



Whitefriars
Avenue Road
Farnborough
Hampshire
GU14 7BW
01252 542511
www.st-patricks.hants.sch.uk

Shamrocks Before and After School Club Policy

Policy Reference:	AS1
Responsibility:	Finance
Reviewed by:	Mrs Paula Dix - Headteacher
Consultees:	Club Supervisors
This Review:	October 2017
Next Review Due:	October 2020
Cycle:	3 yearly
Ratified by Full Governing Body on:	16 October 2017

Signed:

Mr Ged Owens

Chair of Governors

***With Christ as our guide and example we celebrate the uniqueness of the individual.
Together we will try to:
Learn from Jesus;
Love like Jesus;
Live like Jesus.***

Policy Statement

At Shamrocks before and after school club our policy is to make the club accessible to all children and families attending St Patrick's Catholic Primary School. We aim to ensure that our club welcomes all sections of the community through open and clearly communicated booking and registration procedures.

For the purposes of compliance with legislation the club will be considered as part of St Patrick's Catholic Primary School and will follow many of the school's policy and procedures which may be referred to in this document. The setting or organisation is St Patrick's Catholic Primary School and the club refers to Shamrocks Before and After School Club.

Registration

The club accepts children aged 4 to 11 years who attend St Patrick's Catholic Primary School. The before school club operates from 8am with the after school club operating until 6.00 pm Monday to Friday, term time only.

The before school club operates on a "drop in" basis whereas all children must pre-book with the after school club in order to attend.

Information about the after school club is accessible to all families, copies of the booking form are available from the school office and the website.

Session and ad hoc bookings

The after school club is flexible about attendance patterns to accommodate the needs of individual children and families.

Bookings are taken on a first come first served basis. The club currently accepts either 24 or 36 children each day, depending on staffing. A waiting list system will be operated if the demand exceeds our capacity and parents will be contacted once a place becomes available.

Booking forms are issued before the start of each term and can be downloaded from the website. Once booking forms have been returned invoices are issued and payment is due on or before the first day of term. Instalments can be arranged if necessary. Childcare vouchers can be accepted for schemes for which the school is registered.

Ad hoc bookings can be made via the school office but are subject to places being available. Payment should be made in advance of the session booked. We have the right to refuse any family for non-payment of fees.

Refunds will not generally be issued unless due to exceptional circumstances the club is unable to run. Refunds will usually take the form of a credit for the next term's fees.

Conditions of Booking for the After School Club

1. Bookings must be made in advance through the school office
2. Fees must be paid in advance
3. Ad hoc bookings will only be accepted if places are available. Sessions should be paid for in advance of the session booked. We have the right to refuse any family for non-payment of fees.
4. Refunds will not generally be issued unless due to exceptional circumstances the club is unable to run. Refunds will usually take the form of a credit for the next term's fees.
5. Reception class children will be brought down from their classroom by a member of staff at 3.30 pm. Other children will come to Shamrocks once they have been released by the class teacher at the end of the day. Children attending the club after other activities will be taken to the after school club by a responsible person.
6. Children must be collected promptly at the end of the session at 6.00 pm or 4.30 pm if an early session has been booked. A late collection fee of £5.00 per 15 minutes will be payable for

each child if a parent is late, except under exceptional circumstances when the parent has been in contact with the club prior to the end of the session.

7. Children will only be allowed to leave the club with a known parent or carer. The club will refuse collection of a child if the person is unknown to the staff or no permission has been given. Please see the collection guidelines below for more details.
8. If the Broadmoor siren is activated during one of the sessions, children will be kept inside until they are collected by an approved person.
9. The club reserves the right to exclude a child if he or she consistently misbehaves or if any of the terms and conditions are not adhered to. Prior to exclusion, any problems will be discussed with the parent or carer and a member of the senior leadership team in order to attempt to resolve the difficulties amicably. Please see the school's behaviour policy for further information.
10. Any accidents will be recorded in the accident book. Any incidents and resulting actions will be recorded in the Shamrocks records book.
11. The club does not accept responsibility for the loss of or damage to any personal belongings.
12. Shamrocks before and after school club forms part of St Patrick's Catholic Primary School and will be inspected as part of the school's Ofsted inspection. The club follows the school's child protection and safeguarding procedures as laid out in the respective school policies.

Play

Shamrocks is committed to providing quality play experiences for children aged 4 to 11 years.

The club will endeavour to create a stimulating environment for children that will foster their independence and self-esteem whilst supporting the key components of every child matters.

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Achieving economic wellbeing

As playworkers, staff support and facilitate children's play by incorporating the Playwork Principles into the club's ethos.

Children will be involved in setting the club's rules following the guidelines of the United Nations Convention on the Rights of the Child.

Children's comments and suggestions will be listened to and responded to accordingly.

Questionnaires will be sent home periodically for both parents and children to review the facilities that the club offers.

The children have the freedom to choose what they would like to do at the club.

The children are allowed to choose toys and equipment, but also have the responsibility to put away any equipment they get out.

We celebrate all cultures and diversities and incorporate this into our planning.

We value every child and their achievements.

The club regularly carries out observations to reflect on practice and to help children extend their play.

A quiet area for homework will be provided for children who wish to use it.

Arrival at the Club

It is Shamrocks policy to ensure all children feel welcomed and secure throughout their time at the club.

On arrival at the Before School or After School club the children will put away their belongings and any new children will be introduced to staff and shown where the toilets are.

After School Club

For the After School Club Year R children will be brought from their classroom; other children will arrive from their classrooms when released by the class teacher. Children attending extra-curricular activities will be escorted to the club by a responsible person.

Any children who have not had their name called will be added to the register. The supervisor will initially establish from the child's class teacher whether the child is expected to attend the club and then if necessary, contact the school office for any last minute messages on attendance. Their parent or carer will be contacted to collect the child or to ascertain if they will be attending the club if there is no message from the parent.

If the office staff or the supervisor of the club are unable to contact the parents, the child will remain at the club until alternative arrangements have been made. If a session has not been booked and paid for charges of £5.00 per 15 minutes will be payable to cover staff and resources costs.

The supervisor checks the expected attendance list daily and makes changes due to illness etc. If a child on the register is not in attendance, the supervisor will first establish the child's whereabouts with his/her class teacher and/or the office to if a message has been received. If this is not the case the parent will be contacted to ascertain the child's whereabouts. If the parent is unaware of the child's whereabouts the Headteacher will be informed and a thorough search of the school grounds will be conducted. See Lost Child procedures for further guidelines. A full report of the incident will be recorded and filed.

Visitors to the club should sign in at the main school office and present their visitors badge on arrival at the club. Outside office hours the visitor should be asked for ID and to sign in the visitors' book.

Anyone who is not a visitor or known to staff will be asked to leave the premises. If they refuse to leave police will be called.

Collection of Children from the After School Club

It is Shamrock's Policy that all children are collected from the after school club by the appropriate named person.

Children can be collected from the club at any time from 3.30 – 6.00 pm.

Parents or carers must sign out children as they are collected and the time of collection noted on the register for that day. (See Appendix B – Daily Register)

Children will not be allowed to leave the club with anyone new unless permission has been received.

Shamrocks will refuse collection of a child if a parent or carer arrives and is deemed to be intoxicated with either drugs or alcohol. The decision will be made by the Supervisor to telephone the emergency contact number and to arrange for someone else to collect the child; the duty social worker will also be informed.

If the parent/carer becomes abusive or makes a nuisance of themselves, the police will be called. Shamrocks has a duty to safeguard the welfare of the child, therefore no hesitation will be made when calling the police. A full written report of the incident will be recorded and filed.

Emergency contact numbers

Hampshire Children's Services Child Protection Team	0845 6035620
Out of hours service	0845 6004555
Hampshire Police	0845 0454545
Emergency Services (from mobile)	999 (112)

If a parent or carer is late collecting their child a penalty of £5.00 per 15 minutes will apply. The time the parent/carer collects the child will be noted on the register. Payment is due within 7 days.

If a parent/carer fails to pay on time or contact the club to advise when they will pay Shamrocks has the right to refuse a place at the club.

If a parent or carer regularly abuses the 6.00 pm deadline a written warning will be issued by the school encouraging them to collect their child on time. If late collections persist the booking will not be accepted for the following half term.

It is not the school's intention to penalise parents who regularly collect on time and penalties may be waived for exceptional circumstances if a parent or carer has communicated with the club. If a parent or carer is unexpectedly delayed, Shamrocks should be contacted on 079590452905.

Uncollected Children from the After School Club

In the event that a child is not collected by an authorised adult at the end of a session, Shamrocks will put into practice agreed procedures. These will ensure the child is cared for safely. If possible the child will be cared for at school in order to cause as little distress as possible.

If a parent or carer is held up by unforeseen events and they are unable to collect the child by 6.00 pm they must try and contact the supervisor to explain the reason and advise of the collect time or alternatively advise of another person collecting.

If no contact is made the supervisor will phone the contact numbers provided on the registration form.

If there is no reply the supervisor will telephone any other emergency contact numbers on the registration form. Any person unknown to the club will be asked to provide ID when collecting the child.

If no contact has been made by 6.30 pm Children's Services will be contacted on the numbers listed above.

A message will be left advising the parent of all action taken.

The incident will be recorded and filed.

Lost Child

At Shamrocks a child's safety is maintained as the highest priority at all times. In the unlikely event of a child going missing the lost child procedure is followed.

A lost child is defined as a child who has arrived and been registered at the club but has since gone missing.

The supervisor will immediately make contact with the school to request assistance from a member of staff. All staff will keep in touch by using the portable walkie talkies kept in the school office. The supervisor will attempt to find out where the child was last seen and then carry out a thorough search of the premises. The other member of staff will retake the register to ascertain if any other children are missing and reassure all remaining children.

If the child is found but unwilling to return to the setting a member of staff will remain with the child until the child's parents are contacted.

If the child is still unaccounted for the school will be informed and all available members of staff will help with the search.

If the child isn't found the parents or carers will be contacted and alerted to the situation. With their agreement the police will be called and the child reported as missing. If they can't be contacted the police will be called immediately and the child will be reported as missing.

The search will continue until advised by the police to stop.

The headteacher and chair of governors will be informed and one of them will come to the after school club to speak to the parents or carers.

The chair of governors will carry out a full investigation into the incident.

The supervisor will write a full report into the incident detailing:

- The date and time of the incident
- What staff / children were at the club
- When the child was last seen
- What has taken place before and since the child went missing
- The estimated time that the child went missing

The supervisor will also conduct a full risk assessment and report to staff the findings and any additional changes which are to be made.

If the situation warrants a police investigation all staff must fully co-operate.

The incident will be reported under RIDDOR arrangements.

OFSTED will be informed if the incident in writing and the outcome of the report.

The insurance company will be informed of the incident.

Procedure in the event that the club is unable to operate

The club will endeavour to operate at all times by using a bank of school support staff who may be able to cover staff absence at short notice.

However in unforeseen circumstances it may be in the best interest of children's safety that the club does not operate. If the school is not open due to exceptional circumstances it will be assumed that the before and after school clubs will also be closed.

If the club cannot operate as much notice as possible will be given to parents or carers to ensure adequate childcare arrangements can be made. In the event that the club cannot operate at short notice the supervisor and headteacher will instruct the school office to contact parents and advise them of the situation.

Fees will be credited if the club cannot operate.

Fire Safety and Emergency Evacuation

Shamrocks premises present a low risk of fire by ensuring the highest possible standard of fire precautions. Staff are aware of current legal requirements and the school's emergency evacuation plan.

Shamrocks is part of St Patrick's Catholic Primary School and is therefore covered by the fire safety risk assessments and procedures.

The meeting points for children attending Shamrocks will be:

- By the bicycle sheds for children inside or in the Paddock area.
- The KS1 playground if all the children are in the school grounds.

If only one member of staff is working they should gather children and the register and proceed to the meeting point. If more than one member of staff is working additional responsibilities will be that one member of staff will check the toilets and another will collect the register, contact details, walkie talkie, mobile phone and a first aid kit.

On arrival at the meeting point the register will be taken.

In the case of a real fire the caretaker will be called via walkie talkie and if necessary the fire brigade will be called. If a member of after school club staff discovers the fire the call point should be activated.

Fire fighting equipment is located outside the club room but fires should only be tackled if minor and by specially trained staff if there is no risk to their or anyone else's safety.

A report will be written by the supervisor.

Children will not be allowed back into the building until the caretaker (in the case of a drill or false alarm) or the fire brigade have deemed it safe.

All fire drills will be recorded using the form in the fire safety manual.

Accident and Incident Recording

The following incidents will be recorded using the school standard forms.

- Minor accidents and treatment given, including headslips for head injuries
- Forms CSRF-3 for accidents which involve sending children for medical treatment
- Accidents without injury and near misses
- Behavioural incidents between children
- Damage to property – this must also be reported immediately to the caretaker
- Theft of personal or the setting's property
- An intruder gaining access to the premises
- Any attacks on members of staff or parents
- Any racial incident
- Death of a child
- A real or threatened terrorist attack
- Any child protection issues including but not limited to those already mentioned above

The following details will be recorded:

- The date and time of the incident
- Nature of the event
- Who was affected and what was done about it
- If it was reported to the police and if so a crime reference number
- Any follow up or insurance claim made
- Staff signature
- Parent or carer's signature

Health and Safety and Security

The before and after school clubs will follow the school's health and safety and security procedures set out in the relevant policies, including the administration of medicines.

In addition:

- The caretaker will remain in communication with the after school club at all times through the walkie talkies.
- A mobile phone is available for parents to call during after school club hours.

The following school policies and documents contain further information:

- Confidentiality Policy
- Behaviour Management Policy
- Child Protection Policy
- Safeguarding Policy
- Staff Handbook
- Fire Safety Manual
- Emergency Evacuation Plan
- Administration of Medicines Policy
- First Aid Policy

- Health and Safety Policy
- Security Policy
- Complaints Policy
- Equalities Policy
- EYFS Policy

Shamrocks After School Club Terms and Conditions

Terms and conditions for Parents / carers to be kept for future reference

Parents / carers will ensure that all telephone numbers, medical and contact details are kept up to date at all times.

Parents / carers agree to book and pay for sessions in advance.

It is not always possible to change days once a booking has been made. Parents / carers should be aware that it is their responsibility to check bookings are correct. Refunds are not given for non-attendance of pre-booked days or for cancellations made with less than 2 weeks notice.

Any costs incurred relating to the recovery of fees will be added to any amount outstanding

Staff hours are up to 6p.m. If a child is collected late, parents / carers will be invoiced at £5 per 15 minutes.

All children are expected to behave appropriately at the setting, following the behaviour policy of the school. Parents will be informed if their child's behaviour is inappropriate and the action which needs to be taken.

In the event of an emergency, parents consent to the After School Club supervisors seeking necessary medical treatment for their child. You will be contacted in the first instance.

Only medication prescribed by a doctor will be administered by the staff and we must have prior written permission from the parent / carer. It is the parents responsibility to ensure all medication kept by the school, including but not limited to, epipens and inhalers, are in date.

Parents / carers will familiarise themselves with Shamrocks After School Club policy which is available via the website.

Parents / carers agree that photographs of their child may be taken for display within the school and on the school website. Photographs will not be used for other purposes without first gaining your permission. If you are not happy with this arrangement please make us aware at the time of booking.



Daily Register

Child's name	F/E/L	In	Time out	Parents Signature	Notes



0 F
 0 E
 0 L



Total Early
0
Total Late
0