



Wyton on the Hill After School Club Policy

Introduction

Our After School Club is run by Wyton on the Hill Primary School and exists to provide high quality out-of-school hours childcare for our parents. It also provides a range of stimulating and creative activities in a safe environment for our children.

The club operates from 3.15pm - 6.00pm in term time, and current costs for each session can be obtained from the School Office or After School Club staff.

A copy of this policy is provided to all parents of children attending After School Club and is also available on the school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to its terms and conditions.

Admissions

- The After School club is open to all pupils at Wyton on the Hill Primary School. Only children attending Wyton on the Hill Primary School are eligible to attend the After School Club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Arrival

- All children will be escorted to the After School Club by a familiar member of school staff.
- The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.
- Children can then choose from a range of free play and planned activities, both indoors and outdoors (when the weather permits).

Departure

- When a child is collected at the end of or during a session, they must be signed out by a parent/guardian or named collector and the time recorded.
- The parent/guardian or named collector must inform a member of staff that they are collecting and signing out a child.

- Parent/guardians must ensure that any person who may collect their child other than the primary and secondary contacts is listed on the registration form. Staff cannot release a child to another adult without their parents' expressed permission – even if that adult is well-known to the child.

Behaviour

Pupils are actively encouraged to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Celebration and informing parents about individual achievements.

Challenging behaviour will be addressed in a calm, firm and positive manner.

- In the first instance, a member of staff will quietly provide a verbal behaviour reminder or prompt, explaining why it is necessary.
- If necessary, the child will be temporarily removed from the activity until they are calm enough to join in again. Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents and the child's class teacher to formulate clear strategies for dealing with persistent inappropriate behaviour. Behaviour is always a means of communication.

First Aid

All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of After School Club staff.

Accident records will include:

- details of; the time, date and nature of the accident
- details of the child involved
- the type and location of the injury
- any action taken, and by whom.

All incidents are dealt with by a qualified first aider.

Parents of any child who becomes unwell during Club will be contacted immediately. If a child is sent home during school hours, After School Club will be informed of their absence.

Safeguarding

The school's Designated Safeguarding Lead (Ms Phillips) or one of the Deputy Safeguarding Leads (Mrs Green and Mr Tuxworth) will be available at all times.

All After School Club staff hold DBS certification and have received recent Basic Child Protection Training.

If you have any concerns about Safeguarding at the Club, please contact the Head teacher immediately via the school office or via head@wyton.cambs.sch.uk .

Missing or Uncollected children Missing children

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

- Senior school staff will be informed of the missing child – they will lead an outside search of the school grounds by other members of staff.
- One Club supervisor will search the inside of the building, whilst the rest of the children in the Club remain with the other Club supervisor.
- If a child remains missing, the emergency services will be contacted.
- Any child who has gone missing will be dealt with sensitively to try to get to the root of any issues and a meeting held with their parents to share concerns and identify a support plan.

Uncollected children

- If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone.
- The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Services will be informed.
- A charge will be levied for late collection. A fee will be applied for late collection from 6pm onwards (see Terms and Conditions)

Payment of Fees

All parents and guardians who have registered their children for After School club will receive a link to a monthly form asking them to identify the days they wish to book for the following month. Payments can then be made via ParentPay.

It is a requirement of the Club that parents and guardians pay their fees in advance in order to ensure that the Club continues to be viable. Payment is due for all contracted sessions. The school's revenue budget is delegated to the school for the purposes of the teaching and learning of all pupils and cannot be used to provide or subsidise childcare for working parents.

The parent/guardian signing the Club registration form is known as the 'contracting parent' and is responsible for payment of all fees. If a parent or guardian is experiencing difficulty with payment of their fees, they should contact the School Business Manager as soon as possible via finance@wyton.cambs.sch.uk. Our staff will treat all matters confidentially and arrange for discussions in private.

Related Whole School Policies

Administering medication Policy
Complaints Policy
Emergency Evacuation Procedure
Equalities Policy
EYFS Policy
Health and Safety Policy
Missing Child Policy
Safeguarding policy
Staff Code of Conduct
Visitor Policy

Monitoring and Reviewing

This policy will be reviewed annually and in consultation with the whole school community including staff, parents, carers and governors.