



# Carleton House

## Preparatory School

### After School Club Policy

**DATE OF POLICY:**

September 2016

This policy will be reviewed regularly and appropriately



## MISSION STATEMENT

We live, love and learn with Jesus.

# After School Club Policy

## Aims

To deliver a cost effective After School Club facility for parents which is affordable, sustainable and of high quality.

## What are the key principles that underpin the management and organisation of the After School Club?

We ensure that the children of our school are provided with supervised play activities in a safe and stimulating environment. We greatly value this opportunity to extend opportunities for the development of personal, emotional and social enrichment. Children are consulted on their preference for activities.

## Afterschool Club Staff

Position	Name	Qualified Status	Ratio adult/child	Days
Afterschool Supervisor	Helena Watson	Qualified Teacher	1:8	Monday – Friday
Afterschool Assistant	Patricia Hendrick	HLTA	1:8	Monday – Friday to 4.30pm
Afterschool Assistant	Julia Metcalf	L3 TA	1:8	Tuesday, Wednesday, Thursday.
Afterschool Assistant	Pat Foster	L2 TA	1:8	Monday – Friday
Afterschool Assistant	Sahar Algaradi	L2 TA	1:8	Monday and Friday

## Which children attend?

Parents fill in an application form requesting specific days and sessions. Staff timetables are created to ensure adult to pupil ratios are always adhered to. Children in years Nursery to Yr2 will be delivered to afterschool club by the class teacher or teaching assistant. Children in years 3 to 6 are sent by their class teacher at the end of the school day.

A register is taken at the beginning of all sessions. Parents are required to sign pupils out at the end of the session.

## Opening hours

Opening hours are from 3.25 pm till 6 pm.

## Prices

Parents are informed in advance of the cost of each session and are invoiced in arrears each month.

### **What activities can we offer?**

Equipment and toys are provided for a range of activities. These include arts and crafts, baking activities, sports and games, board games and puzzles, needlework and knitting, reading and storytelling, imaginative play and help with homework. The age of children is considered so that activities are appropriate.

### **How do we ensure that we fulfil legal requirements?**

We meet the requirements of current legislation pertaining to After School Clubs according to The Children's Act Regulations.

### **How do we safeguard the health and safety of everyone at the club?**

The protection and safeguarding of the child is the first priority. All members of staff are paediatric first aid trained. The administration of medicines is carried out only under advice and according to school policy. A First Aid box is clearly identifiable and accessible. Steps are taken to promote safety and ensure precautions are taken to prevent accidents and procedures are in place for recording incidents in their eventuality.

Staff are trained in Child Protection procedures and follow whole school policy. (See Safeguarding policy)

Children are supervised at **all times**. Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out.

### **Are the children provided with food and drink?**

Children are provided with a cold snack and a choice of milk and water. Snacks are healthy and nutritious. At least one member of staff holds a current Basic Food Hygiene certificate and all food and drink complies with dietary and religious requirements. Parents submit an information form outlining religious requirements and allergies. Fresh drinking water is available to children at all times.

### **What is our policy on equal opportunities?**

Children's attitudes to others are established during their formative years. At Carleton House Preparatory School we greatly value the cultural diversity of our families. The governing body and staff actively promote equality of opportunity and anti-discriminatory practice for all.

### **What is our policy on behaviour?**

After school club follows our whole school behaviour policy.

Corporal Punishment is illegal and is never used or threatened

Links to other Whole School policies:

- Safeguarding Policy
- Behaviour Policy
- Health and Safety Policy
- EYFS Policy
- Equal Opportunities Policy

- Anti – Bullying Policy
- Missing Child Policy
- Complaints Policy
- Supervision Policy
- Risk Assessment
- Administering Medication
- Uncollected Children
- Fire evacuation Policy