



# After School Club Policy

## VERSION CONTROL SHEET

**POLICY NAME:** After school Club Policy

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Document date	Filename	Meeting submitted	Summary of changes required
02/09/22	ASC Policy	LGB meeting	New Policy
23/03/23	ASC Policy		Updated to include transitional measures

### **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. 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?**

Teaching Assistants, employed by Mayflower Community Academy and the Learning Academies Trust, run the provision for After School Club. This is led under the guidance and direction of Mayflower Community Academy's senior leadership team.

### **Which children attend?**

Any parent of a child at Mayflower Community Academy can make a booking for their child to attend. As outlined, there are limited spaces per session. Children are collected from their classes at 3.10pm and the After School Club register is taken. If there are any irregularities or unexpected differences in the pupils attending and the Arbor register, then the After School staff will contact the administrator on duty, immediately to clarify.

### **How are parents and carers involved?**

Information is shared in a variety of ways: basic written information is available on our website about admissions and hours, details of policies and procedures, contact information and activities. 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.

**Opening hours** – Opening hours are from 3.30 pm until 6pm Monday to Friday. Please ensure that you arrive on time to collect your child(ren).

**Prices** – Our After School Club provision is split into two sessions:

Session 1: 3:15pm – 4:30pm (£6.00)

Session 2: 3:15pm – 6:00pm (£7.50)

### **Booking**

Please book all spaces in advance. A service of emergency ad hoc childcare may be provided if the school office is contacted by 11am of the day required 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, 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. At least one member of staff on site must hold a current First Aid certificate. Administration of medicines is carried out only under advice and according to school policy. A First Aid box is clearly identifiable and accessible. The ASC team 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.

Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively (in line with school policy) and will pass information to the member of staff responsible (DSL on site). The staff at Mayflower Community Academy 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 unsupervised. Staff will release children when they have this confirmed **only** by the administrator on duty (by radio or in person). The administrator will then witness the child being transferred to their collecting adult.

In the case where someone other than the child's parent/carer are collecting, a password will be arranged between the parent/carer and the administrator. This will then be needed upon collection. If no password is given, the administrator will call the parent/carer for confirmation. KS2 pupils are not permitted to take home KS1 or EYFS. If parent challenges this, they must put this in writing, which we would review against our safeguarding intel.

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 drinking water throughout their time at After School Club. Meals are not provided, so a child will need a packed lunch/snack provided if the duration of care is long and the child is likely to get hungry.

### **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 **but unfortunately we cannot offer 1:1 support for any child**. 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 Mayflower Community Academy 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.

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

Staff are confident in managing a wide range of children's behaviour including those children with behaviours that challenge. This is currently a great strength at Mayflower Community Academy and our team utilise our familiar PLB policy to reinforce good behaviour and to address the less positive. The environment and setting is such that good behaviour is encouraged and any negative behaviour is handled consistently and appropriately, in line with our behaviour policy.

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 for the full after school club session, should a child be collected late.

## Safeguarding procedures for pupil transitions when entering/exiting ASC.

