

Original Date Written	Latest Date Reviewed	Date Adopted	Date for Review
September 2016		October 2016	September 2017

Marlborough St Mary's CE VC Primary School Infants



MARLBOROUGH
ST MARY'S
PRIMARY SCHOOL

Out of Hours School Activities Policy

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Out of Hours School Activities Policy

Introduction

The school is committed to offering quality out of school provision with a varied and comprehensive range of before and after school activities.

Supervised Activities and Clubs

The school offers or signposts a comprehensive range of before and after school activities, and this policy covers those services which the school itself provides. The list of activities and times is made available to all parents each term. All activities take place on the school premises, although there may be occasions when they occur outside the school. Parents will be informed and permission sought when this is necessary. Clubs and activities are often run by school staff. Some, mainly paid for, activities are run by non-school staff where a particular skill is required to run the club. In such cases visiting staff have been subject to the usual clearance procedures and given authority by the school to offer the activity.

Most activities take place directly after school.

Staff running clubs remain responsible for the children attending the activity until they are collected by parents or a named adult. Under no circumstances will children be allowed to wait outside the school unsupervised before collection by parents or sent home with an unauthorised adult. **If a parent delegates responsibility for collecting their child to another adult then they must put this in writing.**

Health and Safety

The school will take steps to ensure that hazards to children on the premises, both inside and outside, are minimised. The School Health and Safety Policy outlines the procedures that operate in the school. Risk assessments are conducted as required

Staff working in the kitchen area are expected to comply with regulations regarding food safety and hygiene and one member of staff is required to have completed a Food Hygiene course and achieved the necessary recognition.

A First Aid box complying with the Health and Safety (First Aid) Regulations 1981, the contents of which are checked frequently and replaced as necessary by a designated member of staff, is available to clubs at all times.

Children who are ill, or who have infectious diseases, are not permitted to use the clubs. Parents will be informed immediately if children are ill.

The school is a no smoking area.

Food and Drink

Fresh drinking water is available to children at all times.

Where food is provided, parents are asked to inform the school of any special dietary requirements, preferences or food allergies the child may have.

Equal Opportunities

A Single Equalities Policy details the school's procedures and is consistent with current legislation.

Special Needs

The school's Special Educational Needs Policy outlines the school's provision and approach for children with additional needs

Behaviour

Behaviour management and Anti-Bullying procedures are detailed in the school's Behaviour Policy.

Physical intervention is discouraged. Please refer to separate guidance policy on the Use of Force to Control and Restrain Children.

Child Protection

A separate Child Protection Policy details the school's policy and procedures. There is a guidance policy on physical contact with children.

Communications to Parents

Communication with parents follows the schools usual procedures and parents may contact the after school club via the school office on 01672 513101

Registration for the Clubs

Parents are required to register for use of all after school activities, There may be additional occasional use of Space Rangers or the school Breakfast Club (See Appendix 1/2). An attendance register will be maintained at all clubs.

Related Policies and documents

Special Educational Needs Policy

Health and Safety Policy

Single Equalities Policy

Behaviour Policy

Use of Force to Control and Restrain Children

Child Protection Policy

Appendix 1

The School's After School Club (Space Rangers)

Introduction

The school's after school club is run by employees of the school, at least one of whom will be trained to a minimum NVQ level 2, Food Hygiene Certificate and Paediatric First Aid qualification. Staff are covered by school policies that include behaviour, child protection, equal opportunities, health and safety etc. and are subject to the schools complaints procedures.

Space Rangers currently operates from the end of the school day to 5.30pm Monday to Friday. A snack is served daily.

All staff are subject to a vetting procedure in line with the Disclosure and Barring Service (DBS). The after school club is open to all children.

Space Rangers Organisation

All staff employed to assist the Space Rangers leader are directly supervised by the Club Co-ordinator. The co-ordinator ensures that all staff are deployed effectively within the premises to ensure the safety, welfare and development of children.

Staffing Ratios at Space Rangers

The club will maintain a minimum staffing ratio of 1:8 for children. Staffing may include voluntary assistants as long as there are two members of the school staff in attendance.

Ratios for outings should comply with the school's usual procedures.

A minimum of 2 members of staff will be required to be on site for the club to operate.

Space Rangers Activities

Activities undertaken by Space Rangers will present children with a range of play opportunities as well as providing children with resources which are appropriate to the interests and ages of the children attending. These may include supervised use of ICT facilities, cooking, crafts, play etc

Booking Procedure

Booking is done through the school office. Parents must book regular places in advance with payment made at the time of booking. If spaces are available, parents may book and pay for ad hoc places providing the correct level of supervision is available. Please give plenty of notice if cancelling regular places. A refund may not be given if places are cancelled with less than 48 hours' notice. The school office keeps records of every child that attends the club, along with any contact details required.

If space is available children who are entitled to free school meals will be offered free sessions.

Registration

A register will be maintained of both staff and children in attendance at Space Rangers. Children will be registered as being in attendance at the start of Space Rangers (3.05 p.m.) Space Rangers will close **promptly** at 5.30 pm after which the following charges will apply: £5 for up to half an hour late, £9 for up to one hour late. It is essential that you contact the club if you are going to be late collecting children.

Children are escorted from classrooms to the after school club at the end of the day.

Appendix 2

The School's Breakfast Club

The school's Breakfast Club is run by two members of the school staff. At least one member of staff will be qualified as a Paediatric First Aider and will hold a Food Hygiene Certificate, Staff are covered by school policies that include behaviour, child protection, equal opportunities, health and safety etc. and are subject to the schools complaints procedures.

All the staff have been subjected to a Disclosure and Barring Service (DBS) check.

Breakfast Club at Marlborough St Mary's C.E V.C Primary School Infants begins at 7:45 AM and finishes at 8:45 AM when the school day begins. The club runs Monday to Friday, every week with breakfast being served each morning. The breakfast club is open and available to all children within Marlborough St Mary's Primary School Infants, as needed by parents

There are various activities carried out during the breakfast club sessions e.g. sporting activities, games and arts and crafts.

Booking procedure

Booking is done through the school office. Parents must book regular places in advance with payment made at the time of booking. If spaces are available, parents may book and pay for ad hoc places providing the correct level of supervision is available. Please give plenty of notice if cancelling regular places. A refund may not be given if places are cancelled with less than 48 hours' notice. The school office keeps records of every child that attends the club, along with any contact details required. If space is available children who are entitled to free school meals may be offered free sessions.

Children are escorted from the Breakfast Club to the classrooms at the start of the school day.