

## Nonsuch Primary School

This policy is embedded in our school's mission statement of,  
'Working Together We All Achieve'.



Policy	Before and After School Clubs Policy
Date	July 2023
Date for next review	July 2026
Summary	The policy has been prepared to support all staff and children who are a part of the before and after school clubs.

We serve our community by providing an education of the highest quality. We believe our school should be a place where we all want to be, a place where children and adults feel safe, happy, secure and nurtured.

## **Before and After School Clubs Policy**

### **Aim**

We aim to ensure that we offer our services to all pupils within our school. This service is not offered to children who do not attend the school.

### **Method**

In order to achieve this aim, the Breakfast Club and After School provision operates the following policy

- We open Monday to Friday, term time only with the exception of teacher days, Bank holidays and unavoidable closure days.
- Our Breakfast Club will open at 8.00am and end at 8.45am. This is a chargeable service.
- Our Homework Club runs from 3.20pm-4.20pm. This is a chargeable service.
- Our After School Schools Sports Clubs run from 3.20pm-4.20pm

### **Form completion**

- Parents/carers will be asked to register their child on Arbor.
- Sessions can only be booked via Arbor.
- Staff within Breakfast Club and the After School Club will not accept payment.
- Booking forms are sent to parents via Arbor.
- Payment for Breakfast Club / Homework Club should be made via Arbor.
- Fees must be paid at least one week in advance via Arbor.

### **Absence**

- We cannot refund sessions a child missed due to illness or holidays
- When a session is booked it is held open for that child whether or not they then attend.

### **Right to refuse**

Nonsuch withholds the right under certain circumstances to withdraw the rights for parents to use the facility of before or after school club. These include

- Where arrears have and where efforts by the school to reclaim that money have not been successful (see also bad debt policy).
- We understand that in negotiation with the parents, payment plans can be put in place where temporary difficulties exist within the family finances and we would not withdraw the right to a place where we have the support of the parent in reclaiming that money.
- Where a child's behaviour is not acceptable or they put another child's or adults' safety in danger.
- This is the decision of the Headteacher.

- The head teacher will first contact the parent to find a solution to the situation and to seek assurances from the parent and the child that their behaviour will improve.
- Should, despite these assurances, the behaviour remains unacceptable or dangerous, then Nonsuch will withdraw the place for that child.

### **Safeguarding**

Staff running the clubs will have completed up to date safeguarding training.  
Staff running the clubs will know the procedure for reporting concerns.  
There will always be a DSL available when the clubs are running/open

### **Behaviour in Breakfast, Homework and After School Sports Clubs**

#### **Whilst attending Club children are expected to:**

- Use socially acceptable behaviour
- Respect one another, accepting differences of race, gender, ability, age and religion
- Choose and participate in a variety of activities
- Ask for help if needed
- Be allowed to enjoy their time at the Club.

#### **Positive behaviour is encouraged by:**

- Staff acting as positive role models
- Praising appropriate behaviour
- Sticker rewards
- Informing parents about individual achievements.

### **Dealing with distressed behaviour:**

- Distressed behaviour will be addressed in a calm, firm and positive manner following the school's behaviour policy (see behaviour Policy)
- If a child's record becomes a concern or an incident is putting their safety and others at risk, the member of staff will inform the Headteacher, who will meet with the parents/carers to discuss concerns and ways to move forward.

- The member of staff will inform the Headteacher if behaviour warrants suspension or exclusion.

**Temporary suspensions will be applied in the following situations:**

- Where formal warnings have failed to improve a child's persistent, challenging and unacceptable behaviour.
- In the event of an extremely serious or dangerous incident we will suspend a child with immediate effect. We will contact the parents and ask that the child be collected immediately.
- At the end of the suspension period the headteacher will meet with the parents and the child, in order to agree any conditions relating to the child's return to the club.

**Permanent exclusions**

- In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child from the setting. If a child is excluded from the club, the parents will be given a verbal and written explanation of the issues and subsequent actions. The parent has the right to appeal to the Governors against the exclusion within 14 days of receiving written notification of the exclusion.

**Lettings**

If the school facilities are let out to any providers, a letting checklist will be completed by the provider. See Appendix A

**After School Sports Clubs**

The club is run by a company who work very closely with the school to provide a safe and friendly environment for your children to enjoy sporting activities after school.

The coaches that run the clubs ...

- Are DBS checked
- Hold a suitable qualification
- Are First Aid trained

- Have a secure understanding of the school's safeguarding procedures and know who the school's DSL's are and how to contact them if they are off site.
- Know the school procedures in case of fire or lockdown incidents.

The clubs run Monday to Friday. 3:15 pm until 4:15 pm.

Parents/ carers need to collect their child promptly at 4:15 pm from the front office/reception area. **Pupils will not be allowed to walk home by themselves unless school has received written confirmation from a parent or carer.**

Sports clubs are open to all children at different times through the year. The children will receive letters each half term informing them which clubs are available to each year groups. Places are allocated on a first come, first served basis. If a club is over subscribed children will be added to the waiting list in order that their request to attend was submitted.

The clubs are free to access.

Each club has a limit of 16 children, this cannot be exceeded.

Parents/carers are asked that if their child no longer requires a space at after school club they let the office know as soon as possible to that it may be offered to another child on the waiting list

There is an expectation that children will conform to the behaviour rules of the school. They will be expected to be courteous to staff, other children. They will also be expected to treat all equipment with respect. We retain the right to withdraw the place of any child who does not conform to this code of conduct and thus endangers their own health and safety or that of others.

In the case of severe weather parents and carers are asked to collect their children as early as possible to avoid problems with late collection.

## Appendix A Lettings Checklist for Providers using the School Site

Name of School Providing the Letting: .....

Name of provision letting (name and signature): .....

Agency/Sector (e.g.: education, early years, childcare, over 8 years play work, health):  
 .....

Owner of Provision (name and signature): .....

Manager of Provision (name and signature): .....

### Confirmation of Safeguarding Arrangements for Letting Agreements

	YES	NO	Evidence
Designated Member of Staff for Child Protection	YES	NO	
Name of Designated Member of Staff			
Designated member of staff has attended training for designated members of staff for child protection (module 2 multi-agency working, and child criminal exploitation, early help and neglect modules). In addition regular updates take place at least annually to ensure knowledge, skills and understanding are refreshed.	YES  If yes, date attended:	NO	
All staff, volunteers, committee members and students have been trained in safeguarding awareness which focuses strongly on child protection and is refreshed on a three year basis. In addition regular updates take place at least annually to ensure knowledge, skills and understanding are refreshed.	YES  If yes, date attended:	NO	
Have all staff read and understood Chapter 1 of Keeping Children Safe in Education (current version) and Annex B?	YES	NO	
Does the setting have clear procedures for vetting visitors and a visitor record book for signing in and out?	YES	NO	

Does the setting have an effective child protection policy and procedures in place (including a clearly mapped referral process and clear escalation process) which has been shared and read by all staff?	YES	NO	
Are there procedures in place to ensure new staff / volunteers / committee members <ul style="list-style-type: none"> <li>• Are inducted to the child protection policy and procedures by the Designated Member of staff for child protection?</li> <li>• Receive child protection awareness training within 12 weeks of appointment?</li> </ul>	YES	NO	
Are staff and leaders clear on how to act in the event of specific safeguarding concerns (Keeping Children Safe in education), particularly how to act to safeguard pupils who are at risk of or experiencing child criminal and sexual exploitation, peer on peer abuse (including bullying, physical abuse, sexual violence and sexual harassment, sexting, upskirting, initiation/hazing type violence and rituals), contextual safeguarding, missing children, female genital mutilation (FGM) and radicalisation or violent extremism?	YES	NO	
Does the provision have an up-to-date safer recruitment policy and procedures which are applied to every appointment?	YES	NO	
Has the chair of each recruitment panel attended safer recruitment training?	YES	NO	
Does the setting maintain a single central record for all staff, the manager and the owner, which confirms that they are suitable to work with children – including a relevant qualifications check and children’s workforce DBS check (in line with BDMAT model SCR)?	YES	NO	
Have relevant staff been asked the question around childcare disqualification and have leaders taken appropriate action?	YES	NO	
Does the provision have a managing allegations policy and procedures in place which are understood by <u>all</u> including dealing with allegations against the manager/owner?	YES	NO	
Have leaders who manage allegations against staff read chapter 4 of keeping children safe in education (current version)?	YES	NO	
Have leaders involved in managing allegations attended LSCP managing allegations training?	YES	NO	
Does the provision have a whistleblowing policy and procedures in place which is clearly understood by all?	YES	NO	
Does the provision have a health and safety policy and clear risk assessments in place, including COVID 19 (Coronavirus)* risk assessments and clear processes to manage risk?	YES	NO	
Have all staff attended health and safety awareness training?	YES	NO	

Does the provision have clear fire evacuation procedures and regular fire drill practice?	YES	NO	
Do staff receive appropriate environmental health training (eg: food handling)?	YES	NO	
Does the provision have clear confidentiality procedures in place including secure storage of confidential information?	YES	NO	
Does the provision have an e-safety policy and protocols to ensure the safety of children and young people?	YES	NO	
Does the provision have someone trained in first aid and a first aid kit?	YES	NO	
Does the provision hold more than one emergency contact number for each child (where possible) and knowledge of any medical concerns (held in compliance with GDPR)	YES	NO	
Is a register taken at the start of each session?	YES	NO	
Does the DSL understand that the school's DSL must be informed of any and all Child Protection and/or safeguarding issues that arise whilst the pupil is attending the provision:  School DSL is <b>enter name</b> and <b>contact details</b>  School DDSL is <b>enter name</b> and <b>contact details</b>	YES	NO	
Further guidance via the Department for Education:  <a href="#">Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings</a>  <a href="#">DfE guidance for providers running out of school provision</a>  <b>NSPCC Child Protection in Sport Unit</b>  <a href="https://thecpsu.org.uk/help-advice/assess-my-organisation/#heading-top">https://thecpsu.org.uk/help-advice/assess-my-organisation/#heading-top</a>			



For the school providing the letting to complete:

I ..... (headteacher) have reviewed this risk assessment  
and:-

- I am satisfied that ..... (name of provision) has the appropriate safeguarding arrangements in place to let the ..... (state area) on the school site.
  
- I am not satisfied that ..... (name of provision) has the appropriate safeguarding arrangements in place to let the ..... (state area) on the school site.

As a result:-

- The provider can let the premises.
  
- The following actions need to be undertaken before the provider can let the premises.
  
- The provider cannot let the premises.

Signed .....

Name .....

Date .....

