



**St George's Catholic Voluntary Academy**  
**After School Club Care Policy**

Issue No 2  
October 2022

### **Rationale**

The after school care club is organised by St George's Catholic Voluntary Academy. It is an extended school activity designed to allow for after care from 3:15pm till 5pm. The club offers the chance for pupils to take part in many fun activities as well as homework and snack time. They are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

### **Objectives**

- To provide a welcoming, safe, secure environment for pupils at the end of the school day.
- To provide extra support with homework and reading.
- To provide a calm play environment for those pupils.
- To provide an affordable service for working parents.

### **Organisation**

The after school care club is open to all pupils attending St George's. It is open from 3:15pm till 5pm. The child's details, medical conditions, the parent's contact number are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

### **Use of registers**

The after school club registers, which are generated by the school office, are completed at the start of every session. Children are then checked off again as they are collected. In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

### **Staffing and supervision**

The children are adequately supervised at all times. We have a cap of 30 pupils for after school club with 3 staff on duty. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate. All hold basic food hygiene certificates. It is the responsibility of the parent to ensure that the children are handed over safely to the staff. It is also the responsibility of the parent to ensure that the children are collected on time. A fee will apply to late collection.

All children must be booked into the club on the previous Friday for the following week. Responsibility for the children is only taken if the children are correctly booked in and handed over to the staff by a parent or carer.

### **Food and Activities**

Children will be offered a range of food for snack. The club begins with reading a book on a 1:1 basis, followed by homework, snack and a range of activities for the children to participate in. These will include craft activities, games, toys and children's television. All resources necessary for the club will be purchased through the school budget designated for such purchases.

### **Behaviour Policy**

Our Behaviour Policy will be broadly in line with the Schools Behaviour Policy. Our behaviour policy will be based on a whole school approach to positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately exclusion from breakfast club will be the final sanction from such provision when all possible strategies have failed.

### **Pricing policy**

The After school care club daily fee is £7.00

This fee is to cover the cost of:

- Staffing
- Food
- Equipment and day to day running of costs

It may be necessary to change fees from time to time; however parents/carers will always be given at least one month's notice of this.

Refunds are not given in the case of absence.

### **Fire Procedure**

Children should exit the hall and assemble on the field. All registers should be taken and the children checked.

### **First Aid**

If first aid is administered, the treatment given is recorded on an incident slip. A note and/or telephone call will be made to inform parents of what treatment the child has received.

### **Medication**

All children keep their own inhaler.

### **Risk Assessment**

A risk assessment has been carried out for the breakfast club.

This policy will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.