

# AFTER SCHOOL CLUB POLICY

Copies of this Policy is available on request and on the school website.

## AFTER SCHOOL CLUB

- The George Tomlinson Primary School After School Club (ASC) is open to all children who attend George Tomlinson Primary School. There are places for 60 children.
- The club is open daily during term time from 3.15pm until 6pm during term time only.
- The ASC is based in the Main Hall of GTPS. It has access to the main school playground and the reception play area.

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The aim of the ASC is to provide high quality out-of-school care for children within the school community. The club will:

1. Provide a caring environment for children at the end of the school day
2. Provide a range of stimulating and creative activities in a safe environment.
3. Promote healthy eating and wellbeing
4. Be accessible to all
5. Ensure the safety of all children
6. Provide robust systems that make the club easy to use.

Details about each of these areas can be found below:

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## PROVIDING A CARING ENVIRONMENT FOR CHILDREN

Positive relationships between staff and children will create an enjoyable atmosphere

- Children are supervised at all times. The definition of supervision is 'being within sight or hearing of a member of staff'
- To support cohesion all children are allocated to a team made of mixed ages for registration and activities.
- Older children are encouraged to support younger children in activities and may be designated as pupil leaders.
- All members of staff work actively to promote positive relationships by acting as positive role models, praising positive behaviour, giving rewards i.e. stickers, informing parents about individual achievements etc.

Consistent behaviour codes will promote enjoyment

- All children are expected to behave well and will follow the whole school 'Golden Rules'.
- Staff are trained and confident in managing a wide range of children's behaviour.
- Staff ensure that any negative behaviour is handled consistently and appropriately. They use a range of sanctions defined in the whole school Behaviour Policy and inform parents of any issues that arise.
- In the rare event of a significant incident of poor behaviour or consistent minor breaches of the behaviour code the right to attend the club may be withdrawn.
- Any incidents of bullying, racism or sexist behaviour will be investigated, recorded and dealt with in accordance with the relevant whole school policies.

## **PROVIDING A RANGE OF STIMULATING AND CREATIVE ACTIVITIES IN SAFE ENVIRONMENT**

- Children enjoy a range of age appropriate indoor and outdoor activities that promote child development through play
- Activities include a full range of creative, social, interactive and athletic activities that cater for all ages and tastes and include a balance of indoor and outdoor activities (depending on weather).
- A timetable of activities is produced each week. This places an emphasis on providing a safe and fair play, and aims to be creative stimulating, fun and varied.
- Activities include art and crafts, cooking, board games and puzzles, drama and roleplay, reading and story-telling, imaginative play, ICT, sports and team games. We also provide a quiet area for children to relax and read.
- All activities are thoroughly planned and carefully resourced.
- Each child is encouraged to make choices in their play activities in order to promote independence and self-esteem.
- Resources and activities will positively reflect the racial, cultural, gender, socio-economic and religious diversity and needs of the children who attend the club.

## **PROMOTE HEALTHY EATING AND WELLBEING**

- Healthy food and snacks are provided, however they are not intended to substitute for a main evening meal that the child may receive at home.
- The After School Club menu is planned to run over a four week period. A variety of foods ensure the children receive a balanced and healthy diet.
- Fruit and fresh drinking water is available to all children at all times
- All snacks are healthy and nutritious and are prepared on the premises by staff. All food and drink complies with dietary and religious requirements.
- Registration forms should inform staff of any allergies or special dietary requirements.
- At least one member of staff on duty holds a Basic Food Hygiene Certificate.

## **ACCESSIBLE TO ALL**

- The After School Club will be open to all children who attend GTPS.
- A registration form must be completed for each child attending the club. This form is confidential.
- Parents are also required to sign an agreement to adhere to the After School Club Policy.
- Registration Documents are available from the Office
- A waiting list system may be implemented when the need arises. The waiting list will be operated on a first come-first served basis.
- Re-enrolment is required at the end of the summer term. Places will not be kept open for children unless a new registration form is completed. Contracts will be issued annually and a signed agreement must be in place to clear any outstanding school debt.

## **EQUAL OPPORTUNITIES**

- The GTPS After School Club is committed to equal opportunities as stated in the school's equal opportunities scheme. We make every effort to accommodate and welcome any child with special needs.
- We will work in liaison with parents/carers and relevant professionals to meet the child's specific needs.
- Each case will be assessed individually and risk assessed to ensure everyone's safety. We will endeavour to accommodate all children of all ability, whilst working within the club's limitations
- Our staff training programme includes specific elements relating to children with special needs.

## **ENSURE SAFETY OF ALL CHILDREN**

### **REGISTERS**

- An accurate register of attendees will be produced by the school office before 2pm every day.
- Parents whose children are in school but who wish to remove them before attending the club must inform the school office before 2pm.

- The register will be given to the ASC on arrival and shared with Welfare to ensure that all children booked in reach the club staff.
- The ASC register is called by 3.30 every day. Any child on the register on the list but not accounted for will be reported to the school office and treated as a missing child.

#### COLLECTION

- Reception to Year 2 children will be collected from their classes before 3.15pm by ASC staff and taken to the club
- Class Teachers will take older children to the club.
- On arrival, the Class Teacher will hand the children over to a member of the ASC club and a register taken.

#### APPROPRIATE SUPERVISION TO ENSURE CHILD SAFETY

- The staff/pupil ratio for children aged between four and eight is 1:8 in accordance with OFSTED regulations
- The ratio for older children will not exceed 1:10
- Only Reception children play in the Reception playground.

#### CONSISTENT SAFEGUARDING POLICIES WILL ENSURE CHILD SAFETY

- All staff are trained in Child Protection procedures and follow the recording and reporting procedures identified in the GTPS Safeguarding Policy.
- We aim to create an environment in which children are feel safe and in which any suspicion of abuse is promptly and appropriately responded to. All disclosures or incidents are be reported to the one of the School Safeguarding Officers as soon as possible.
- Copies of the GTPS Safeguarding Policy are available from the school office.

#### CLUB WILL PROVIDE A SAFE ENVIRONMENT

- The club manager will take steps to promote safety and will ensure that precautions are taken to minimise risk and prevent accidents. All activities are risk assessed by the club staff and are reviewed regularly in line with the whole school Health and Safety Policy.
- All Risk Assessments are approved by the Headteacher.
- Any accidents that take place are investigated thoroughly by club staff, details are recorded accurately and reported appropriately
- Procedures are in place for emergency evacuation in the event of a fire and fire drills are regularly carried out.

#### FIRST AID

- The club will have access to the school medical room and at least on member of staff on duty will hold a current First Aid certificate.
- All accidents will be recorded in the accident book, accurately reported to the parents/carers on collection.
- Accident records must give details of: Time, date and nature of accident, details of the child involves, type and location of the injury, location of the accident, action taken and by whom. It must be signed by the member of staff and the club leader.
- The administrations of medicines is carried out only under advice and according to school policy.

#### SUPERVISION OF ADULTS

- Access to the premises is controlled and all visitors must sign in.
- Parents collecting children should remain in the control area by the entrance to the club.
- If they need to enter the club or school they should be accompanied by a member of staff at all times
- All staff (and approved visitors) should display their GTPS identification card at all times
- All staff should be vigilant and directly challenge any adult in the club who is not wearing a GTPS identification (or visitor) card.

#### SIGNING CHILDREN OUT

- All children should be collected through the Vernon Road playground gate entrance. The gates are closed for safety. Parents should ring the bell and wait to be 'Buzzed in'.
- Inside of the club, parents should wait near the entrance and their child will be brought to them.
- Parents should not enter the club unaccompanied.

- When a child is collected at the end or during a session, they must be signed out by a parent/ carer or named collector and the time recorded. Children will only be released to the care of adults named on the registration form. Parents must ensure that this form is kept up to date.
- Older siblings over the age of 13 may collect younger brothers and sisters with agreement form their parents.

#### UNCOLLECTED CHILDREN

- Parents must ensure that they pick their child up on time. If they are unavoidable delayed they must contact the club as soon as possible.
- If a parent/carer is late collecting then they will be charged an additional £1.00 for every five minutes they are late.
- If children are not collected at 6pm by the end of club the following procedure will be followed:
  1. Parents will be contacted by telephone.
  2. If there is no reply, Emergency contacts will be contacted.
  3. If contacts are not available after 6.45 Social Services will be informed.

### **ENSURE ROBUST SYSTEMS**

#### CLEAR BOOKING SYSTEM

- There are places for 60 places available every day. All places are subject to availability.
- The Bookings to be made at the school office, not with club staff.
- Bookings must be requested on a booking form.
- Parents must receive a booking confirmation which will identify the start day of the place.
- Two weeks' notice must be given in order to make changes to your booking or to resign your child's place

#### EASY PAYMENT

- As of September 2016 the club will cost £10.50 per session finishing at 6pm.
- The price per session per child applies to all children. This is payable for all sessions including when your child is sick, or on holiday (regardless of the amount of notice given).
- All booked places must be paid for regardless of whether the child takes the place or is absent (through illness etc.)

#### EFFECTIVE AND ACCURATE BILLING

- Attendance will be updated daily for the previous day.
- All payments should made via 'Parent Pay' in advance.
- Statement of account can be accessed via Parent Pay.
- If a parent is experiencing difficulty with payment of their fees, they should contact the school office as soon as is possible.
- Non-payment (if an account falls more than £30 in arrears) will result in your place being terminated. In this case the parent will be contacted and informed that they must make arrangements to have their child collected at the end of the school day.
- Any outstanding debt will be dealt with in accordance with the GTPS Debts Policy

#### EFFECTIVE COMMUNICATION WITH PARENTS

Information is shared with parents in a number of ways.

- Written information gives details about registering and attending the club, club expectations, billing and debt collection systems, details of policies and procedures, newsletters.
- Noticeboards and school website hold information about forthcoming events
- We will consult parents on a regular basis to ensure quality of service and to hear views and comments

#### COMPLAINTS PROCEDURE

- GTPS After School Club is run for the users. We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Play Leader, Business Manager or Headteacher.
- Parents' concerns will be treated seriously and with discretion and confidentiality.

- The GTPS will follow the whole School Complaints Policy. All written complaints will be acknowledged within five working days of receiving the complaint and a full written response will be within a month of receipt.
- A full copy of our complaints procedure and policy is available on request

#### RELATED SCHOOL POLICIES

1. Safeguarding Policy
2. Health and Safety Policy
3. Behaviour Policy
4. Anti-Bullying Policy
5. Anti-Racism and Discrimination Policy
6. Administration of Medicines Policy
7. School Debt Policy
8. School Complaints Policy
9. Equal Opportunities Policy
10. Non-Collection of Children Policy