



## Before and After School Care and Clubs Policy

Updated: 12-25  
Prepared by: CAM/SHCC

Next Review: 12-28  
Approved by: JOH/Educ

**This Policy applies throughout the School from the EYFS to Year 6.**

### **Aim**

This Policy is intended to ensure that our out of school care provision is of the highest possible quality, providing as safe, caring and stimulating provision as is provided by the School during the School day. All staff and providers follow the School's safeguarding procedures, including reporting concerns to the Designated Safeguarding Lead (DSL) in line with KCSIE.

### **Objectives:**

This Policy covers after-school clubs which run from 15.40 to 16.25 and after-school Care which runs from 15.30 to 18.00 (17:30 on Fridays).

All staff, including external providers and volunteers, are subject to enhanced DBS checks, safeguarding training and a staff induction before working with children.

These provisions are for School pupils only.

Provision for Nursery and Reception children ensures the statutory level of qualifications and ratio of adults to children is maintained.

The ratio of adults to children for the older pupils may be greater.

The organisation of these provisions is the same as that provided during School hours and includes the same attention to equality, health and safety, welfare and compliance with relevant legislation.

### **After-school clubs**

We aim to provide an exciting range of clubs that run Monday to Thursday between 15.40 and 16.25 for 10 weeks per term; due to high demand, some after-school clubs have a second session that runs from 16.30 to 17.15.

A booklet that describes the timing, content and age range for each club is produced each term and is sent to parents before the start of each new term.

Parents use an online booking system to book their child/ren a place on their chosen club/s, which is overseen by the school office. Parents are informed in advance of the date and time that the term's booking system opens and are reminded again nearer to the time.

Where demand for a particular club exceeds the number of places available, participants are allocated places on a first-come-first-served basis. Where possible, an extra group may be set up to accommodate more children. Clubs usually start in the second week of term.

Children in EYFS and Year 1 are taken to their clubs by a member of staff; from Year 2 upwards, children make their own way to their clubs.

Staff run some of the clubs; others are delivered by external providers, including parents. External providers are required to sign a Club Supervisor Agreement, provide evidence of safeguarding training, enhanced DBS checks and follow the School's safeguarding and behaviour procedures. SLT are responsible for monitoring external providers in line with KCSIE.

Lists of pupils taking part in clubs and after-school care are kept by the School Office, which also maintains registers of attendance. Registers are checked regularly and any safeguarding or welfare concerns are reported immediately to the DSL.

### **After-school care (ASC)**

After-school care is located in the dining room where pupils are supervised by two experienced members of staff, one of whom has at least a Level 3 qualification. These staff also hold up-to-date paediatric first aid training qualifications.

Activities and healthy snacks are provided for pupils in after-school care. Children may also complete homework under adult supervision if they choose. Food is served in accordance with allergy and dietary guidance.

Parents may register their child for ASC with the School Office up until and including the day concerned.

Pupils are always checked off as they leave and are collected by pre-arranged parents or carers. Procedures for late collection follow the School's Non-collection of Pupils Policy.

### **Charges**

Details of current charges for after-school clubs and after-school care can be found in the School's schedule of fees and charges. Both are charged in arrears. We expect a commitment to termly attendance in a club and there is no reduction in fees due to absence or non-attendance. If parents wish to withdraw their child from an activity charged for as supplemental, they must **either** give a half-term's written notice to that effect or pay to the School as a debt a half-term's charges for the activity in which their child has ceased to participate.

### **Monitoring and evaluation**

Our out-of-school provision is monitored continuously and feedback from pupils, parents and staff is taken into consideration. Safeguarding compliance, ratios, and risk assessments are reviewed termly to ensure adherence to statutory requirements and KCSIE.

### **Linked policies**

- Behaviour Policy
- First Aid Policy
- Health and Safety Policy
- Non-collection of Pupils Policy
- Online Safety Policy (if clubs use technology or devices)
- Safeguarding and Child Protection Policy

- Safeguarding Information for Volunteers & Visiting Speakers
- Supervision of Pupils Policy