

Church Aston Infant School



After School Care Policy

June 2024

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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 **3.15pm to 5pm**. We have an After School club every day from 3.15pm to 4.15pm and a Stay and Play club every day from 4.15pm to 5pm. We have places for all children aged from 4 – 7 years old in each session. Children may stay for 1 hour or up to 1 hour and 45 minutes. 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 termly registration form is required for each child attending clubs from 3.15pm to 4.15pm. If you would like your child to attend Stay and Play club from 4.15pm to 5pm we ask that you let school know by calling 01952 386390. We are happy to accept short notice/same day bookings.

Payment

Before the end of each term we will provide you with a registration form for the coming term for 3.15pm to 4.15pm clubs. Payment is due a term in advance for the 3.15pm to 4.15pm session.

Invoices are issued for Stay and Play Club on a monthly basis based on sessions attended. Payment can be made by cheque, cash or childcare vouchers.

Payment for both clubs can be made by cheque, cash or childcare vouchers.

Late collection of children

The club staff will take care of your child until **5pm** if a child is not picked up by 5pm we will contact you using the contacts you have provided. 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. Please refer to the 'Supporting Pupils with Medical Conditions and Administration of Medication in Schools policy' on our website.

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
- Football
- Tennis
- Unihoc
- Cricket
- 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.

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. We will ensure that relevant safeguarding and qualification checks have been undertaken for all staff, where relevant confirmation of checks will be through a letter of assurance provided by an external provider.

We will ensure that appropriate first aid cover is in place at all times.

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.