



## **BAFTA AFTERSCHOOL POLICY**

Review Date: April 2017

### **AIMS**

- To provide a welcoming, safe, secure environment for pupils for the end of a school day.
- To provide an affordable, afterschool facility for parents/carers.
- To continue to build positive links/relationships with parents.
- To provide children with a nutritious snack at the end of the day in a pleasant and relaxed environment
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

### **PROCEDURES**

#### **Staffing**

- There will always be the appropriate amount of adults
- Staff will be on site from 3.15 pm until 6 pm

#### **Booking Arrangements**

- Parents will need to book for their child's place by the previous Wednesday using the booking forms available
- Children will be registered as they arrive by a member of staff
- The register will be kept in the Afterschool Club area
- Early Years and Key Stage 1 children will be collected from a designated area and Key Stage 2 will make their own way to the Afterschool Club Classroom

#### **Cooking and Serving Facilities**

- The Afterschool Club Supervisor or a staff member will be in charge of preparing and serving food and ensuring that all areas are left tidy
- At least 2 members of staff on duty will have Food Hygiene Certification

#### **Menus**

- A healthy well balanced snack will be provided, together with healthy drinks
- Parents must advise us of any possible allergies
- Allergy information should be updated regularly and all Afterschool Club staff should have access and knowledge of these at all times

#### **Communication with Parents**

- All children attending Afterschool Club will have filled out a Registration Form, giving personal and emergency contact details and any known allergies and dislikes
- Staff will have verbal communication with parents/carers collecting children which may involve passing messages to classroom teachers
- Parents may make appointments with the Headteacher and Afterschool Club staff to discuss matters/issues pertaining to the Afterschool Club
- All complaints notified in writing by a parent regarding Afterschool Club will be investigated by the Headteacher and a record kept of the outcome

**Behaviour**

- Because the Afterschool Club is run by the school, the existing school Behaviour Policy will be followed

**Medication**

- If a child needs an Inhaler, a member of staff will escort the child to where the inhalers are kept (in the locked medicine cabinet) and observe that the medication has been taken correctly. This will be recorded
- All other medication administered will follow the existing school policy

**Safeguarding**

- In accordance with Safeguarding, all staff involved in the running of the Afterschool Club will have current enhanced CRB/DBS clearance. All staff records are held securely in the school office
- Afterschool Club staff will follow existing school policies and procedures for Child Protection and the Code of Conduct
- Where ICT equipment is used, they must also follow the schools Safety policy and procedures

**Resources**

- Afterschool Club resources are kept in the Afterschool Club area. All electrical equipment must be PAT tested.

**Fire Procedure**

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly line via the nearest exit
- The children and staff will congregate in the school playground
- The club register should be taken outside and all names checked
- A record will be kept of all evacuations

**Refunds**

- In the event that a child has paid in advance and is unable to attend Afterschool Club a refund will be offered or a chance to carry payment forward into the next week

**Risk Assessment**

- Separate risk assessments have been completed for the Afterschool Club

**Afterschool Club Staff will be led by Mrs Rebecca Inglis**

Signed \_\_\_\_\_ Chair of Governors      Date:

\_\_\_\_\_ Headteacher      Date: