HINTON ST GEORGE

CHURCH of ENGLAND PRIMARY SCHOOL

'Let Your Light Shine'

AFTERSCHOOL CLUB POLICY

Review Date: October 2026

Frequency of Review: Every Three Years

Next Review Date: October 2029

Signed _____ Date _____

on behalf of the Governing Body

Hinton St George C of E Primary School

This Policy should be taken and used as part of Hinton St George Church of England School's overall strategy and implemented within the context of our vision, Instrument of Government aims and values as a Church of England School.

Policy Statement

At Hinton St George, our policy is to make after school clubs accessible to all children attending the school. We aim to ensure that our clubs welcome all members of the school community in line with the school's Equalities policy.

This Policy statement has been formally adopted by the governing body, in consultation with the Headteacher, and will be reviewed at the frequency recorded on this cover page.

AFTERSCHOOL CLUB POLICY

Afterschool clubs - Child/Adult Ratios

When planning for an afterschool club the following factors should be considered; will the club take place within school or on the field? are there lots of resources that need to be managed during the club? and is the club open to all year groups? Therefore, a common-sense approach needs to be taken with regards to adult to child ratios for afterschool clubs. This ratio will fall between 1:6 and 1:8 which is the maximum adult/child ratio. However, when clubs are run by Pro-Coaching, this ratio will be determined after discussion between the coach/instructor running the club and the Headteacher.

DBS Checks

All adults running or supporting an afterschool club must have an up to date DBS certificate. This certificate will be copied and kept in the school's DBS file (and recorded on the Single Central Record).

Afterschool Club - Locations

All afterschool clubs that are organised through school have to take place within the school premises (school building/playground/school field) or the village (e.g. for Welly Walks or running club) and the Headteacher or a class teacher must be on site.

All Afterschool clubs that take place on the school field and are led by parents or a service provider for example, Pro-Coaching require a teacher or teaching assistant to be present at all times, and this person must hold a current First Aid certificate.

Children attending with medical needs

Adults involved in running clubs must be made aware of any children with specific medical needs. The needs must be discussed with staff/parents prior to the child taking part so that any necessary planning can be undertaken. The club will follow the school's policy on administering medication and supporting children with medical needs.

Afterschool Clubs - First Aid

For the duration of the afterschool club (and for a club to be able to run) there must always be a First Aid trained member of staff on site or at the field. All minor accidents are to be dealt with by the First Aid trained member of staff on site or at the field.

If a child is seriously injured, the Headteacher must be informed immediately. If the Headteacher is not in school then one of the class teachers should be informed, and the Headteacher contacted by telephone. Parents must also be informed immediately of any serious injury to their child

(including any sort of 'bump' to the head). Any injuries must be recorded in the accident book, which is kept in Sprout Class on the top shelf. The school will follow RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) and will report any serious injuries to the Health and Safety Executive (HSE) and record on EEC Live.

Injuries reportable to the HSE or the LA under RIDDOR

Nature of injury: fatality; non-employee taken directly to hospital (whether by ambulance, car or any means); major injuries (broken bones, dislocations, loss of consciousness); injury that requires more than three days of absence from the normal work activity.

For clubs led by parents or a service provider for example, Pro-Coaching on the school field, it is the responsibility of the First Aid trained member of staff assisting to take to the field the First Aid bag stored in the office/classrooms.

Inhalers/EpiPens

Children's inhalers (named) and 'Inhaler Book/Slips' are stored in the inhaler box which is in each class.

EpiPens are carried by the individual children (or adult in charge if not age appropriate) when off-site (including the school field)

For clubs led by parents or a service provider on the school field, it is the responsibility of the First Aid trained member of staff assisting to take children's inhalers to the field. An adult must observe a child using their inhaler and complete the 'Inhaler Book/Slip'. The completed slip must be given to the child's parent(s) at the end of the club.

For clubs taking place within the school building/playground, inhalers will be kept in the Inhaler Boxes in the child's class. If a child should need their inhaler one of the adults leading the club should escort the child immediately to their class, and the child should be observed using their inhaler. The 'Inhaler Book/Slip' should be completed by the adult and given to the child's parent(s) at the end of the session.

Afterschool Club - Behaviour

Good behaviour is important during the school day and also during afterschool clubs. The school's behaviour policy and anti-bullying policy will apply to after school clubs. If a situation arises where behaviour is of concern during an afterschool club then the Headteacher or class teacher should be called immediately to deal with the situation. The school's Behaviour Policy and Anti-Bullying Policy is available in the policy file located in the Headteacher's office or on the school website, and it is a requirement that it is read by all adults involved in running afterschool clubs.

Afterschool Club - Leaving Children Unattended.

At 3.15pm when the class teacher leads the class outside, adults running the club to be in classrooms for handover, ensuring children are not left unattended.

During an afterschool club, children must not be left unattended or sent outside on to the playground unless the adults running the club are present.

Afterschool Club - Register

The adult leading the club, or the member of staff present at any afterschool club must take a register at the start of each session. (The register should be collected by the adult running the club. The register is kept in a red folder which can be found in the locked office cupboard). The register will include known conditions/allergy information and must be returned to the red file at the end of the session.

Afterschool Club – Collection and Non-Attendance

At the end of the day the member of staff on gate duty will ensure the side gate is shut and locked.

Towards the end of the afterschool club the adults running the club will instruct the children to tidy up and to gather their things ready for home time.

The children should then be instructed to wait whilst the adult running the club opens the gate and calls the children out once their adult arrives. For clubs that take place on the field, the adult running the club will keep the children behind the gate until they are handed over to their parents.

If a parent has made arrangements for another adult to collect their child, it is their responsibility to contact the school office on the day of the club to inform the school of the name of the adult coming to collect their child. The office staff will then pass this information on to the class teacher who in turn will let the adult running the club know. **IF THIS INFORMAITON HAS NOT BEEN RECEIVED, THEN A MEMBER OF SCHOOL STAFF SHOULD CONTACT THE PARENT BY TELEPHONE BEFORE ALLOWING THE CHILD TO LEAVE THE PREMISES.**

If a child is absent from school and they are due to attend an afterschool club then the class teacher will inform the adult running the club.

If a child is in school but not staying for the afterschool club they are signed up to, parents should inform their child's class teacher/school office, and this information will be passed on to the adults running the club.

Afterschool club – Toilets

Where clubs take place on the school field children who need to go to the toilet should use the Foundation Unit toilets. If for any reason these are locked, then they should be escorted by an adult back to school to use the toilet (ensuring there are still enough adults present to supervise the remaining children). Under no circumstances are children allowed to go to toilet **on** the school field.

Afterschool club - Risk Assessments

The Headteacher or a class teacher will complete a risk assessment for afterschool club activities. A copy will be given and discussed with the parent or service provider running the club before the club commences.

Afterschool Club - Charges

All afterschool clubs are charged at £2 per child per week with the exception of some occasional out-sourced clubs (e.g. Dance). The school will always try to keep this cost to a minimum. This cost will need to be paid via ParentPay when parents sign their child/children up for a club, and it is non-refundable as once children have signed up to participate in the club the cost will be committed.

Afterschool Club - Use of School Premises

Where afterschool clubs are run within the school building the adult running the club will ensure the room is tidied and furniture/equipment returned at the end of the session.

Afterschool Club - Fire Alarm

If the fire alarm should sound then the Headteacher or class teacher on site will escort the children out of the building via the nearest fire emergency exit to the fire assembly point on the school field, where the register will be taken.

No smoking, alcohol or drugs

The school site is a smoke, drug and alcohol-free site. This applies to after school clubs.

Insurance

The school has in place Public Liability and Employers' Liability insurance arranged through Somerset Council. Parents involved with afterschool clubs are indemnified as volunteers under this insurance, provided they are acting on behalf of the school. The Council also provides Personal Accident insurance for volunteers.