



Hamstel Infant School and Nursery After School Club Policy

Hamstel Infant School and Nursery provides high quality out of school child care for the children of Hamstel Infant School and Nursery in the form of our After School Club. It provides a range of stimulating and creative activities in a safe environment. The club is led by Miss Forsdick. Our aim is to establish an Out of School Club where everyone is made welcome and valued. We are fully committed to working in partnership with parents/carers.

The **After School Club** operates from 3.20pm - 6.00pm (term time only) and costs £11 per session / short session 3.20pm – 4.30pm (term time only) costs £7 per session.

Emergency Telephone Numbers

In case of emergency please firstly contact the school on 01702 468461, or in an emergency on the school mobile 07900 778467.

We provide care for children between the ages of 3 and 7.

Places are offered on a first-come first-served basis. If all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week

A copy of this policy is provided to all parents of children attending the club and is also available on the website, with an up to date price schedule.

ADMISSIONS

- Only children attending Hamstel Infant School and Nursery are eligible to attend.
- FEES ARE PAYABLE IN ADVANCE
- Fees must be paid for agreed days, even when a child is absent.
- All places are subject to availability.
- All parents will have access to an electronic copy of this policy and be able to view it on the website.
- Pupils can use the club on an adhoc basis provided booking has been made in advance (before 2.00pm on the day at the latest) and there are spaces available.
- Pupils who are unwell should not attend the Club.
- Children must be collected by 6.00pm, or a late fee will apply.
- We reserve the right to withdraw a place from a child who is felt to be a danger to other children or who impedes the effective running of the club.

HAMSTEL AFTER SCHOOL CLUB GENERAL INFORMATION

We aim to help children to:

- develop a sense of caring and respect for one another;
- build caring and co-operative relationships with other children and adults;
- develop a range of social skills and help them learn what constitutes acceptable behaviour;
- develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Care, learning and play: The programme of activities and the atmosphere of the Club aim to encourage confidence, independence and enjoyment. Our work has, at its core, the aim of

enabling children to develop their emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover and be creative.

Equal Opportunities: The Club is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community.

Health and Safety: The Club takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. The Club aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the Club's activities and actual existence.

The following steps will be taken as a matter of course:

- Create an environment that is safe and without risk to health;
- Prevent accidents and cases of work-related ill-health;
- Use, maintain and store equipment safely;
- Ensure that all staff are competent in the work in which they are engaged.

The Club is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

Principles of Inclusion: The Club is fully committed to the principles of inclusion. Inclusion is a process by which schools, clubs etc. develop their policies, culture and practices to include all young people. The interests of all children are safeguarded. Comments or acts expressing discrimination will be challenged sensitively but firmly.

Involving and consulting children: The Club, and all our members of staff, are committed to the principle of involving and consulting children whenever decisions are made within the Club that affect them. The involvement of children in decision making, we believe, is beneficial to children, staff and the Club as a whole.

Partnership with parents and carers: The Club recognises that parents/carers play the fundamental role in a child's development and this should be acknowledged as the basis for a partnership between the Club and parents/carers. We want to work with parents/carers to ensure that our children are happy in the Club and have an enjoyable and rewarding time with us.

Risk Assessment Policy

We understand the importance of ensuring that systems are in place for checking that The Club is a safe and secure place for children, staff and other visitors. School risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their duties.

Special Needs: We are aware that some children have special educational needs and/or physical disabilities that require particular support and assistance. We are committed to taking appropriate action to make sure that the majority of children are able to access our services, made to feel welcome and that our activities promote their welfare and development.

BOOKINGS AND PAYMENT

All bookings **must** be made **in advance** via Parentmail. A daily register will be maintained. This assists in the management of numbers attending and staff provision.

Bookings need to be ***made with at least 24 hours' notice*** to ensure we have availability and correct staffing ratios. *Emergency bookings will need to be made by 2.00pm on the day.*

Please do not assume your child can attend the After School Club if you have not reserved a space and paid in advance.

PAYMENTS

Fees are currently charged at £11.00 per session for After School Club from 3.20pm to 6.00pm and at £7.00 per session for 3.20pm to 4.30pm. The Governing Body reserves the right to increase these charges as appropriate. **There is no sibling discount. Fees must be paid in advance via Parentmail.**

ARRIVALS AND DEPARTURES

The safe arrival and departure of the children in our care is paramount.

Staff will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition regular headcounts are carried out during the session.

ORGANISATION OF AFTER SCHOOL CLUB

Class teachers will be issued with a copy of the register for Afterschool Club each afternoon and will be aware of which children are due to attend that evening.

Children will be collected from classes and escorted to After School Club by a member staff.

If a child that is not booked on for After School Club but has not been collected from school by 3.30pm parents will be telephoned and the child will be taken to After School Club if collection of the child is going to be delayed. We reserve the right to charge a fee for attendance at After School Club should this occur.

Any children attending other after school extra-curricular clubs will be collected by After School Club staff once the activity has concluded. On their return to After School Club they will be registered.

If a child is booked into the Club but does not attend registration, we will check whether the child was present at school that day. If the whereabouts of the child are not known, staff will immediately inform the designated contact at the school and take the following steps:

- All staff on the school premises will conduct a thorough search of the premises and surrounding areas
- Contacts listed on the registration form will be contacted
- Police may be notified

Children can only be collected by an adult who has been authorised to collect them on their collection form.

Parents/carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns.

Parents/carers must notify the Club if they will be late collecting their child. If the Club is not informed, our policy for uncollected children, which is contained within our Safeguarding Policy, will be followed and a fee will be charged for a late collection.

Children **will not** be allowed to leave on their own.

If a child is booked into After School Club and the place is no longer required but has not been cancelled before the deadline they must still be collected from the After School Club in the Nursery.

All parents/carers are requested to make sure their child/children are collected by 6.00pm. If you are unavoidably delayed, please firstly contact the school mobile phone kept in the club, on 07526079300 or in an emergency if that number is unavailable, 07900778467.

The Club closes at 6.00pm to enable the staff to tidy up and finish on time. **There is no facility for an extension to this time.**

If a parent/carer is continuously late to collect their child/children a charge of £10.00 per child will be imposed. This will be added to the next invoice on Parentmail.

This charge is to discourage people from arriving after 6.00pm and should not be seen as a charge permitting late collection. When collection after 6.00pm occurs regularly we reserve the right to withdraw access to the Club.

Any queries regarding fees should be directed in the first instance to Mrs S Gould.

If the parents or carers experience difficulty making the payments we recommend that they arrange a meeting with Mrs Gould as soon as possible.

A formal warning may be issued informing the parent/carer that continued late payment will result in their child's place being withdrawn.

BEHAVIOUR

Whilst attending The Club, children are expected to follow the school ethos, rules of behaviour and related policies at all times and the same rewards and sanctions apply.

Behaviour Management: We recognise the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment.

- Staff will deal fairly but sympathetically with unacceptable behaviour.
- Parents will be told, if it has been necessary to discipline their child.
- All incidents will be treated individually, but serious incidents will be recorded by the club and reported to the Head teacher / Assistant Head for Inclusion.
- Should unacceptable behaviour persist, a verbal warning will be given to parents.
- If a child's persistent inappropriate behaviour puts other children at risk, or makes it difficult/impossible for the Club to function properly, as a final resort, Parents will be advised in writing, that the child can no longer attend the After School Club.

CONFIDENTIALITY POLICY

It is a legal requirement for the After School Club to hold various items of information about the children who attend the Club. The information is used to produce registers and to have emergency contact details readily available. All this information is stored securely. The Staff at the Club will undoubtedly forge relationships with both the children who attend the Club and their families and therefore learn more about them. All Staff are aware that this information is confidential and is only used within the Club setting. Parents' permission would be sought, prior to information about a child/children and/or their parents, being shared with anyone. However if there is a concern or an issue arises concerning safeguarding children, our Child Safeguarding Policy will take priority over confidentiality.

FIRST AID

The school first aid and administration of medication policy applies at all times. Parents of a child who becomes unwell during the Club will be contacted immediately. If a child is sent home during school hours, the school office will inform the Club of their absence.

SAFEGUARDING

The Afterschool Club follows the school's Safeguarding Policy, a copy of which is on the website. The Club believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm. The Head Teacher is the Designated Safeguarding Lead (DSL) and is the Child Protection Officer. She has had considerable experience and extensive up to date training. She will be responsible for liaising with the Club Leader Miss Forsdick, our local Children's Services, the local Safeguarding Children Board and Ofsted regarding any child protection matter. All the Club staff have been trained in safeguarding and child protection and their training is updated every year. The Club is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to staff. All staff are carefully recruited, have verified references and have an up to date Enhanced DBS before their appointment is confirmed. All staff are aware of the main indicators of child abuse and are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so.

Staff will have an open, positive response to disclosures by children. All allegations or reports of child abuse will be taken seriously. The member of staff to whom the disclosure is made will:

- listen fully to all the child has to say.
- make no observable judgment.
- ask open questions that encourage the child to speak in their own words.
- ensure the child is safe, comfortable and not left alone.
- make no promises that cannot be kept, such as promising not to tell anybody what they are being told.

Report disclosure to the DSL.

Gates will remain locked during the Club session times and access to the school is through Poyning Avenue entrance only. No unauthorised or unaccompanied adults are permitted in school when these clubs are in session.

In unforeseen exceptional circumstances, such as medical emergencies or road traffic accidents, when a parent is running slightly late to collect their child from school i.e. after 3.30pm then that child will be kept safe until the parents arrive. The parent must sign their child off the school premises. If there is space in the Afterschool Club and the child is placed into Afterschool Club we reserve the right to impose a charge for those children depending on the time of collection and circumstance.

MISSING OR UNCOLLECTED CHILDREN

In the event that a child goes missing, the following procedure will be undertaken:

- Senior staff including the DSL (Designated safeguarding lead) will be informed
- Club supervisors will search the club and building and an outside search will be conducted by other staff. If the child remains missing emergency services will be contacted.

If a child has not been collected by 6.00pm parents will be contacted. The additional contacts parents have also given will be used. If these contacts are unavailable for approximately 1 hour after the close of their club, the police and Children's Social Care will be contacted.

OTHER POLICIES

The After School Club follows all other school policies.

- Safeguarding and Child Protection
- Equal Opportunities
- Health & Safety
- First Aid and Medicine Policy