

After School Club Policy



Policy reviewed by Yazmin Kett

Review Date: 01.09.25

Date for next review: September 2026

What is the purpose of this policy?

The purpose of this policy is to describe how the school delivers an After School Club facility which is affordable, sustainable and of quality.

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

We wish to ensure that the children of our school are provided with supervised play activities in a safe and stimulating environment. One need only look at our out of school provision to see how greatly we value this opportunity for our pupils in the development of personal, emotional, social and intellectual capabilities. Children are consulted on their preference for activities.

Who is responsible for the day to day running of the club?

Mrs G Caldwell holds a NVQ level 3 qualification and BA honours degree and Mrs J Lowry holds NVQ Level 3 and food and Hygiene certificate. Both are First aid trained.

How are these staff organised?

Mrs Caldwell and Mrs Lowry will both work Monday - Thursday assisted if numbers increase by another member of Support Staff

Which children attend?

Any child can make an application to attend. There are limited spaces per session depending on the number of staff.

How are parents and carers involved?

Information is shared in a variety of ways: basic written information about admissions and hours, details of policies and procedures, contact information and activities. Notice boards and the school website hold ongoing information about forthcoming events. We intend to consult parents and carers on a regular basis to ensure quality of service and to hear views and comments. Staff treat parental concerns with discretion and confidentiality. Special arrangements are in place for sharing information on those children identified as "children in need".

Opening hours – Opening hours are from 3.30 pm till 5 pm. Please ensure that you arrive on time to collect your child(ren)

Prices – As of the 1st September 2025 the rate is £6 per full session and £3 per half session.

There are no concessionary places available.

Booking

Please book all spaces in advance. A service of emergency ad hoc child care can be provided if the school office is contacted by 12pm of that day and there is availability on that occasion.

What activities can we offer?

Furniture, equipment and toys are provided for a range of activities. These include art, cooking, sports and games, board games and puzzles, music and drama, reading and storytelling, imaginative play and help with homework. The age of children is considered so that activities are appropriate. Equipment conforms to British Safety Standards.

Which resources do we have?

The Sports Hall has an area of 392 square metres. We ensure that the space is child and parent/carer friendly, well lit and properly ventilated. Provision is made for a quiet area and we have adequate storage space. We also have the new KS1 outdoor play space which is maintained to the required standards.

There are adequate toilet facilities available to the members of the club.

The facilities are welcoming and we offer a range of activities to promote child development **through play**. There is a balance of indoor and outdoor activities, weather permitting.

How do we ensure that we fulfill 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. At least one member of staff must hold a current First Aid certificate: at the time of writing all members of staff are in possession of this qualification. The administration of medicines is carried out only under advice and according to school policy. A First Aid box is clearly identifiable and accessible. The registered person takes steps to promote safety and ensures precautions are taken to prevent accidents and procedures are in place for recording incidents in their eventuality. Actions are taken to minimise risks, and the premises are kept clean. This is particularly important in the area of food preparation where one member of staff must have possession of a Basic Food Hygiene Certificate.

Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively and will pass information to a

member of SLT. The staff at Catton Grove Primary School already work closely with the children, know them and are therefore in a position to notice changes.

Children are secure and safe on the premises and children are not able to leave them unsupervised. Children are supervised at **all times**, the definition of supervision being ***within sight or hearing of a member of staff***. Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. Access to the premises is controlled and visitors must sign in.

Are the children provided with food and drink?

Children are provided with adequate food and drink, prepared on the premises by staff. Snacks are healthy and nutritious. Staff are seated with children during meal times and encourage a “family” type atmosphere. At least one member of staff holds a current Basic Food Hygiene certificate and all food and drink complies with dietary and religious requirements and with the school’s status as a “Healthy School”. 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 Special Needs and Disabilities?

We are proactive in ensuring that any appropriate action is taken when a child is identified as such. Their welfare and development is promoted so that they have equal access to the play provision. Staffing arrangements are considered to meet the individual needs of children who have special needs. The environment is organised so that these children have equal access to the facilities and activities available.

The special needs of children whatever their nature is treated with discretion, sensitivity and above all, confidentiality.

What is our policy on equal opportunities?

Children’s attitudes to others are established during their formative years. At Catton Grove Primary School we value the cultural diversity of our children, parents and students. The governing body and staff actively promote true equality of opportunity and anti-discriminatory practice for all children. Every one of us should feel respected and valued, and special care should be taken to make sure that the more vulnerable members of our school community have their needs addressed. Resources, activities and at ground level the language and behaviour of staff positively reflect racial, cultural, gender, socio-economic and religious diversity and disability. We provide toys, games, displays and activities to challenge stereotypical roles.

What is our policy on behaviour?

Staff at after school club follow the Catton Grove Behaviour management policy found on our website. Staff are confident in managing a wide range of children’s behaviour. This is a great strength at Catton Grove Primary School and our team

utilises a range of strategies to reinforce good behaviour and to quell the less positive. The expectation will be that children will behave well or certain sanctions will be employed. The environment and setting is such that good behaviour is encouraged and any negative behaviour is handled consistently and appropriately.

Staff are trained in dealing with bullying and more serious incidences i.e. of a homophobic, racist or sexist nature, are duly recorded, investigated and dealt with accordingly.

Late Collections

We reserve the right to charge £1 per minute for any late collections.