Before and After School Club Policy





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| **Approved by:** |  | **Date:** September 2021 |
| **Last reviewed on:** | June 2022 |
| **Next review due by:** | June 2023 |

**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.

**Admissions**

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

 • All places are subject to availability.

• 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.

**Staffing**

The staffing ratios in place meet the safeguarding and welfare requirements of the EYFS as well as the staffing ratios for KS1 and KS2 children. As a result of these ratios **Nursery children may attend before school club every morning but after- school club on a Monday, Tuesday and Wednesday only.**

**Arrival and Departure**

Before School Club

* Parents/Carers are required to bring their child *directly to club* and sign them in. You should enter the club via the external foyer at the main school entrance. Please knock on the Care Club door which can be found on your right.

After School Club

* Children are brought to the care club room by a member of school staff and registered,

Departure

* When a child is collected at the end of or during a session, *they must be signed out by a staff member* and the time recorded.
* Parents/carers must ensure that any person who may collect their child is listed on the school contacts and that it is kept fully up to date.

**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. KS2 children make their own way to their classrooms. EYFS and KS1 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 and an outside activity (weather permitting)

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 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

Positive behaviour is encouraged by:

* + Staff acting as positive role models.
	+ Praising appropriate behaviour.
	+ Sticker rewards.
	+ Dojo awards
	+ Informing parents about individual achievements.
* Star wall, children who are well behaved receive a certificate and have their photograph on our Care Club star wall.

**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 Social Services.

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

**Payment of Fees**

All club members have a ParentPay account to which Care Club fees are added on a daily basis.

It is a requirement of the club that parents pay their fees promptly each week.

**Related Whole School Policies:**

* Child Protection and Safeguarding policy
* Child on Child Abuse policy
* Complaints policy
* Health and safety policy
* Fire safety and evacuation plan
* Fire risk assessment
* Staff code of conduct
* Whistleblowing policy
* Online safety policy
* Equality policy
* Complaints policy
* First aid policy