

After Care Policy

Medway Community Primary School



After Care Policy

Introduction

Our aim is to provide a happy and welcoming place at the end of the school day where our working parents can leave their children knowing that they will be well looked after by our qualified staff. This club alleviates the pressure many working parents face when looking for a suitable and affordable child care facility. The club is only open to Medway pupils and will run from 3.10 to 5.15 p.m.

The After Care Club staff will collect the children at 3.10 pm and take them to a designated area, where they will be given food and able to partake in play and learning activities. Parents must promptly collect their children at 5.15 pm. Every 15 minutes after this time, there will be a charge of £5.

Aims

At Medway, our aim is to always put the children, the parents and the community at the heart of what we do. By providing this service, we aim to:

- Provide a welcoming, safe and secure environment for pupils at the end of the school day;
- Provide affordable childcare for our working parents during term time;
- Continue to build positive links/relationships with parents;
- Provide children with a nutritious snack at the end of the day in a pleasant and relaxed environment;
- Provide a calm play and learning environment in which children can engage socially with children from other year groups.

Staffing

Dependent on the number of pupils, we can employ up to four members of our support staff to run the After Care Club. We will have no less than 2 members of staff running the Club at any given time. In addition to the After Care Club staff, the Site Manager will be on site until the end of the day.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they ring the SLT who will arrange cover.

It is expected that paying parents will not go into arrears and any arrears of more than a term will go to the Finance Officer.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the After Care Club have current DBS clearance, and other required recruitment checks. These records are held in the school office. Our staff follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they follow the schools e-safety policy and procedures. Staff are also first aid trained.

Costs

We will charge a hugely competitive rate of £2.00 per child per week.

Food Regulation Standards

The school follows the school food standards, as set out in the Requirements for School Food Regulations 2014. Schedules 3 and 4 set out the standards for food and drink other than lunch that is provided by the school, including food served at clubs.¹

What we offer

We provide a healthy snack at the end of the day, consisting of toast, fruit, and yoghurt. A variety of juices and drinking water are also available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children, which is delivered in a calm, friendly setting.

Availability

Aftercare offers up to 30 places. Places are booked on a first-come, first-serve basis, and pupils who are eligible for the PPG are offered a free place. The Breakfast Club endeavours to accommodate everyone who wants a place fairly and without discrimination. Casual places are available at any time during the year, provided spaces are available and a registration form has been filled in. If the Club should become oversubscribed, pupils are on a waiting list.

Registration and Emergency procedures

Children are registered as they enter the room allocated in the school. The manager retains the registers which are kept in the main office. In an **emergency** such as **a fire**, all staff and children will evacuate the building via the Skipworth street doors leading down the side of the school and into the Nursery playground. The register will be taken to the playground, and a staff member will phone the emergency services and inform them of the situation. Practice fire drills are done every 6 months.

Organisation and Activities

- Parents are given a welcome pack when pupils first join which is written in conjunction with this policy.
- Aftercare is open to all pupils of working parents, from Reception to Year 6, from 3.10 pm to 5.15 pm.
- The food is served in our downstairs hall and one of the classrooms is used for the activities
- Food is served buffet-style, and the children are able to see and self-select the foods on offer. The choices are fruit, toast, yoghurt, juices, and water.
- Children are encouraged to clear away their own crockery and cutlery, placing items in the washing up box.

¹ http://www.legislation.gov.uk/ukxi/2014/1603/pdfs/ukxi_20141603_en.pdf

- The children have a variety of activities to choose from, such as board games, interactive whiteboard games, reading, homework catch-ups, dodgeball, and basketball and during milder weather, pupils participate in outdoor play exercise sessions.
- All activities are cleared away by staff and children.
- The school office keeps the child's details, medical conditions, parents' contact details, and an additional emergency contact's name, address, and telephone number.

Risk Assessment

A separate risk assessment is completed for the club sessions annually.

Behaviour

The school runs the club, the existing school Behaviour Policy will be followed.

Medication

The manager will only administer medication prescribed by a doctor and where parental permission has been given in writing.

First Aid

First aid will be administered in accordance with school procedures and the Health and Safety Policy. At least one member of staff holds a current first aid qualification.

Confidentiality of Documents

Documents relating to the club are treated as confidential and are kept in the main office in a locked cabinet or entered into the school's secure online system.

Complaints

The manager will initially investigate all complaints notified verbally or in writing by a parent/carer of a child attending the club. The Head Teacher will be kept informed and involved in the final decision in line with the school's complaints procedure.