



## Before and After School Club Policy

### Introduction

### Key people / dates

	Designated Safeguarding Lead (DSL) team	L.Moxom (DSL), C.Hasker (Deputy DSL/Headteacher) J.Sherborne (Deputy DSL)
	Breakfast Club staff member	H. McConnell
	After School Care staff members	C. Gostelow, C.Mascall, V.Campbell, Y.Ahmed
	Sports Coach	D Grant
	Administration Team	S.Chamberlain, A.Wojewoda
	Date this policy was reviewed and by whom	September 2023, L.Moxom
	Date of next review and by whom	September 2024, L.Moxom

*This policy will be reviewed at least annually, and following any concerns and/or updates to national and local guidance or procedures*

## 1. Purpose of the policy

The purpose of this policy is to describe how the school delivers a Before and After School Club facility which is affordable, sustainable and of quality. This includes Before School Care (Breakfast Club), After School Clubs (Extracurricular/Sports clubs) and After School Care.

## 2. The aims of Extracurricular/Sports Clubs and After School Care

At Woodlands Academy, we ensure that children at our school are:

- provided with supervised play activities and a stimulating, safe and secure environment.
- given the opportunity to develop their personal, social, emotional, social and intellectual capabilities. This is why we take into account pupils' interests for the sports clubs each half term and a range of free choice activities available each day.
- mutually valued and respected by other children and adults.
- encouraged to adopt agreed standards of behaviour and values in order to keep everyone safe and happy and for children to take responsibility for their own actions.

## 3. The provision we provide

### **Breakfast Club**

- At Woodlands Academy, we have a Breakfast Club **every morning, which runs from 8:00-8:30am.**
- Children are given the choice from a range of breakfast and refreshment options, including cereal, porridge, toast, water and juice. During this time, children have access to a range of calming activities/games to help them settle into the school day.
- Breakfast Club costs **£3.00 per session** and you must book your child into the club on the School Gateway App. Places are allocated on a first come, first served basis.

*Please note: Children should aim to arrive anytime between 8:00 and 8:15am to make the most of their session and enjoy the breakfast provided.*

### **After School Extra Curricular Clubs**

- We have a range of Extracurricular Clubs run by our Sports Coach Mr Grant and run between **3:15-4:15 pm.**
- The timetable changes each half term and activities are subject to change depending on the weather. Activities will either take place in the hall or on the playground/field area.
- Children are given time before the club begins to have a small healthy snack (e.g piece of fruit)

- These clubs encourage children to practise a skill they have been developing in class or is a particular sport of interest. Children are given the opportunity to work with others, develop friendships and show good teamwork.
- These clubs are **free** and parents must book your child into the club on the School Gateway App. Places are allocated on a first come, first served basis. If the club is at full capacity, you will unfortunately not be able to book and your child will have to wait until a space becomes available. You can inform the office and they will put your child on a waiting list and notify you if a place becomes available. Priority for future clubs will be given to those who have not yet had the opportunity to attend a club.

### **After School Care**

- We provide After School Care provision between **3:00- 6:00pm (Monday- Thursday) and 3:00-5:00pm (Friday only)**. Our After School Care is led by Ms Gostelow (3-4pm) and Mrs Mascall/Ms Campbell/ Ms Ahmed (4-6pm).
- Children who attend After School Care are given a snack and refreshments. They have a chance to build friendships across different age groups and play in a nurturing environment. This will include both indoor and outdoor play (weather permitting).
- Each day there is a focused adult led activity, as well as the option to do free choice play.
- **Breakfast Club costs £7.50 per session** and you must book your child's place on the School Gateway App by 2:00pm on the day you wish for them to attend. You can book in advance on the app too. Places are allocated on a first come, first served basis. If the After School Care is at full capacity (currently 15 pupils), you will unfortunately not be able to book for that day.
- Where necessary, priority will be given to working parents.
- Payment can be taken through the app, but can also be paid by a 3rd party (e.g. a college or workplace) or through child tax credits. This should be arranged directly with the office.

*Please note: Children can attend the free extracurricular club and then go to After School Care but only if they are booked into the After School Club session.*

## **4. Facilities**

There are adequate toilet facilities available to the children attending the clubs. Children must show expected behaviour when going to the toilet during Club/After School Care.

There is a wide range of toys/activities children can play with, which makes it a rich and stimulating place to be after school. In After School Care, they have access to the outdoor KS2 playground area near the main hall.

In Sports Clubs, they have access to the main hall and the playground/ field (weather permitting) and a range of sports equipment.

## 5. Collection of children attending

### **If your child has attended Extracurricular/Sports Club**

If you are waiting for your child attending Extracurricular Club such as a sports club, Mr Grant or a member of staff will dismiss the children. We ask for your patience, as it is essential that children are dismissed safely and calmly at the end of clubs.

Please note: Year 6 pupils will not be permitted to walk home alone after club between October and April.

### **If your child has attended After School Care**

Parents/carers must collect their children from the School Office area and wait in the foyer. If your child is in After School Care, a member of our Safeguarding Team (Ms Moxom, Ms Hasker or Mrs Sherborne) will be on duty until 6pm (5pm on Friday) and they will call/ collect the children from the After School Care room.

### **For both Extracurricular Clubs and After School Care:**

- It is important for parents to notify the office if someone different will be collecting your child. If an unfamiliar adult comes to collect your child, safeguarding procedures will be followed and they will not be allowed to leave, unless we have received confirmation.
- Children under the age of 16 are not allowed to collect children from any clubs.
- Please ensure that you arrive to collect your child on time. It can be distressing to children if they are waiting for an adult to collect after other children have been collected. Therefore, we ask that in extenuating circumstances where you know that you are running late, please phone the office so we can reassure the child of your arrival. However, if parents are frequently late collecting their child, their child's place in the club may be at risk and parents will be informed of this.

## 6. Behaviour expectations

At Woodlands, our behaviour expectations are based on three of our school rules-

1. Be kind and caring
2. Listen carefully
3. Follow instructions

In all of our clubs/care provision, we expect children to follow these school rules.

In **Breakfast Club and After School Care**, they have an agreed charter that children are expected to follow in order to stay safe. If children are not following the rules, they will receive a time out sanction to regulate their emotions and then reflect on their behaviour through discussion with an adult, to avoid a repeated behaviour in future. The child's parent will also be informed.

In **Extracurricular/Sports Clubs**, we have the ABC rules which we expect children to follow. In order to ensure all children receive the maximum benefit from these clubs we ask for both children and parents to sign our Behaviour Agreement (see Appendix A). If a child is not showing expected behaviour, their parent/s will be informed at collection time. If the child's behaviour does not improve, their parent/s will be informed on a second occasion and they will not be allowed to attend the club for the rest of the half term sessions.

**The ABC rules are:**

### **A – Attendance:**

In order to get the most from the club I will try to go as often as possible.

I will...

- tell my teacher if I am not going to a club and if I know the week before my parents will let the club leader know that I will not be there next week.
- make sure I am 'checked-in' on the register by the club leader at the start of a club and 'checked-out' by the club leader before I leave with an adult.

### **B – Behaviour:**

My behaviour at the club will be sensible, polite and helpful at all times to all people. This will ensure that everyone makes the most of their time in a safe environment.

I will...

- show Respect at all times when taking part in this club. This includes using kind words and showing kind actions towards others.
- listen to adult instructions at all times.
- be calm when I first arrive in the club, while eating a snack and when I am waiting to be collected after the club.
- show teamwork skills.

### **C – Commitment:**

If I am asked to practise something I will show commitment by doing as I have been asked.

I will...

- remember to bring the correct kit to wear at the club to allow me to fully take part in the activity. *Note: Where a child may have specific needs that could impact on their ability to independently partake in a club, we ask parents to contact the school to discuss what support we may be able to offer for their successful participation.*
- show Determination, Self Belief and Resilience at all times when taking part in this club.

### **Sports tournaments/competitions/events**

In order to be considered/selected for organised sports tournaments/events, children must demonstrate good behaviour during the school day by following the school rules and 'Staying on Green'. If they are given a 'Red' for behaviour during school hours, their chance of representing the school will be reduced for any upcoming events or tournaments which take place during the school day. It is important that children are respectful towards others when competing against other schools in sports events. They are representing our school and such opportunities are a privilege.

## **7. Health & Safety and Safeguarding**

### **First Aid**

The protection and safeguarding of the child is the first priority. All staff at Woodlands involved in Extracurricular/sports clubs and After School Care hold a First Aid qualification, which is reviewed every 3 years. A First Aid box is clearly identifiable and accessible. The administration of medications is carried out only under advice from parents and according to school policy.

If your child gets hurt and needs medical attention in After School Care or Extracurricular/Sports Club, this will be administered, logged and parents will be informed. Staff take steps to promote safety and ensure precautions are taken to prevent accidents and procedures are in place for recording incidents should they occur.

If your child has bumped their head, parents will be notified with a pink slip. For EYFS children, all incidents will require a green slip to be given to parents.

### **Hygiene**

Actions are taken to minimise risks, and the premises are kept clean. This is particularly important in the area of food preparation where one member of staff must have possession of a Basic Food Hygiene Certificate. Any spillages will be cleaned up immediately and the adults will ensure that the area is always safe.

### **Safeguarding**

Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively and will pass information to the member of the Safeguarding Team, who are available in the office for the duration of the time children are still on site.

Our Safeguarding team are:



Ms Moxom  
Assistant Headteacher  
Designated Safeguarding Lead (DSL)



Ms Hasker  
Headteacher  
Deputy Safeguarding Lead



Mrs Sherborne  
EYFS Lead  
Deputy Safeguarding Lead

The staff running out of school hours clubs already work closely with the children, know them and are therefore in a position to notice changes. Pupils will be made aware that some information cannot be held confidential and that their best interests will be maintained. This includes disclosure or suspicion of possible abuse. See our Safeguarding Policy for information on our Safeguarding procedures.

Children are supervised at **all times**, the definition of supervision being ***within sight or hearing of a member of staff***. We ensure that ratios of adults to children are met, which is dependent on the age of children attending. Children must stay in the area they are allowed to be in, as directed by the adults leading the clubs. If they do not follow this, they will receive time out and parents will be notified at collection and their place will be at risk if this continues.

Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. In the event of a lockdown, the alarm will be sounded and procedures will be followed to ensure the safety of all children on site. Access to the premises is controlled and all visitors must sign in. A member of the Safeguarding Team is based in the front office to ensure the safety of children attending the Clubs/ After School Care.

## 8. Equal Opportunities

We are proactive in ensuring that any appropriate action is taken when a child is identified as having an additional need (SEN). Their welfare and development is promoted so that they have equal access to the play provision. Staffing arrangements are considered to meet the individual needs of children who have special needs **but unfortunately we cannot offer 1:1 support for any child** as part of extended hours. The environment is organised so that these children have equal access to the facilities and activities available. The special needs of children whatever their nature is treated with discretion, sensitivity and above all, confidentiality.

At Woodlands, we value the cultural diversity of our children, parents and staff. The governing body and staff actively promote true equality of opportunity and anti-discriminatory practice for all children. Every one of us should feel respected and valued, and special care should be taken to make sure that the more vulnerable members of our school community have their needs addressed. Resources, activities, the language and behaviour of staff positively reflect racial, cultural, gender, socio-economic and religious diversity and disability. We provide toys, games, displays and activities to challenge stereotypical roles.

## **Appendix A- Extracurricular behaviour agreement**

<b>Child's Name:</b>	
<ul style="list-style-type: none"> <li>• I have the right to participate safely in the club(s) that I have chosen.</li> <li>• The club leader will treat me with respect and fairness so I can enjoy their activity.</li> <li>• I understand that if I do not behave in a manner that fits in with these expectations, or others specified by my club leader, my parents and teachers will be told.</li> <li>• If my behaviour is reported to my parents/carer on 2 occasions I will not be allowed to come back to the club for the rest of the half term.</li> </ul>	
Child's Signature:	Date:
<b>Parent's/Carer's name:</b>	
<ul style="list-style-type: none"> <li>• I can confirm that I have discussed these expectations with my child and will support the club leader and the school staff if my child does not behave in an appropriate manner. I understand that my child will not be able to attend for the rest of the half term if I am spoken to on 2 occasions about their behaviour during the club.</li> <li>• I will collect my child at 4:15pm when the club finishes. If I am late collecting on several occasions, my child may no longer be able to attend for the half term.</li> </ul>	
Parent's / Guardian's signature:	Date: