



Thaxted Primary School

After-School Club Policy

Policy Date: Summer 2021	Review Date: Summer 2023	Responsible Person: Headteacher In Conjunction with: Business Manager
------------------------------------	------------------------------------	--

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Contents	Page Number
Our Vision	3
Administering Medication	3
Arrivals and Departures	4
Anti-Bullying	4
Admissions & Fees	5
Behaviour Management	5
Child Induction	6
Complaints	7
Confidentiality	7
Emergency Evacuation/ Closure Procedure	8
Equality	8
Fire Safety & Risk Assessment	8
Health & Safety	9
Illness & Accidents	10
Missing Child Procedure	11
Mobile Phone Policy	11
Recruitment of Staff	12
Safeguarding	12

1. OUR VISION

The Thaxted Primary School After-School club aims to provide high quality childcare within a warm and welcoming environment. The individuality of each child in our care will be respected and nurtured.

We will:

- Offer an inclusive service, accessible to all children in the school community.
- Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play-centred environment.
- Encourage children to take responsibility for themselves and their actions.
- Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination.
- Provide a range of resources and equipment which can be used under safe and supervised conditions.
- Offer a programme of activities which meets the needs of each child, promoting their physical, intellectual, emotional and social development, enabling them to become confident, independent and co-operative individuals.
- Work in partnership with parents to provide high quality play and care.
- Review and evaluate our services to ensure that we continue to meet the needs of children in our care and those of the parents or carers.
- Keep parents and carers informed about the changes in the administration of the club and to listen and respond to their views and concerns.
- Communicate effectively with parents and carers, and to discuss experiences, progress and any difficulties that may arise.
- Employ experienced, well-trained staff and offer them appropriate support.
- Comply with the Children's Act 1989, the Children's Act 2004, and all other relevant legislation.
- To continue to promote spiritual, moral, social and cultural values as well as British values through diverse activities at our club.

The Club is run by Thaxted Primary School staff so all policies and procedures used in school will apply, a summary of which is included in this policy for your information and easy reference.

2. ADMINISTERING MEDICATION

If a child attending Thaxted After-School Club has a healthcare plan, the staff at the club will administer medication according to the plan, in the same way that this would be done during school hours. If your child regularly requires an inhaler we request that you supply a second inhaler that can be stored solely for the After-School club.

If a child requires prescription medication not related to their healthcare plan, their parent or carer must, in advance, complete a *Permission to Administer Medicine* form. This may be done earlier in the day and passed to the administrative staff in reception. Staff at the club will not administer any

medication without such prior written consent. They will also only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. All medication provided must have the prescription sticker attached, which includes the child's name, the date, the type of medicine and the dosage.

A designated staff member will be responsible for administering medication and for recording that this has been done. If a child refuses to take their medication, staff will not force them to do so. The child's parent or carer will be notified and the incident recorded on the *Record of Medication Given*.

Certain medications require specialist training before use, e.g. Epi Pens. Key members of staff are trained in administering this type of medication and only they will be allowed to undertake this.

3. ARRIVALS AND DEPARTURES

The After-School Club recognises that the safe arrival and departure of the children in our care is paramount.

The Club leader will ensure that an accurate record is kept of all of the children in the Club, and that all arrivals and departures are recorded in the register. The register is kept in an accessible location on the premises at all times. In addition, we conduct regular headcounts during the session.

The Club and the School have a clear agreement concerning the transfer of responsibility for the children's safety. If a child is booked into the Club but does not arrive, we will check whether the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the administration staff and the Head Teacher, and follow the procedures laid out in the *Missing Child* procedures below.

Please note the following concerning departures:

- Staff will ensure that all children are signed out of the club and a collection time is noted, if this occurs before the end of the club.
- Children can only be collected by an adult who has been authorised to collect them on their registration form.
- The child's parents or 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 or carer for confirmation if they have concerns regarding a child's departure.
- The parent or carer must notify the Club if they will be late collecting their child.

4. ANTI-BULLYING POLICY

Please refer to the school's Anti-bullying policy that can be found on our website.

5. ADMISSIONS AND FEES

Thaxted Primary School After-School Club is an extension of the school. We provide for children between the ages of 4 and 11, serving the children of Thaxted Primary School. Places are offered on a first-come first-served basis. The club will adhere to all the school policies, and the most recent permissions form completed by the parent when his/her child joined reception, Key Stage 1 or 2. It will also take note of any medical conditions, as laid out section 2. above.

Registration and Booking

All parents of children attending the club will be asked to complete a registration document, so that their child is added to the register. Once registered, parents will be able to credit their account and book places via their Parentmail account. Places can be booked on a daily, weekly or termly basis, either for ad hoc days or for daily attendance. Places cannot be booked if an account is not in credit.

Once booked, if a child does not attend for any reason, you will still be charged for this place. Cancellations can be made with 24 hours' notice. This can be done via Parentmail.

Fee Structure

There is a flat fee of £15.00 per child per session, regardless of the length of time that your child spends at the club.

Additional charges will be made for late collection as follows:

Up to five minutes:	£5.00
From 5 to 10 minutes:	£12.00
From 10 – 15 minutes:	£15.00
From 15 – 25 minutes:	£20.00
Beyond 25 minutes:	£30.00

6. BEHAVIOUR MANAGEMENT

Please also refer to the school's Behaviour Policy that can be found on our website.

Club Rules

Whilst at the After-School Club we expect children to:

- Use socially acceptable behaviour.
- Comply with the Club rules, which are compiled by the children attending the Club.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Develop their independence by maintaining self-discipline.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the club.

Encouraging Positive Behaviour

At Thaxted Primary School positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents or carers about individual achievements.
- Offering a variety of play opportunities to meet the needs of the children attending the club.

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at the Club will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

Dealing with inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, the child will be temporarily removed from the activity.
- Staff will discuss why the behaviour displayed is deemed inappropriate.
- Staff will give the child the opportunity to explain their behaviour, to help prevent a recurrence.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child in accordance with our Behaviour Policy. The reasons and processes involved will be clearly explained to the child.

7. INDUCTION

When children first join the After-School Club they will be allowed to settle in at their own pace. We encourage parents or carers to visit the premises with the children shortly before they are due to start. This gives the children the opportunity to look around the Club and ask any questions. It also gives the parents the opportunity to complete the necessary paperwork for registration with the Club if it has not yet been done

Induction for new children

- The new child will be introduced to all members of staff and informed about any other regular visitors to the club.
- The Club's activities, rules and routines, such as mealtimes, signing in and out will be explained.

- The child will be shown around the club and told where they can and cannot go.
- The fire evacuation procedure and the locations of the fire exits will be explained.
- The child will be introduced to the other children at the Club.
- Staff will keep a close eye on the new child and will ensure that they are happy, engaged and feel secure in the Club environment.

8. COMPLAINTS

We aim to work in partnership with parents to deliver a high quality childcare service for everyone. If for any reason we fall short of this goal, we would like to be informed in order to amend our practices for the future. The club will adhere to the school's complaints policy, which can be found on our website.

9. CONFIDENTIALITY

At Thaxted Primary School we respect the privacy of the children attending the Club as well as the privacy of the parents or carers. Our aim is to ensure that all those using and working at the Club can do so with confidence.

We will respect confidentiality in the following ways:

- Parents can ask to see records relating to their child, but will not have access to information about the other children.
- Staff will only discuss individual children for the purpose of planning and group management.
- Staff will be made aware of the importance of confidentiality during their induction process.
- Information given by parents to the Club staff will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our *Safeguarding Policy*).
- Concerns or evidence relating to a child's safety will be kept in a confidential file and will not be shared within the Club, except with the designated Child Protection Officer and where necessary the Club leader.
- Issues relating to the employment of staff will remain confidential to those making personnel decisions
- Confidential records are stored securely in a lockable cupboard.

Sharing information with outside agencies

We will only share information with outside agencies on a need-to-know basis and with the consent from parents, except in cases relating to safeguarding children or criminal activity. If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons. We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and wellbeing of the children in our care.

Data Protection Act

We comply with the requirements of the General Data Protection Regulations 2018 and the Data Protection Act 1998, regarding obtaining, storing and using personal data.

10.EMERGENCY EVACUATION OR CLOSURE

Thaxted Primary School will make every effort to keep the Club open, but in exceptional circumstances, we may need to close at short notice. The following are possible reasons for emergency closure:

- Serious weather conditions.
- Heating system failure.
- Burst water pipes.
- Fire or bomb scare / explosion.
- Death of a member of staff or a child.
- Assault on a staff member or child
- Serious accident or illness.

In the event of an emergency our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the Club, the following steps will be taken:

- If appropriate the Head teacher or Club leader will contact the emergency services.
- All children will be escorted from the building to the assembly point using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- A nominated member of staff will check the premises and will collect the register (including emergency contact details) providing that it does not put anyone at risk.
- Before leaving the building the designated person will close all accessible doors and windows, if it is safe to do so.
- The register will be taken and all children and staff accounted for.
- If any person from the register is missing, the emergency services will be informed immediately.
- The Club leader will contact parents to collect their children. If the register is not available, the Head teacher will use the emergency contact list.
- All children will be supervised until they are safely collected.

11.EQUALITY

Please refer to the equality information that can be found on our website.

12.FIRE SAFETY AND RISK ASSESSMENT

The Thaxted School After-School Club understands the importance of vigilance to fire safety hazards. To this end:

- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- Children will be introduced to the fire safety procedures during their settling in period and through regular fire drills.
- Fire drills will be conducted at least once a term or whenever new staff join the club.
- All children will be made aware of the location of fire exits and the fire assembly point.
- Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.
- Fire doors are kept closed at all times but never locked.
- Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance.
- All fire drills are recorded to the Fire Drill Log, held in the school office.
- The Club has notices explaining the fire procedures positioned next to every fire exit.

Fire Prevention

The Club will take all steps possible to prevent fires occurring by:

- Ensuring that power points are not overloaded with adaptors.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

In the event of a fire

- A member of staff will raise the alarm, which will automatically trigger the emergency services.
- The children will immediately be escorted out of the building to the assembly point using the nearest marked exit.
- No attempt will be made to collect personal belongings, or re-enter the building after evacuation.
- The premises will be checked by the Staff and the register will be collected, providing that it is safe to do so.
- If it is safe to do so, staff will close all doors and windows to prevent the spread of fire when leaving the building.
- The register will be taken and all children and staff accounted for.
- If anyone from the register is missing, the emergency services will be informed.
- If the register is not available, the Head teacher will use the emergency contact parents or carers.

13. HEALTH AND SAFETY

The Thaxted Primary School After-School Club considers health and safety to be of utmost importance. We comply with the Health and Safety at Work Act 1974 and the Workplace (Health,

Safety and Welfare) Regulations 1992 at all times. The Club has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows the school's Health and Safety policy and is responsible for:

- Maintaining a safe environment.
- Taking reasonable care for the health and safety of themselves and others attending the Club.
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future.
- Undertaking relevant health and safety training when required to do so by the manager.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

For further information please view the school's Health and Safety Policy on our website.

14. ILLNESS AND ACCIDENTS

The staff at the Club will deal promptly and effectively with any illnesses or injuries that occur while children are in our care. We take all practical steps to keep staff and children safe from communicable diseases.

All parents or carers will have declared any medical conditions when their child joined the school and will have given permission for emergency medical treatment for their child in the event of a serious accident or illness.

We will record any accidents and illnesses, together with any treatment given, on an *Incident Record or Accident Record Sheet* as appropriate, which the parent or carer will be asked to sign when they collect their child.

The Club cannot accept children who are ill. If any children are ill when they arrive a member of staff will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to the Club until they have fully recovered, or the minimum exclusion period has expired.

First Aid

There will always be at least one member of staff who is trained in paediatric first aid on site.

The location of the first aid box is clearly displayed at the Club and staff will regularly check the contents to ensure that they are up to date, appropriate for children and to comply with the Health and Safety (First Aid) Regulations 1981.

15. MISSING CHILD PROCEDURE

At Thaxted Primary School After-School Club we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly if the children are on the playground.

If a child cannot be located, the following steps will be taken:

- All staff will be informed that a child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed. The Club leader will then contact the child's parents or carers.
- Staff will continue to search whilst waiting for the police and the parents to arrive.
- We will maintain as normal a routine as possible for the other children within the Club.
- The Club leader will liaise with the police and the child's parents or carer.
- The Incident will be recorded in the *Incident Log*. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes necessary.

16. MOBILE PHONE POLICY

Thaxted Primary School fosters a '**culture of safety**' in which the children and staff are protected from abuse, harm, and distress. We, therefore, have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone – staff, children and parents. Abiding by the terms of the club's mobile phone policy ensures that we all:

- Protect children from harm and abuse.
- Prevent staff from being subject to false allegations.
- Help staff remain focused on the care of the children.
- Work in an open and transparent environment.

Staff use of mobile phones

Personal mobile phones belonging to members of staff are kept in a cupboard during working hours. The Club's mobile phone will be the main contact number for parents and carers for the hours that the club runs as the school office is not always manned after 5.00pm.

Under no circumstances may staff use their personal mobile phones to take photographs at the Club during working hours.

Visitors use of mobile phones

Parents and all other visitors must not use their mobile phones – or any other device – to take photographs within the Club. If they want to have a photograph of their child involved in an activity or at play, parents can ask a member of staff to use a school camera.

17.RECRUITMENT OF STAFF

Where possible the school will recruit staff who are already working at the school to work at the After-School Club. The school uses safe recruitment practices to ensure that all people working with the children in our care are safe and qualified to do so.

Each new member of staff at the Club receives a copy of the Club's policies and procedures. Within the first month of their employment, the manager will discuss the practical implications of the Clubs' policies and procedures with them.

All new staff will receive induction training which will include:

- Introduction to their colleagues, children and parents or carers
- Tour of the premises including identification of all fire exits, location of first aid kit and fire safety equipment, and information about the emergency evacuation procedures, outside play areas, fire assembly points, collection points at the school and the identification of any known hazards.
- Location of the Club records and documentation, storage, toilets etc.
- Overview of all aspects of the day-to-day management and running of the Club

Development and training

To ensure that staff development needs are being met, and that staff training and qualifications are meeting the requirements of the Club and the Statutory Framework for the Early Years Foundation Stage, we provide all our staff with:

- A thorough induction process
- A system of regular appraisals and reviews
- Opportunities for training and professional development

We also keep an up to date record of all staff qualifications and maintain a training development plan.

18. SAFEGUARDING

The Thaxted Primary School After-School Club is committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. The Club will respond promptly and appropriately to all incidents or concerns of abuse that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by the Essex Safeguarding Children Board (ESCB)

The Club's designated Child Protection Officer (CPO) is the Head teacher. The Deputy CPOs are the Deputy Headteacher and the Pastoral and Wellbeing Leader. The CPOs coordinate child protection issues and liaises with external agencies (e.g. Social Care, the ESCB).

For further information, please refer to the school's Child Protection Policy on our website.