



Stella Maris School

After School Care Policy

Updated: October 2019

Review Due: October 2020

Stella Maris School is committed to Safeguarding and promoting the welfare and well-being of all members of the school. All school staff and volunteers who work in the school are expected to share this commitment and vision. This Policy was written in consultation with the Trustees, Headteacher and the staff of Stella Maris School with due regard to our mission statement. *“At Stella Maris we endeavour to put the children at the centre of everything we do. Our mission is to educate, nurture and instil traditional values and cherish our children. We inspire them to achieve their best in every aspect of their lives.”*



AFTER SCHOOL CARE (ASC) AT STELLA MARIS SCHOOL

The club runs from 3.05pm – 5.30pm Monday to Friday.

AIMS

To provide a secure, welcoming after-school care facility for children whose parents are unable to collect them at the end of the school day.

OBJECTIVES

- To provide an environment that is pleasant and relaxing for pupils at the end of a long school day. This will include some indoor activities and outdoor play, weather permitting.
- On “treat nights” the children may be allowed to watch a certificate U movie.
- To employ caring supervisory staff who are aware of the needs of young children at the end of a long school day.
- To provide a structured play environment to keep children interested and occupied.
- To provide older pupils with an opportunity to start their homework if they wish.
- To provide an affordable service for parents.

PROCEDURES Staffing

Mrs D Curley – After School Club Leader

Mrs K Herok – After School Club Worker

There is always a member of the School management team on duty (or contactable) who has overall responsibility for pupils still on the premises.

Contingency arrangements for staff absences and emergencies:

- If a member of the ASC staff is absent they must inform the Headteacher who will organise, where possible, cover by a teacher or teaching assistant. If it is impossible to cover the absence using a teacher or teaching assistant, the Headteacher will cover the staff absence.
- In cases of emergency, the ASC Leader must immediately call the Headteacher.

Booking Arrangements

- Parents enter into a contract with the school whereby the school offers a facility to care for pupils of parents at the end of the school day.
 - Parents undertake to pay for this facility and agree to collect their child at a specific time, **but no later than 5.30pm.**
 - Advance bookings can only be made within the first week of each term/half term (i.e. the first 5 school days) via the school office.
 - Parents may book as many or as few sessions as they wish, though to be eligible for advance booking fees, sessions must be block booked and paid for each half term in advance.
 - Please note that advance booking fees are non-refundable for any pre-booked sessions which are not attended (e.g. illness, holiday, etc.)
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- Anyone not booking in advance will be charged the daily rate outlined below.
 - Invoices for ‘ad hoc’ attendance will be billed half termly, retrospectively.



- If a parent needs to book an additional 'ad-hoc' session they request this via the School office. The office will inform the ASC staff of any additional children before the session begins.
- 'Ad-hoc' sessions must be booked as early as possible on the required day, to ensure a place is available and the pupil's name will be placed on the ASC board in the hall.
- Places are allocated on a first-come, first-served basis, up to a maximum of 16 pupils on any one evening.
- The ASC Leader may also access the pupils' details kept in the office.
- Pupils attending after school activities before attending the ASC will pay the difference between the activity and the current charge.
- Currently the charges (as of Jan. 2019) are as follows:

DAILY RATE (ad hoc, not pre-booked)

- 3.05pm – 5pm - £6.50 per session
- 3.05pm – 5.30pm - £7.50 per session

ADVANCE BOOKING RATE

- 3.05pm – 5.00pm - £5 per session
- 3.05pm – 5.30pm - £6 per session

Collection

- Parents must ensure that their child knows whether they are going to the ASC and who will be collecting them at the end of the session. Younger pupils may need this information written in their reading record or homework diary. This will be shown to the teacher who will inform the school office and the child's name will be written on the ASC board in the hall.
 - Parents may collect from the ASC at any time until 5.30pm. All pupils leaving the school premises must be signed out by the person collecting them, and the time of departure written down.
 - Parents who are unable to reach the school by 5.30pm should arrange for someone else to collect their child by this time. They should inform the school in writing, or, in the case of a last-minute arrangement, telephone the school to authorise the collection. Either way they must inform the school before 5.15pm that day. (More information about late collection can be found at the end of this Policy)
 - Under no circumstances will a pupil be released to an unknown or unauthorised person.
 - A record is kept of all late collections and passed to the Headteacher.
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- In the event of an emergency the ASC Leader will contact the Headteacher.
 - Pupils must be supervised at all times by the staff employed to work in the ASC.
 - The risk involved in all activities in which the children participate will be assessed.
 - ASC staff ensure that high standards of behaviour are maintained at all times. Children attending the ASC are expected to behave well. If there are behavioural issues concerning children in the ASC the Headteacher will be informed.



Use of Registers

- ASC staff register the children as they arrive.
- Registers are used to check that children booked into the ASC are present. They are also used to record additional bookings and to follow up payment for the 'ad-hoc' bookings.
- In case of an emergency where children have to be evacuated from the building, for example, in the case of a fire alarm, the register will be taken and the children checked against the register to ensure they are present.
- The ASC Leader keeps the register.

Organisation

- All ASC pupils are encouraged to have a healthy snack on arrival at 3.05pm
- When pupils have finished their snack, they can access a variety of activities. Key Stage 2 pupils are encouraged to do some homework for the first 30 mins if they need to do this and then they can move on to do various activities.
- It is the responsibility of the ASC Leader to plan activities suitable for the ages of the pupils attending.

Resources

ASC resources are housed in the cupboards and other areas of the school. Some resources are for sole use of ASC and some are shared with other classes within the school.

Communication with Parents by the ASC Staff

- Verbal communication with parents/carers collecting children.
- Written notes to parents may be conveyed through the pupil reading record books or homework diaries.
- Parents may raise general matters when appropriate.
- Parents may also make appointments with the ASC Leader or Headteacher to discuss matters pertaining to the ASC.

Fire Procedures

- While the ASC is held in the hall, pupils should exit through the main school door and assemble either on the Junior Playground or at the front of the school.
- If the ASC is in another area of the school, the fire evacuation signs should be followed and the club should assemble on the Junior playground.
- There will be regular fire drills for the ASC to ensure that children and staff are familiar with the evacuation procedures.
- The ASC attendance register will be taken by the ASC Leader once the whole group have assembled outside. They will be joined by any other staff and pupils/clubs which may be taking place in other areas of the school at the same time. The Headteacher/other available staff member will take responsibility for the staff register and any club leaders will take responsibility for taking the register for their club.
- Parents in the process of collecting pupils should also exit and assemble on the playground.



First Aid

- A designated file contains details of the pupils' medical details and a record of medical treatment administered. If First Aid is administered the treatment given is recorded on the medical treatment form.
- All the ASC staff are First Aid trained.
- If medical treatment is administered, the ASC Leader will tell the parent/carer verbally at pick-up time. However, they will also write an explanatory note in the reading record book or homework diary if the person picking-up is not the parent. If a note is written, the parent must initial it to indicate that the note has been seen.

Medication

Inhalers if needed, are kept in the School Office and can be accessed by the ASC during the session if necessary.

Risk Assessment

- A risk assessment has been carried out for the ASC and has been checked by the Headteacher.

Confidentiality

Confidential documents are kept:

- In school office
- In a designated safe place

Complaints

Minor complaints can be voiced to the Headteacher and complaints notified in writing by a parent of a child attending the ASC should be investigated, using the School's complaints procedures.

After School Club Arrangements for Pupils Being Picked Up Late from School

Pupils who have not been collected at 3.05 pm by their parents/carers will stay with their class teachers until 3.15 pm, unless a message has been received by the school office advising the school that the parent/carer is running late. If a message has been received the child will be handed over to the ASC staff by the class teacher and will be signed into the session. If the message states that the parent/carer is just running a couple of minutes late then the child will remain with the class teacher until they have been picked up.

When a message has not been received the child will be handed over to the ASC staff by the class teacher at 3.15 pm. They will be signed into the ASC in the usual way and will join the session until they are picked up. Parents will then be charged the normal £6.50 or £7.50 daily rate per child, depending on the time the child has been picked up.

Late Collection Payment Terms

Parents who collect pupils after 5.30pm will be subject to a late collection charge. This charge will be levied because two members of staff must remain in school due to Safeguarding regulations. The incident will be registered with the Headteacher. If a second offence occurs then you will be

required to meet with the Headteacher to talk about your emergency cover for unforeseen occurrences.



A flat rate charge of £10 will be levied every time a child is collected after 5.30pm, regardless of time elapsed.

If a parent knows that they are unlikely to get to school by 5.30 pm due to unforeseen circumstances they must phone the school as early as possible to make them aware of the situation. It is then expected that the parent/carer will put their personal emergency plans into operation to ensure that their child is picked up as soon as possible and inform the ASC of who will be picking up the child. Under no circumstances will a pupil be released to an unknown or unauthorised person. When parents agree to use the ASC facility they are asked to have emergency plans in place for their child if they were unable to be pick up by 5.30 pm.

If a child has not been picked up by 5.30pm the ASC Leader will stay with the child until the parent/carer arrives. If a member of the School Management Team is still on the premises they will also remain on site. If not, the ASC Leader will inform the Headteacher that a child still remains after the session has closed. If a child has not been picked up by 6 pm and we have no communication from the parent/carer or the emergency contacts on our database it will become a Safeguarding situation and safeguarding procedures will be put in place by the Headteacher and Designated Safeguarding Officer.

Special Conditions

The ASC will be cancelled should the school have to close due to unforeseen circumstances, e.g. for adverse weather conditions or other emergency circumstances. All parents will be informed as soon as possible if this situation arises.