

# St Peter's Catholic Primary School

**'Christ at the Centre'**



## After School Club Policy

**Approved by:** The Governing Body **Date:** June 2026

**Last reviewed on:** June 2025

**Next review due by:** Annual

Overview of Policy for Review	
<b>Origin of Policy</b>	Out of School Alliance and school policies/procedures
<b>New/existing Policy</b>	Existing
<b>All changes tracked</b>	Highlighted in yellow



## After School Club Policy

St Peter's School After School Club offers term-time only after school childcare for registered pupils of St. Peter's Catholic Primary School. The Club is entirely financed by fees.

### Aims

The main aims of the Club are:

- To provide a happy, enjoyable and secure environment where parents feel confident leaving their children.
- To provide positive social, physical, intellectual, creative and emotional experiences for the children.

### Admissions

After School Club is open to Year R - Year 6 pupils of St. Peter's Catholic Primary School. The number of available staff determines the maximum number of pupils who can be accommodated. The Club currently admits up to a maximum of 50 children, subject to staff availability.

After School Club places are limited and places are allocated in the following order:

1. Looked after children
2. Existing users requesting change of/additional days
3. Siblings of the above
4. New users, using chronological order of application

### Bookings

Bookings are accepted for one or more sessions a week and require a commitment for a full term. Ad-hoc bookings can be taken, subject to place availability.

After School Club places are booked by contacting the school office and are paid for online via the Arbor system. Parents can use childcare vouchers and the tax-free childcare scheme.

### Registration

New users of After School Club must complete a registration form before their child attends their first session. Any subsequent changes to the information provided on the registration form should be notified to the school office immediately.

### Session Times

Term-time only: 3.30 – 6.00pm Monday, Tuesday, Wednesday and Thursday

### Fee Structure

Session (1 child): £13.00, £12.00 for siblings

A fee of £10.00 will be charged for the late collection of children



### Arrival and departure

**Arrival** Children go to the school hall at the end of the school day and a member of After School Club staff takes a register. If any pupil is booked into the session, but does not appear as expected, the Club staff will make enquiries with the child's teacher in the first instance. Any subsequent enquiry will be at the school office.

**Departure** Parents ring the doorbell at the courtyard door. A member of Club staff collects the children from the school hall. The parents sign their children out on the register, with the departure time noted. Parents can give written permission for their Y6 children to leave After School Club without being collected - in this case, the Club staff note the child's departure time on register. Parents can also give written permission for other nominated people to collect their children.

**Late collection** Should a child not be collected at 6pm, a member of Club staff will contact the parents using the contact information given in the registration form. They will also use the other emergency contacts if necessary, until contact and arrangements for collection is made. Two members of After School Club staff will stay with the child until the parents collect from school.

### Medication

If a child requires medication during After School Club, the parent must have completed and signed an 'Administration of Medicines & Treatment Consent Form'. The medicine must be in the labelled container given by the pharmacist, with the child's name and the dose and frequency clearly displayed. If any medicine is administered during the Club session, the Club staff member makes a record on the Consent Form.

If a child has a long-term medical condition that has already been notified to school, information and any necessary medication/treatment will be held in the child's file/medical box in the school's Medical Room.

### First Aid

At least one qualified Paediatric First Aider is present at After School Club at all times, and a First Aid box is available for Club use in the school hall. The school's Medical Room is accessible during After School Club sessions. Staff should apply First Aid within their level of competence, and when in doubt should consult a registered First Aider.

Any accidents and injuries, together with any treatment given, are recorded in the Club Accident book.

Parents, when completing the registration form, give permission for emergency medical treatment to be administered for their child in the event of a serious accident or illness.

### Special dietary requirements and food allergies

We ask parents for information on any special dietary requirements or food allergies when they register their child, via the registration form.



If a child has a long-term special dietary requirement or food allergy that has already been notified to school, information and any necessary medication/treatment will be available in the child's file/medical box in the school's Medical Room.

If a child has a special dietary requirement or food allergy, parents are contacted with information on the food provided (all sourced from a local supermarket) and asked to reply with any concerns.

All After School Club staff are aware and have access to the names of the relevant children.

A record of the allergens that are present in all the food items we provide is also available for reference.

Children with special dietary requirements and food allergies wear a red band during teatime and are accompanied by a member of Club staff when choosing/collecting their food.

### **Food safety and hygiene**

All After School Club staff have undertaken food Level 2 food safety and hygiene training, including training in safe food handling, preparing, cooking and storage.

Food safety guidelines as recommended by Winchester City Council are followed and the Club receives regular WCC Environmental Health inspections.

The School Food Standards guidance is used for advice on After School Club menu planning.

### **Emergencies**

Parents can contact the After School Club on the Club mobile phone, the number of which is notified to all Club parents when they make a booking.

After School Club staff can contact parents using the emergency contact details on the registration forms, which are kept in a file accessible at all times during the Club sessions.

### **Safeguarding**

The current KCSIE guidance and the school's Safeguarding Policy, Child Protection Policy and Intimate Care Guidelines (where needed) are followed at all times during After School Club sessions. Any safeguarding concerns relating to children who attend the Clubs are referred by Club staff immediately to the school DSL or a DDSL. If they are not on site, Club staff will contact them via mobile phone.

Any allegations received about Club staff members will be addressed using the procedures outlined in the school's Child Protection Policy.



After School Club staff and children will both abide by the school's Policy on the Use of Mobile Phones and Cameras at all times during Club sessions. Under no circumstances may Club staff or children use their personal mobile phones to take photographs during Club sessions. Any mobile devices brought into school by children attending After School Club are switched off and kept in the child's bag for the duration of the Club.

### **Confidentiality**

After School Club staff observe a strict confidentiality code of practice and must not divulge anything of a confidential nature regarding the Club, their work colleagues, parents or the children who attend the Club, without the sole authorisation of the School's DSL. Confidentiality may be breached only if the School's DSL judges that a referral should be made to the relevant outside agencies in cases relating to safeguarding children or criminal activities.

### **Equal Opportunities**

After School Club provides a safe, welcoming and caring environment, free from discrimination, for all children including those with additional needs. The school's Equalities Policy is followed during After School Club. The Club aims to promote equality of opportunity and positively opposes discrimination on the grounds of race, colour, ethnic culture, gender, physical, sensory or mental distinction, age, social class, religious belief, sexual orientation, and employment status.

In particular, Club staff will:

- Treat each child as an individual
- Give each child the opportunity to be an individual, and a member of a group
- Give each child the opportunity to express their individuality
- Take account of each child's age and stage of development, gender, ethnicity, home language and any disability
- Encourage children to develop a sense of their own identity and culture

The Club welcomes any suggestions that will contribute to promoting and improving equality of opportunity.

### **Children with additional needs**

The Club welcomes all children including those with any additional needs or physical disabilities that may require particular support and assistance, subject to appropriate staff provision.

### **Behaviour Management**

The Club promotes positive behaviour by building on the principles enshrined in the school's Behaviour Policy. Children will be expected to behave well and follow the school's Golden Rules and they are positively encouraged to do so by After School Club staff.



Any incidents relating to behaviour (positive or negative) which Club staff wish to have followed up are recorded in the Club's Behaviour Record folder. The Head Teacher reviews the folder on a weekly basis.

### **Health & Safety**

Under the Health & Safety at Work Act 1974, the Club has a duty to maintain health, safety and welfare standards. This responsibility extends to all staff and anyone else using the club.

In order to minimise risk, the following will apply:

- Activities will always be well planned in advance with an appropriate level of supervision
- Any activity involving potentially dangerous equipment (eg cooking, crafts etc) will have constant supervision
- Dangerous behaviour by the children will be discouraged at all times
- Risk assessments will be carried out and held available for use
- Advice contained in the LEA COSHH Manual (copy in school) will be followed. Staff are asked not to bring substances on to the premises that do not comply with COSHH regulations.

### **Fire Safety**

Fire safety information is posted in the school hall. The notice summarises what to do in the event of a fire, and specifies the location of the assembly point.

Fire extinguishers are located in strategic points throughout the school building. The equipment is checked and serviced under the school contract and the buildings are subject to inspection by the Hampshire Fire & Rescue Services.

Fire drills are held at least annually for the After School Club. Drill details are logged.

### **Missing Children**

To minimise the risk of children going missing during After School Club sessions, regular head-counts are carried out. However, should a child go missing, the following procedure will be followed:

- One member of Club staff will supervise all the other children
- The immediate area will be checked thoroughly, in particular the toilets, cupboards and all other areas capable of hiding a child
- Enquiries will be made through any other adults in the vicinity
- If the child cannot be located then the Head Teacher or another member of the SLT must be informed
- They or, in their absence, a Club staff member will then inform the police and/or any other appropriate emergency service and the parents of the child.



- Staff will continue to search whilst waiting for the police and parents to arrive
- The incident will be recorded and a review carried out, along with the relevant policies and procedures

### **Babysitting Policy**

After School Club members of staff may baby-sit for parents outside of the workplace, however this must not affect their job role in the Club. If any After School Club staff choose to babysit then this is a contract between the parents and themselves. To ensure transparency, if a member of After School Club staff sets up such an arrangement with parents, it is expected that they will inform the Head Teacher.

### **Complaints Procedure**

After School Club endeavours to work in partnership with parents to achieve the best for the children in their care. If any parents think something has gone wrong, or they are dissatisfied with any aspects of the Club, they should draw it to the attention of the Club staff in the first instance and they will try to resolve the matter and take any necessary action.

Most complaints will be resolved at this stage. However, if the matter is not dealt with to parents' satisfaction then they should follow the steps as detailed in the school's Complaints Procedure, which also applies to After School Club.

The Policy was updated and approved by the Governing Body in June 2026.

To be reviewed:        June 2027