

# *St. Joseph's R.C. Primary School*



## ***After School Club Policy***

**December 2023**

Review: November 2026

## **St Joseph's Catholic Primary School After School Club Policy**

### **Rationale**

The safety of pupils is our priority whilst they are in our care at school. St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We aim to promote equality of opportunity and a positive attitude to all pupils and staff.

The Government states that all schools will need to provide an extended day for all pupils, either on site or through linking with a local service provider. St Joseph's Catholic Primary School provides before and after school activities to cater for children who need wrap-around care. Our staff provide a range of indoor and outdoor activities when the weather and time of year allow.

### **Aims**

The After School Club provides quality care for pupils at St Joseph's Catholic Primary School. It aims to:

- Support working parents by providing after school childcare from 3:00pm until 5.45pm.
- Offer children a light snack at the end of the school day, with the opportunity to partake in a variety of indoor and outdoor activities in a safe and friendly environment.

### **Organisation**

St Joseph's Catholic Primary School After School Club is open to all pupils in the nursery and the main school. It is held in the dining area of the main school every day from 3:00pm – 5:45pm. The child's details, medical conditions, the parent's contact details, an emergency contact name, address and telephone number are kept in the After School Folder which is locked away each day securely by the After School Club Supervisor. It is the responsibility of the parents to ensure that the school office is informed of contact changes.

### **Use of registers**

Children are registered as they enter the club. The After School Club Supervisor retains the registers which are then taken to the main school office at the end of After School Club. In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

### **Staffing and Supervision**

The children are adequately supervised at all times. All members of staff are suitably qualified with the following qualifications:

- DBS checked
- qualified paediatric first aiders
- Level 2 in food safety and catering
- Level 3 Early Years Level 3 qualification
- Trained in safeguarding – Universal level

There will always be a sufficient number of staff to supervise the children, keep them safe and meet their individual needs. We will adhere to the following staff to children ratio guidance from the EYFS Statutory Framework (2023)

2-3 year olds – 1:5

4-8 year olds - 1:8

8-11 year olds – 1:10

It is the responsibility of the class teaching assistant to escort the children from the main school to After School Club. A register is taken of the children attending once they have arrived in the dining area. We ask that children are booked into the club at least one day in advance. Children are to be collected by their parents via the exit in the dining area at the end of each day. There is a bell to ring to the right of the door.

In the event that parents are not able to collect their child from After School Club and have nominated a friend or other family member please contact the school in advance and a password will be provided for the person collecting the child from After School Club.

### **Food and Activities**

Children will be offered a limited range of food for snack such as toast, fruit, cheese and biscuits. Children are also able to bring their own snack from home if they wish. Following snack, a number of activities will be on offer for the children to participate in. These will include craft activities, games, toys and an opportunity when weather allows to spend some time outside on the field and playground. All resources necessary for the club will be purchased through the school budget designated for such purchases.

### **Behaviour Policy**

Our Behaviour Policy will be in line with the school's Behaviour Policy. It is based on a whole school approach of positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately exclusion from After School Club will be the final sanction from such provision when all possible strategies have failed.

### **Pricing**

The After School Club costings for all children are as follows:

Session 1 - 3:00pm – 4:30pm - £4.50

Session 2 – 3:00pm – 5:45pm - £6.50

This fee is to cover the cost of:

- Staffing and resources
- Food
- Equipment and day to day running costs

Parents pay for this provision in advance, via Parent Pay. If parents arrive later than 5:45pm a fee of £5 per 15 minutes will apply. If payments are not paid in full by the end of each term, this will compromise use of this facility for the following term. It may be necessary to change

fees from time to time; however, parents/carers will always be given at least one month's notice of this. Refunds are not given in the case of absence.

### **Contingency arrangements for staff absences and emergencies**

Arrangements for cover due to staff absence is organised by the Senior Leadership Team.

### **Fire Procedure**

Children should exit the dining area via the labelled fire exits. The Club supervisor will advise on the best exit for the children to use, whichever is safer at that time. A second member of staff will join the group later to inform them if and when it is safe to re-enter the building.

### **First Aid**

If First Aid is administered, the treatment given is recorded via Arbor (MIS). A written note and telephone call will be made to inform parents of what treatment the child has received. Should any significant injury occur then parents will be contacted immediately. Medical help will be called immediately should the first aider deem it necessary.

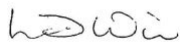
### **Risk Assessment**

A risk assessment has been carried out for the After School Club.

This policy will be reviewed by the Governing Body every three years and amended with changing circumstances.

The policy was last reviewed and agreed by the Governing Body in December 2023

It is due for review in November 2026



Lindsay Wise – Chair of the Governing Board

Date

14<sup>th</sup> December 2023