



Three Ways School

## After Schools Clubs Policy

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| Policy Ratified on | Reviewed by JS 29.01.19 |
| Policy Ratified by | Education Governors     |
| Policy Review Date | 3 years                 |
| School Policy Lead | Headteacher             |

**Rationale:**

This policy provides a guideline for parents/carers and children enrolling in after schools clubs at Three Ways.

**1. Purposes** To ensure that parents/carers and pupils are aware of the procedures and practices of after school clubs.

**2. Aims**

- *To outline the expectations of the pupil when taking part in these activities*
- *To outline the responsibilities and safe and equitable practices of the coaches and staff organising the activities*
- *To outline the booking procedure for after school activities*
- *To make clear the procedure for collecting children from after school activities*

**3. Procedures****Places**

The number of places available for each club varies and is determined by the coach, number of staff and safety requirements for the activity. The number of places is clearly stated on the booking form. Bookings will be allocated on a first come first served basis. We will also monitor which pupils are taking part in activities in order to give every pupil in school who wants to take part an opportunity.

We operate a waiting list for each activity. When a place becomes available parents/carers will be contacted according to their position on the list and offered a place for their child. If the activity remains fully booked for a term you will be allocated a space in the next round of activities according to your position on the list.

**Coaches and Assistants**

All coaches are DBS checked and have read and signed the school's policies for behaviour, medical treatment and health and safety. Club assistants, will wherever possible be members of Three Ways Staff. In the case of a coach or assistant being ill clubs may have to be cancelled or a suitable alternative adult will be found. Parents/carers will be contacted at the earliest possible time if the club needs to be cancelled.

**Risk Assessment**

A risk assessment has been carried out for each club by Three Ways School and the coaches who are leading the clubs. Those clubs taking place off the school site will also have a risk assessment carried out by the venue or club provider. Copies of these are available from After School Club Co-Ordinator on request.

**Fees**

Fees are reviewed on a termly basis. The fee for the after school club is based on attendance per session, based on the cost of the activity, staffing levels and hire of

equipment. Where possible we will try to lower costs by applying for outside funding.

### **Payment**

Fees are payable termly or weekly in advance. If you have any problems with payment for clubs, please contact the After School Club Co-Ordinator to discuss options.

### **Fee Waiving**

If parents, teachers, agencies or young people have informed the school of financial difficulties we are able to waive club fees. This option must be discussed with the Class teacher, Head teacher and After School Club Co-Ordinator and a letter informing the parents of the fee waiver will be provided.

### **Cancellations**

Please inform the School Office as soon as possible if your child will not be attending a session that you have booked for them. There is no refund for cancellations unless we had to cancel the club.

### **Collection**

Children must be collected promptly at the time stated on the booking form. If you are unable to collect your child on time please contact the office on 01225 838070 at the earliest possible time. Failure to do this could incur a late collection fee of £5 for the first 15 minutes and £5 for each 15 minutes thereafter. The coach will operate this policy at their discretion. We reserve the right to withdraw the child's registration if they are persistently collected late.

Children in our custody may leave the premises with a person named on the child's Registration Form, and our staff must be satisfied of their identity. If you or your nominee is collecting your child for the first time, please make yourselves known to our staff. If you wish someone not named on the registration form to collect your child, we must be satisfied that this is with your permission. Therefore a face to face verbal arrangement with the Coach or assistants must be confirmed with your signature. If you telephone the Club to make this arrangement, we are obliged to call you back on a number that you have already given us in your registration form, to confirm this change to the usual routine has indeed been made by a person authorised to do so. These arrangements are in accordance with OFSTED requirements.

### **Sickness**

If we believe your child to be unwell we will contact you to come and collect them.

### **Emergency Situations**

In an emergency, the coach or assistant will make every effort to contact the parent(s)/guardian(s) using the contact details provided on the booking form. For this reason it is essential that you keep the After School Club Co-Ordinator up-to-date with any changes in your contact details.

Children that fall ill or are involved in an accident will be cared for in a sympathetic and understanding manner until the parent/guardian arrives.

The coach and assistant reserve the right to call the emergency services and/or take the child to hospital if they deem it necessary.

If the coach is unsuccessful in contacting the parent/guardian, they will act in a manner that best serves the child's interest/health/safety.

## **Safeguarding**

All staff must adhere to the Schools Safeguarding Policy.

## **Behaviour Policy**

All Coaches and Assistants expect all children to be kind, caring and considerate to all other children, staff and other people in the club. It is expected that all children will treat the building, equipment, and furniture properly at all times. We also expect children to observe rules and they must not leave their designated area without permission. Children must be encouraged to follow instructions given by staff and foul or abusive language and aggressive behaviour will not be tolerated. Children and young people must not intimidate or bully any other child. Failure to adhere to these guidelines will result in the offending child being removed from their group for a 'cool off' period. Persistent misconduct will result in their removal from After School Club.

All children **must** follow the behaviour policy. If any child causes continuous concern, staff have the authority to inform the school who will arrange a meeting with the Parent/guardian to agree appropriate action.

The coaches reserve the right to exclude any child that causes continuous disruption and is considered to be in breach of the behaviour policy.

## **Food and Drink**

The booking form will state whether a snack and drink should be provided. The school are able to provide water only. Parents/guardians are asked to ensure that any products containing nuts are excluded from snacks as they can pose a serious allergy risk to other children in our care.

## **Clothing and Valuables**

Suitable clothing, as stated on the booking form must be worn otherwise pupils will not be able to take part in activities. Please ensure that all clothing is clearly labelled with your child's name. To avoid items being mislaid, please ensure that no toys or valuables are brought to the clubs.

## **Medicines**

Staff trained as First Aiders may administer medication to a child if it is prescribed by a doctor, nurse, dentist or pharmacist and if the request to do so is from the child's parent or carer and is given in writing, stating frequency and dosage. Medicines and information about administration of medicines should be noted on the booking form and a medical form should be completed.

## **Complaints**

The Clubs are committed to providing a safe, stimulating, consistent and accessible service to children and their parents/carers. We always aim to provide high quality services for everyone, but accept that sometimes things do not always go to plan. In such circumstances, we want to know so that we can put them right and learn from our mistakes.

Please speak directly to the coach, to the After School Club Co-Ordinator or to your child's class teacher should any problems arise.

## **4. Resources**

- Support from staff, school nurse, parents/carers, governors.
- Support from funding bodies and governing bodies eg Football Association, Bath

### **5. Equal opportunities**

#### **We support inclusive physical activity across the school.**

The school supports the rights of all pupils and staff to equal access and opportunities regardless of age, ethnicity, gender, social circumstances, ability/disability and sexuality.

### **6. Health & Safety**

Health and safety issues are described fully in the school Health & Safety Policy. It is the responsibility of each adult to report health & safety issues without delay. Where any health and safety issues are in direct conflict with a confidentiality issue, staff should always discuss the matter with the Headteacher.

### **7. Professional Development**

All staff should have equal access to training where appropriate.