Before and After School Club Policy





|  |  |  |
| --- | --- | --- |
| **Approved by:** |  | **Date:** September 2021 |
| **Last reviewed on:** | September 2021 | |
| **Next review due by:** | September 2022 | |

**Introduction**

The Before and After School Club is run by St Giles’ and St George’s Academy and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.30am – 8.40am and from 3.15pm – 5.45pm term time, and current costs for each session can be obtained from the School Office or care club staff. A copy of this policy is provided to all parents of children attending Club and is also available on the school website.

All parents must complete a registration form for each child attending the club

**Admissions**

• Only children attending St Giles’ and St George’s Academy are eligible to attend Club.

• All places are subject to availability.

• The registration process must be completed prior to the child’s commencement at the club.

• All parents will receive a paper copy of this policy and this policy is available to view via our school website.

• All club staff are made aware of the details of a new child.

• Children’s attendance is recorded in a register.

**Daily Routine**

Morning session

• 7.30am – 8.40am parents bring their children to Before School Club situated in care club room where a range of activities are set out.

• 7.30 – 8.15am: Children wishing to have breakfast can choose from the selection available.

• 8.15 - 8.35 am: Adult-led activity

• 8.40am: Children collect their coats and bags. Junior children make their own way to their classrooms. Infant children are escorted to their classroom by a member of care club staff.

Afternoon session

• 3.15pm – 3.30pm: Children are brought to the care club room by a member of school staff and registered

* 3.15 – 4.20: A range of activities available to the children including an adult-led activity

• 4.20 – 4.30: Tidy up time and children to wash their hands

* 4.30 – 4.45: Snack time (see menu)
* 4.45 – 5.45: A range of activities available to the children including an adult-led activity

**Behaviour**

As part of our behaviour policy we have jointly, both children and staff created a set of rules/ guidelines for the children to follow whilst they are in our care. These include:

1. No Children to open the door! Staff members only.
2. We are always kind and friendly to each other.
3. We say please and thank you.
4. We speak to others, as we would expect them to speak to us.
5. We do not use inappropriate words or gestures.
6. We walk inside the room and never run.
7. We walk to the bathroom and listen to instructions given by the staff.
8. We share toys and take turns.
9. We look after all our toys and help to tidy them away.
10. We do not fight and we do not bully anyone.
11. We have fun.

If children’s behaviour falls below the expectations for care club the children are given a verbal warning, if it continues they are given a written warning (name on the board), following this they would be expected to have some time out and if their behaviour still did not improve, their names would be written in the behaviour books and parents informed

**First Aid**

• All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of care club staff.

• Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.

• All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

**Missing or Uncollected children**

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

• Senior school staff will be informed of the missing child.

• Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has not been collected by 5.45pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable a phone call will be made to First Response.

A charge will be levied for late collection. A fee will be applied for late collection from 5.45pm onwards at £10 per for every £10 minutes late.

**Related Whole School Policies:**

• Safeguarding policy

• Equal opportunities policy

• Health and Safety policy