



After School Club Policy

October 2023

Next Revision:

October 2025

**Approved: Standards
Sub-Committee
(October 2023)**

After School Club Policy

Purpose of the policy

- To describe how the school delivers an After School Club service which is affordable, sustainable and of quality.

Aims

Through our After School Club we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.

Hours

- After School Club runs during term time Mon-Fri, starting at the end of the school day and closing at 5:30pm.
- All spaces are subject to availability based on ratios.
- Places are allocated on a first come first serve basis.

- Children can be collected at any time during the hours the club runs.
- The club is open to all children from Reception (once full time) to Year 6.
- Reception & KS1 children will be escorted to the club at the end of the school day.
- KS2 children will make their own way to the club at the end of the school day, unless there is a need for an adult to accompany them.

Admission, booking procedures and payment of fees

- All bookings should be made through the school office, by email:
office@littlemelton.norfolk.sch.uk
- Emergency contacts for all children are available in school through both a secure red folder, and online through Pupil Asset. All staff are aware of GDPR requirements when using these details.
- Payment is made by BACS to the office in advance.
- One-off slots can be booked if space is available.
- Some concessions in exceptional circumstances for children may be available. Please arrange a meeting if you would like to discuss this.
- In the unlikely event that there is substantial debt against an account, the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with the Headteacher, and subject to availability.
- We accept childcare voucher payments. Please contact the office for further guidance.
- The After School Club falls under the cover of Norfolk County Council Debt Collection Policy.

Absence

- If your child has been booked into After School Club in advance and they are absent from school the fees are still payable unless the school is informed of the absence.

Venue

- After School Club is usually based in Snowy Owls or Barn Owls classrooms. Different activities are carried out in other locations within the school premises.

- If After School Club is being based in a different location, such as during parent evenings, signs will be displayed informing parents of where to collect their children.

Register and Collecting

- A register of children who attend After School Club is taken at the start of each session. This register is filed in the After School Club folder which is kept in the school office.
- Parents should collect their children from the front door, after buzzing, or, from the school hall door if the children are in there instead (Covid measure). In the summer months, children will often be playing on the school field or playground and staff can also be alerted by parents indicating their arrival at the double gates onto the playground.
- Parents are required to inform staff so that they can sign the register when collecting their child.
- If a parent is unable to collect their child as arranged, they must call the number at the bottom of this policy immediately.
- If someone else will be collecting a child, the ASC or office staff must be informed by telephone.

Late collection

- If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have been provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Care will be informed.
- If a child is repeatedly picked up late, there will be an informal conversation with the Headteacher to explore ways to solve the situation. In exceptional circumstances we reserve the right to prevent children from using the ASC if there are persistent issues with late collection.
- Children not collected from school well beyond the end of the school day could result in Children's Services involvement.

Snacks

- A simple hot or cold snack is prepared for the children during ASC. This will typically be: toast, crumpets, pasta with a jar of sauce or wraps. Fillings used are all low risk foods such as jams and spreads. Children will also be given fruit or a piece of cake or biscuit.

- Fresh drinking water is available to the children at all times. No fizzy drinks or glass bottles should be sent in.
- All staff handling food will be trained to Level 2 Food Hygiene standard or have received instruction about safe handling of food.
- Food is stored in fridges, freezer or a separate cupboard.
- There is a checklist of good food handling practice displayed in the kitchen area for staff to follow when serving food.

Activities/ Provision

- A range of activities are planned each session for the children in After School Club,. These may include role-play, creative, reading, cooking, computers/iPads, learning & discovery, outdoor activities, movies as well as an opportunity to complete homework.
- The age of the children are considered when planning activities to ensure they are appropriate.

Behaviour

- Children and staff are expected to follow the school behaviour policy whilst attending the After School Club.
- Only in extreme cases will a child be excluded for a fixed term or permanently from the ASC.

Health & Safety

- Staff must follow the Little Melton Primary School Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are detailed in the Fire procedures folder.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately and procedures followed.

First Aid

- There must be a qualified first aider on site during sessions. At least one member of staff on site will have the Paediatric 1st Aid qualification if children of 5 or under are booked in to ASC.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

Staffing

- All staff will adhere to the Little Melton Primary School Staff Code of Conduct and all school policies.
- The maximum number of children will not exceed a ratio of 1 adult to 9 children 1:9 (6-11) or 1:6 (4-5)
- All After School club staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with the Little Melton Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have special needs.

Enquiries regarding bookings and payments: 01603 811446 (School Office)
Enquiries/Contact during the session: 01603 811446 (School Office)

