

# Church Aston Infant School



## After School Care Policy

May 2021

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<b>Date Document Created</b>	<b>Date approved by Governing Body</b>	<b>Date of next Policy Review</b>
June 2014	3 June 2014, 2 June 2015, 9 March 2016, 21 March 2017 and 28 March 2018	
	<b>Date approved by Headteacher</b>	
	18 May 2021	18 May 2024

## Our Aims

- To provide a happy, welcoming place where all children are valued
- To help children to be healthy
- To have strong partnerships with parents
- To ensure the safety and welfare of each child
- To offer a varied and stimulating range of sport and creative opportunities

## Times

We are open daily throughout the school term **3 pm. to 5 pm.** We have places for all children aged from 4 – 7 years old in each session. Children may stay for 1 hour or up to 2 hours. Children are collected from their classroom and brought to the club.

## Admissions Policy

All the clubs are fully inclusive and open to **ALL** children.

## Booking

A completed registration form is required for each child attending clubs from 3pm to 4pm. If you would like your child to attend 4pm to 5pm club we ask that you let school know by calling 01952 386390. We are happy to accept short notice/same day bookings.

## Payment

Before each holiday we will provide you with a booking form for the coming term for 3pm to 4pm clubs. Payment is due a term in advance for the 3pm to 4pm session. Invoices are issued for 4pm to 5pm sessions monthly. Payment can be made by cheque, cash or childcare vouchers and sent with a booking form.

## Late collection of children

The club staff will take care of your child until **5pm** whilst continuing to contact all numbers given. If unsuccessful, the club is obliged to contact Social Services who will take responsibility of the child/children and continue to try to contact parents until successful. The club is unable to care for a child who has not been collected within half an hour, due to legal requirements.

## Guidelines for Children, written specifically for the pupils attending

We need to have rules at After School Club to keep everyone safe, healthy and happy. You will be expected to follow the school 'Good to be Green' rules:

- We try our best
- We are kind, polite and helpful
- We show care and respect to everyone and everything
- We stay safe

## Accident and Medical Consent Forms

If your child has an accident i.e. a fall or a bump whilst at the club, trained first aid staff will offer appropriate treatment and complete an Accident Report form. We will not administer any

medication without your prior written consent. You will be asked to complete a medical consent form before we can give prescribed inhalers or other medicine.

## **Club Activities**

Our programme of planned activities places emphasis on providing safe and fair play. It aims to be stimulating and varied within a relaxed friendly atmosphere. Each child is encouraged to make choices in their play activities in order to promote self-confidence, independence and self-esteem. Our weekly programme of activities may include:

- Art using various mediums and exploring cultural diversity
- Crafts using a wide variety of textures, materials and opportunities
- Construction toys e.g. Lego, Board games
- Football
- Tennis
- Unihoc
- Multi-sports and Games
- Film

Appropriate footwear and clothing is required for outdoor sport sessions.

## **Sun Protection Policy**

We recognise the dangers posed to children by over exposure to sun. In hot weather parents are encouraged to provide a sun hat for their children and staff will encourage children to drink frequently and stay in shady areas. Sun cream can be administered by the children themselves from a labelled bottle provided solely for the use of their child.

## **Policies and Procedures**

The Clubs adhere to Church Aston Infant School's policies for Behaviour and Discipline, Anti-Bullying, Food, Complaints, Child Protection and Safeguarding, Health and Safety, Equalities, and Special Educational Needs. Copies are available for parents to look at in the school office and on the school website.

## **Equal Opportunities**

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We aim to achieve an environment free from discrimination and will endeavour to challenge both direct and indirect discrimination in our decision making, employment practices and service provision. We aim to treat all children and their families with equal concern and value.

## **Safeguarding and Health and Safety**

We have a responsibility for promoting and safeguarding the welfare of children. Our policy outlines our role, and the procedures and guidelines we will use with the aim of protecting all children in our care from harm. Where necessary we will liaise with local and national child protection agencies and be led by local policies, guidelines and procedures. All staff and governors receive regular child protection training. In accordance with Safeguarding arrangements, all staff involved in the running of the After School Clubs have current DBS clearance. These records are held in the school office.

- After School Club staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- After School Club staff adhere to the following school policies of Equalities, Health and Safety, Food Policy and Behaviour Policy.
- Where ICT equipment is used, they also follow the schools ICT policy and procedures.
- A separate risk assessment has been completed for After School Club sessions and activities.
- All relevant coronavirus measures are in place and are documented in our Coronavirus risk assessment.

## Complaints

The After School Club has a clear policy for complaints. If you are concerned about any aspect of the after school club, all complaints are to be referred to the Headteacher.

## Staffing

Clubs are run either by our Teaching and Teaching Assistants or by an outside provider e.g. sports coach. All staff will either hold a Sports Coaching Qualification, childcare qualification or have previous childcare experience. All staff are required to undertake Disclosures and Barring Checks and complete a Childcare Disqualification check.

Staff are encouraged to undertake on-going training as appropriate and we aim that at least half the staff hold a first aid qualification.

## Commitment to Parents/Carers

We value our relationship with parents and are committed to working in partnership with you to provide high quality play and care for your child.

### We aim to:

- welcome you at all times to discuss our work, have a chat or take part in our activities
- keep you informed about our opening times, fees and programme of activities
- be consistent and reliable to enable you to plan for your child's after school care with confidence and peace of mind
- share and discuss your child's achievements, experiences and friendships
- listen to your views and concerns to ensure that we continue to meet your needs.

If you require any further information about Church Aston Infant School Clubs please speak to the Headteacher.