

# Leverton Primary School After School Club Policy

## Aims & Objectives

- To employ staff members who are suitably trained and committed to the safety and welfare of the children
- To meet the required adult:child ratios
- To undertake ongoing staff training where appropriate
- To organise space and resources to meet the children's needs effectively
- To meet children's individual needs and promote their welfare
- To provide activities and play opportunities to develop children's emotional, physical, social and intellectual capabilities
- To ensure the premises are safe, secure and suitable for their purpose with proper precautions taken to prevent accidents
- To provide adequate space which is welcoming to the children
- To provide appropriate equipment, in suitable design and condition, which creates a safe and stimulating environment and conforms to safety standards
- To take appropriate measures towards promoting hygiene and limit the spread of germs
- To promote equality of opportunity and anti-discriminatory practice for all children
- To be aware of any special/additional needs some children may have and ensure that appropriate provision is made for any individuals
- To manage behaviour appropriately, in a way which promotes children's welfare and development
- To work in partnership with parents to meet the needs of children both individually and as a group
- Develop good communication and share information
- To comply with local child protection procedures approved by the Area Child Protection Committee and ensure that all adults employed to work at the club are able to put the procedures into practice
- To support working parents by providing after school childcare from 3.15pm to 6.00pm
- To offer children a light snack at the end of the school day in a safe and friendly environment

We comply with the 14 national standards and are committed to providing good quality day care where the children feel happy, safe and secure. We aim to provide a range of interesting and enjoyable activities appropriate to the ages of our children, also promoting social interaction and respect between them.

## Standard 1 Suitable Person

All staff members involved in providing day care, looking after children or having unsupervised access to them are suitable to do so. All staff have the appropriate experience, skills and ability and are suitable, both mentally and physically to do their jobs. It is the school's policy for all staff to have DBS clearance and not employ any individual who has been convicted of an offence or been subject of an order which disqualifies them from registration under regulations made under schedule 9A of the Children Act 1989. No staff members are left alone with children until they have been vetted.

## Standard 2 Organisation

Staff are deployed effectively within the premises to ensure safety, welfare and development of the children. At least half of the staff have an appropriate qualification in the care or development of children.

All staff receive induction training which includes health and safety and child protection policies and procedures.

## Uncollected Child

If a child is not collected at the end of the session, we follow the procedure as below:

- The child's file is checked for any information about changes to the normal collection routines
- If no information is available, parents/carers are contacted at home or work
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting, and whose telephone numbers are recorded on the registration form, will be contacted
- All reasonable attempts are made to contact the parents and nominated carers
- If no-one collects the child after one hour, and no one who is on the child's registration form can be contacted to collect them, then the designated person will contact Essex Social Services.

### Booking details

If a child attends the After School Club on a casual basis, parents MUST book the child's place before 12.00 on the day, to ensure staff: pupil ratios can be met. It may not be possible for a child to attend if this procedure is not followed, as there may not be sufficient staff to cover.

If a parent wishes to cancel their child's place at a particular session, this needs to be done before 12.00, for staffing purposes. Parents will be charged the full rate of £11.00 for this session if the ASC staff are not informed by this time.

### Charges for After School Club

15.15 - 18.00	£11.00 (includes snack)
15.15 - 16.45	£6.00 (includes snack)
Attendance after an extra-curricular club	£6.00 (includes snack)

It is the parent's responsibility to ensure that the After-School Club has any contact details that have been changed, including new mobile numbers. Parents need to ensure there is a second number available to call.

Parents and carers can also get additional support with the cost of this provision if you sign up to the Government Tax Free Childcare Scheme.

You may be entitled to Tax-Free Childcare, you'll set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider. For more information please see the link below.

[Tax-Free Childcare - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Other payment methods accepted include via School Gateway app, Edenred childcare vouchers, cash and BACS payments.