Access to the premises is controlled and visitors must sign in.

### **Are the children provided with food and drink?**

Children are provided with adequate food and drink, prepared on the premises by staff. Snacks are healthy and nutritious. Staff are seated with children during meal times and encourage a "family" type atmosphere. At least one member of staff holds a current Basic Food Hygiene certificate (the club leader). All food is 'nut' free.

When children are registered with the club, any Individual Health Care Plans are shared with After School Club staff.

### **What is our policy on Special Needs and Disabilities?**

We are proactive in ensuring that any appropriate action is taken when a child is identified as such. Their welfare and development is promoted so that they have equal access to the play provision. Staffing arrangements are considered to meet the individual needs of children who have special needs. The environment is organised so that these children have equal access to the facilities and activities available.

The special needs of children whatever their nature is treated with discretion, sensitivity and above all, confidentiality.

### **What is our policy on equal opportunities?**

Children's attitudes to others are established during their formative years. The governing body and staff actively promote true equality of opportunity and anti-discriminatory practice for all children. Every one of us should feel respected and valued, and special care should be taken to make sure that the more vulnerable members of our school community have their needs addressed. Resources, activities and at ground level the language and behaviour of staff positively reflect racial, cultural, gender, socio-economic and religious diversity and disability. We provide toys, games, displays and activities to challenge stereotypical roles.

### **What is our policy on behaviour?**

Staff are confident in managing a wide range of children's behaviour including those more challenging children. All children attending our After

School Club must sign a 'contract of expectation.' We follow a 'three strikes' system. If a child receives three strikes for behaviour that contravenes the contract of expectation, they are referred to the senior member of staff on duty. The senior member of staff will contact parents and it is possible that the child will be asked not to return to After School Club for a set period of time.