

# BARNS GREEN PRIMARY SCHOOL

## After-school Clubs Policy

### OUR SCHOOL VALUES AND VISION

#### Barns Green Primary School

Our Values are:

- Respect
- Responsibility
- Perseverance
- Compassion
- Community
- Inclusion

Our Vision is:

Promoting independent thought and learning

Providing a broad-based education

Respecting individuality and difference

Emphasising the importance of team work

Nurturing physical health, emotional security and spiritual richness

Our pupils will learn to become self-confident, enthusiastic, resilient and tolerant.

**2018**

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## After-school Clubs Policy

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### Statement of intent

Barns Green Primary School believes in creating a safe, welcoming and stimulating environment for all the pupils in the school's care. The school believes that a safe social atmosphere helps pupils of all ages to develop their social skills and confidence.

The after-school clubs are available to pupils of the school aged 4 -11 and will cater for up to 35 members per club.

The activities and facilities provided are designed to help promote each child's emotional and social needs as well as communication, interaction and independence. Building upon the school's high-quality provision of care and education, the club is set up to have a friendly and relaxed, yet purposeful atmosphere.

### 1. Legal Framework

1.1 This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014

1.2 This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2014) 'Health and safety: advice on legal duties and powers'

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- DfE (2015) 'Keeping children safe in education'

1.3 This policy will be used in conjunction with the following school policies and procedures:

- Accident Reporting Procedure Policy.
- Near-Miss Reporting Procedure.
- Administering Medication Policy.
- Anti-Bullying Policy.
- Complaints P-rocEDURE Policy.
- Health and Safety Policy.
- Behavioural Policy.
- Fire Evacuation Plan.

## 2. Admissions and Fees

2.1 Barns Green Primary School has a first come, first served policy for admissions to the after-school clubs, but will try to ensure fairness so that all children are able to attend at least one club of their choice. When all the places have been filled, new applications will be placed on a waiting list.

2.2 Before registration, parents/carers will be given the following information:

- The availability of places and admission and costs.

2.3. Parents/carers will be required to book on the school's online Gateway before pupils attend the clubs.

2.4. The following conditions are also in place:

- All fees must be paid half termly.
- No place will be given without prior payment.

## 3. Arrivals and departures

3.1. Barns Green Primary School is fully committed to the safety and security of all the pupils in its club and on the school premises; therefore, the school has a number of procedures in place for when pupils arrive and leave school premises:

- Attendance is recorded in the register; any pupil who was booked to attend, and is not present when the register is called will have their parents/carers contacted immediately.
- A member of staff will be present at the collection point to escort pupils to the designated areas.

3.2. At the end of the after-school club, providers will carry out the following checks to ensure the safety of pupils:

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- Parents/carers will be required to sign their child out before they leave the premises.
- Only those registered will be allowed to collect the child. If someone other than the person registered is collecting the child, staff must be notified by the registered person half an hour in advance.
- If the registered person is running late, staff must be notified before the end of the collection period by the registered person.

### 4. Involving parents/carers

4.1. Barns Green Primary School aims to achieve effective communication with parents/carers; therefore, the school has the following protocols in place to ensure successful information sharing:

- All the club's policies are available on the Barns Green School's website, and hard copies are also available upon request.
- All staff will take note of information from parents/carers that could affect the happiness and wellbeing of their child.
- Parents/carers are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.

### 5. Missing child procedure

5.1. Barns Green Primary School has procedures in place to ensure the safety and wellbeing of all the pupils in the school's care. If, at any time, a pupil cannot be located, the following steps will be taken:

- All staff will be alerted that a pupil is missing.
- Staff will conduct a search of the premises and the surrounding areas.
- At least one member(s) of staff will stay with the other pupils involved in the club, in order to prevent further problems and keep a calm atmosphere.
- If the pupil is not located within 10 minutes, the police and the parents/carers of the pupil will be informed.
- The search for the pupil will continue until the police arrive.
- The headteacher will liaise with the police and the parents/carers of the pupil.

### 6. Health and safety

6.1. All staff at Barns Green Primary School are aware of their responsibilities and duties in regard to the Health and Safety Policy. All members of staff are responsible for:

- Recording incidents, accidents and near misses.
- Maintaining a safe environment for pupils and adults.
- Taking part in any relevant health and safety training.

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### 7. Illness and injury

7.1. In the event of illness or injury, Barns Green Primary School will act in accordance with the Accident Reporting, near miss procedures and relevant staff.

7.2. Relevant staff at Barns Green Primary School are trained in first aid and are aware of their duties if a pupil is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:

- If a pupil becomes ill, the parents/carers will be contacted and asked to collect their child.
- If a pupil is complaining of illness, but the staff member does not believe it is serious, they will monitor the pupil until the end of the session.
- If a pupil suffers a minor injury, first aid will be administered and the pupil will be closely monitored for the rest of the session.

7.3. If a pupil suffers a major injury or becomes seriously ill, the following procedure will be implemented:

- If a pupil needs to go to the hospital, an ambulance will be called and a member of staff will accompany them.
- The parents/carers of the pupil will be notified immediately.
- Following the incident, staff will conduct a review of the incident in order to prevent any such incident from occurring in the future.

### 8. Medication

8.1. Staff members will always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medicines Policy.

8.2. At Barns Green Primary School, staff members are aware of the importance of administering prescribed medication to pupils. The school understands that parental consent is crucial. With this in mind, Barns Green Primary School has the following rules in place for giving medication to pupils:

- Before any medication is given, the pupil's medical forms will be checked to see if the medication has been approved by the parent/carer.
- When a staff member administers medication, another member of staff will witness the process.
- Details of the process will be recorded on the pupil's medication form.
- If a pupil refuses to take the medication, the member of staff will not administer it. The parent/carer will be notified immediately.
- If a certain medication requires training to administer, only staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, the changes will be recorded on the medical forms. Parents/carers will sign the forms again before any change in procedure.

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9.1. The after-school care club will be subject to the existing Behaviour Policy of Barns Green Primary School. Any disciplinary issues will be reported to the parents/carers of the child by the club provider. Any issues that a parent/carer may have with discipline within the club should be reported to the provider.

### 10. Anti-Bullying Policy

10.1. Barns Green Primary School has a strict Anti-Bullying Policy which will be implemented at all times.

10.2. Any pupil who is the victim of bullying will be supported in a sympathetic and friendly manner.

10.3. If bullying is reported it will be noted by a member of staff and the parents/carers of both pupils will be informed.

10.4. Barns Green Primary School defines bullying as the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be emotional, physical, racist, sexual, homophobic and verbal.

10.5. If it is discovered that bullying has taken place, the following procedure will be adhered to:

- Incidents will be dealt with in a sensitive and thorough way.
- Victims will have the chance to discuss what happened with a member of staff. They will be reassured that the case will be taken seriously.
- Victims will be monitored to ensure further incidents do not occur.
- If another pupil reported the incident they will be reassured that they did the right thing.
- The pupil who is accused of bullying will be made to understand why their behaviour was wrong.
- If the bullying persists, more serious action, such as exclusion, will be discussed. All incidents will be reported to the Headteacher, and incidents will be recorded.

### 11. Uncollected children

11.1. Staff members at Barns Green Primary School do their best to ensure the effective communication between the school and parents/carers. If a parent/carer is up to 10 minutes late, the following procedure will be followed:

- The parent/carer will be reminded that they must notify staff if they are running late.

11.2. If the parent/carer is over 15 minutes late, the following procedure will be followed:

- A member of staff will attempt to contact the parent/carer using the details provided on the registration documents.
- If contact is not made a message will be left. The member of staff will then attempt to reach the emergency contacts listed on the registration form.

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- For the duration of the wait, the child will be supervised by at least one member of staff.

11.3. If the parent/carer is more than 30 minutes late, the following procedure will be followed:

- If a member of staff has not reached the parent/carer, or an emergency contact, they will remain with the pupil and a note of concern will be logged with the school DSL.
- The pupil will remain on the premises with a member of staff, or will be placed with the local social care team.
- In the event of a parent/carer not collecting their child, then the DSL will contact the emergency duty Social Care team.

## 12. Emergency evacuation/closure

12.1. In exceptional circumstances, such as adverse weather conditions, heating failure, serious illnesses, the club will be closed.

12.2. In the case of an emergency, the following procedure will be adhered to:

- Emergency services will be contacted.
- All pupils will be evacuated from the building and taken to the designated emergency assembly point.
- A member of staff will collect the register and check that all the pupils are at the emergency assembly point.
- If a pupil is missing from the emergency assembly point, the emergency services will be informed.
- Parents/carers will be contacted to collect their children.
- All pupils will remain at the emergency assembly point until they are collected by their parent/carer.

12.3. If a pupil has not been collected after undergoing the emergency procedure, staff will follow the uncollected child procedure.

## 13. Monitoring and review

13.1. This policy is monitored for effectiveness by the head teacher and governing body. 13.2. This policy will be reviewed every year and amended, where necessary, in line with Relevant legislation.

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