



## St Anne's C of E (A) Primary School – After School Care Provision 2023

*'Let all that you do be done in Love' 1 Corinthians 16:14*

St Anne's strives to 'develop the whole child, spiritually, mentally and physically by helping pupils to:

Love God  
Love learning and  
Love themselves and others

in a caring, Christian environment through close links to the Church and community.

Approved by	Approval date	Review date
SDC	06.02.2023	Spring 2025

## **After School Care Provision Policy**

***This policy was formulated to meet the requirements of the Equality Act 2010.***

The Governing Body recognises its legal responsibilities under the Equality Act 2010. This policy will ensure equality and fairness regardless of race, sex (gender), sexual orientation, religion or belief, gender re-assignment, pregnancy and maternity, marriage and civil partnership, disability or age.

### **Objectives**

- To support working parents by providing regular child-care facilities after school.
- To provide a welcoming, safe, secure environment for pupils at the end of the school day.
- To enable pupils to eat a healthy supper in a pleasant, relaxed environment.
- To provide a calm play environment for pupils and ensure a positive end to their day.

### **Organisation**

#### GENERAL

- After School Club is held in the Key Stage 2 Shared Area.
- The club is open to all pupils attending St Anne's C of E (A) Primary School.
- Children's details (including medical conditions, emergency contact details, additional emergency contact name, address and telephone number) are kept in the School Office, which is accessible to Club supervisors. It is the responsibility of the parents to ensure that the office is informed of contact changes.
- The club will not run on school INSET days, bank holidays or during school holidays.

#### AFTER SCHOOL CLUB

Runs from 15.20 – 17.30 Monday to Friday and there is a minimum booking requirement of one hour prior to the session starting. All bookings to be prepaid via ParentPay. ***Please note the latest pickup time is 17.30 and persistent lateness will result in access to the club being taken away.***

- Children can attend other school clubs and then join the After School Club – there is no difference in rate charged.
- Supper is served just after 4.30pm and is prepared by the Club Supervisor. Children might help prepare and clean-up, if appropriate.
- Children at the After School Club are to be collected from the Y3/4 Cloakroom.

### **Use of Registers**

The Club registers are provided and stored in the Office. Prior to the club starting, the Club Supervisor will retrieve the register in order to register the children as they enter the Club. Newcomers are added to the register by School Admin staff. Any child booked into a session but not present will be contacted within 10 minutes.

Registers will also contain any information about food or other allergies that Club leaders need to be aware of. Admin staff will ensure that Club Leaders are aware of children with food allergies attending each session.

The Club Supervisor retains the registers while the Club is running and returns them to the school office at the end of the session. Office staff will check the Club register every week to double check it against the school money system which is currently ParentPay. Any arrears are chased by the Club Supervisor.

In case of an emergency during a club session (where children have to be evacuated from the building), the register must be taken by the Club Supervisor and the children checked against the register to ensure that they are present and safe.

### **Staffing & Supervision**

The children attending After School Club are adequately supervised at all times following ratio guidelines. After School Club staff will ensure children are collected by a known adult and will be signed out.

Staff/pupil ratio will be followed in line with NCC guidance. Two staff members will be on duty at all times and other staff are on-site; the Headteacher and/or Business Manager are contactable every day in the event of any queries or staffing issues.

All members of school staff are DBS checked and appointed following safer-recruitment procedures. There is always a member of staff on site during clubs who has a current Paediatric First Aid Certificate.

### **Food & Hygiene**

All Club staff will have a Food Hygiene certificate (**Level 1**), and will follow their training to meet regulations.

- At After School Club suppers might include pizza, beans on toast or sandwiches.
- All food is stored in appropriate containers within a cupboard or fridge, as appropriate. Food is prepared on a work surface and served to the children at the tables.
- Club staff check the 'best before' and 'use by' dates of products on a daily basis, and ensure that children are not given food that is past the use by date. If there is any concern about the quality or condition of a food product, it will not be given to children.
- Club staff check the fridge temperature daily, and report any anomalies immediately. The School Caretaker monitors the temperature of the fridge on a weekly basis, and adjusts it accordingly to ensure that the temperature is maintained at the recommended temperature of below 4-5°C; he records this in a log book.
- All children are required to wash their hands before eating, and tables are cleaned both before and after food is served. Staff are required to wear a tabard while serving food, and need to keep long hair tied back.

## **Activities**

A number of activities will be on offer during After School Club for the children to participate in (e.g. crafts and games). These will be planned by the Club Supervisor and be suitable for the age and interests of the children attending. All resources needed for the Club will be purchased through the school budget designated for such purchases.

## **Behaviour & Relationships Policy**

The expectations for behaviour during After School Club are the same as for the rest of the school day; Club supervisors will follow the School Behaviour Policy. Our Behaviour and Relationship Policy is based on a whole school approach to positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times.

If there are ongoing and/or significant concerns with a child's behaviour during the Club, staff will inform a member of School Senior Leadership. Parents might be contacted by a senior member of staff to discuss this further. Exclusion from a Club will be the final sanction when all possible behaviour management strategies have failed.

## **Pricing Policy**

After School Club is charged at £10.00 per session.

This fee is to cover the cost of:

- Staffing
- Food
- Equipment and day-to-day running costs.

It may be necessary to change fees from time to time; Parents/Carers will always be given notice of this.

## **Booking & Payment Arrangements**

All sessions need to be booked and prepaid on ParentPay and there is a minimum booking of an hour before the After School Club starts.

If parents pay by vouchers they need to send voucher payments **IN ADVANCE** so that their ParentPay account can be credited.

Parents are able to make and cancel bookings, but will not be able to make any same day changes. Therefore, any same day cancellations will still need to be paid for. In the event of any emergency same day last minute After School Club booking requirement, parents need to contact the school office before 1pm.

Parents/carers are not allowed to bring their child to After School Club without pre-booking, as we cannot guarantee that there will be places available. In the event there are no advance

bookings for the After School Club for an individual day, then it will not be open that day.

Any unpaid Club fees will result in a telephone call, reminder text message and email being sent.

**Please note: If the debts are not paid within 7 days, the school reserves the right to refuse the place at any Club until the arrears are cleared.**

### **Contingency arrangements for staff absences/emergencies**

Arrangements for cover (e.g. due to staff absence) is organised by the Business Manager who keeps a register of staff available for cover. The Head Teacher will be contacted if cover cannot be found and parents informed as soon as possible. We will endeavour to staff the After School Club every day that there are advanced bookings.

### **Safeguarding**

In accordance with Whole School Child Protection Policy and procedure, all staff involved in the running of the Club will have current enhanced DBS clearance. Club staff will follow existing school policy and procedure with regard to Child protection and safeguarding concerns. Club staff will follow the Whole School Staff Code of Conduct.

When ICT equipment (e.g. laptops) are used by the children, Club staff will ensure that Whole School Policy about safe internet use is followed to ensure appropriate use.

### **Fire Procedures**

In the event of a fire alarm children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school field in the designated area in a line. The Club Supervisor will be responsible for taking the register all names checked. Club staff will ensure that children are aware of the emergency procedures and practice evacuations when new children attend.

### **Health & Safety**

The After School Club is run by the school, and all existing Health & Safety Policies and Risk Assessments will be followed, in accordance with NCC advice.

A separate Risk Assessment has been carried out for the Club and will be reviewed at least every year.

The KS2 Shared Area and outside area will be checked by staff before the Club starts to ensure that there are no hazards or dangers that might prevent the safety of the children.

All electrical appliances used by the Clubs (e.g. toaster) are PAT tested annually by a qualified electrician.

Club staff have access to the school telephone system so that they are able to contact other staff and the emergency services in case of an emergency.

## **First Aid**

Accidents during After School Club will be treated by a First aider and the accident will be recorded in the School Log Book. If any First Aid is administered, the treatment is given in line with School Policy. The adult collecting the child will be fully advised of the treatment administered.

A First Aid kit is available in every classroom and staff will ensure that this is kept stocked.

Club leaders will have had relevant and appropriate Paediatric First Aid Training.

*This policy will be reviewed at least every three years; more frequently if there is a change to procedures or organisation of our wrap-around care provision.*