

# St Joseph's Catholic Primary School



## Our Mission Statement

We grow together in God's Love as we Pray, Learn and Play

*"Dyn ni'n tyfu gyda'n gilydd mewn cariad Duw wrth i ni weddio, dysgu a chwarae"*

# AFTER-SCHOOL CLUB POLICY

## Article 15:

*You have the right to meet with friends and join clubs and groups*

This Policy was approved by the Governing Body on	May 2024	The first policy was drawn up and ratified by the Governing Body	Signed: 
This Policy was approved by the Governing Body on	November 2025	The first policy was drawn up and ratified by the Governing Body	Signed:

This policy is due to be reviewed by the Governing Body	November 2024	This Policy was reviewed by the Governing Body and ratified	 Signed:
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## Purposes and Aims of an After-School Club

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.

## Organisation

- The club is available for pupils from Year 1 to Year 6.
- Clubs are located on the school premises.
- Applications for After-School Clubs will open during the Autumn Term and due to there being a limited number of spaces, applications will operate on a first-come, first-served basis. If pupils are regularly absent from clubs, they may lose their place.
- All After-School clubs run by members of staff are free of charge.
- After-school clubs begin at 3.35pm and ends at 4:30pm
- All pupils who attend an after-school club must be taken by their class teacher or LSA to the hall at 3.30pm.
- Teachers must dismiss pupils from the hall or main entrance at 4.30pm.
- Registers must be taken at the start of each session and stored on Teams.

## Staffing

- Each club may have a maximum of 20 children per adult.
- If a member of staff is unwell, they should follow the Sickness Policy (available on Teams).
- A member of the Senior Management Team must be on site until all children have been left the site.

## Behaviour

- The school rules and behaviour policy will be followed to ensure consistency for the children at the club. We expect good behaviour and respect for others.

## First Aid

- The member of staff will hold a current First Aid Certificate. All accidents will be recorded in the accident book and reported to the parents/carers on collection. In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible.

## Safeguarding Policy

During After-School Club sessions, we are committed to taking all reasonable measures to safeguard and promote the welfare of each child in our care. We will do this by the practice of safe recruitment in checking the suitability of staff and volunteers working with children and by protecting each child from any form of abuse, whether from an adult or another child. This policy will complement the whole school policy on Safeguarding, a copy of which can be found on the school website or obtained from the school office.

### Aims

- To raise awareness of individual responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring, recording and reporting of concerns and cases.
- To provide guidance on recognising and dealing with suspected child abuse.
- To provide a framework for inter-agency communication and effective liaison.
- To ensure any deficiencies or weaknesses in child protection arrangements are remedied without delay.
- To ensure that safe recruitment procedures are followed.
- To design and operate a procedure which promotes this policy and which, so far is possible, ensures that teachers and others who are innocent are not prejudiced by false allegations.
- To contribute to the operation of appropriate health and safety procedures.
- To have regard and to be consistent with relevant statutory and regulatory requirements and guidance.
- Aim to ensure that all parents/carers can share their information in confidence and that it will only be used to enhance the welfare of the children.
- Staff will not discuss personal information given by parents with other staff members except where it may affect planning for the child's individual needs. Personal information about children is to be kept securely.

Any volunteer or staff member who finds that a child is telling them something that concerns them should follow the course of action set out below:

- Listen to the child but do **NOT** ask any leading questions. Allow the child to lead the discussion but do not press for details.
- Keep calm and offer reassurance. Accept what the child says without challenge.
- Make **NO** promises. You cannot 'keep a secret'. You should make it understood that there are no limits to confidentiality at the start of the disclosure.
- Inform the Designated Safeguarding Lead at the nursery as soon as possible.
- Keep an accurate, written record of the conversation, including the date, the time, the place the conversation took place, the essence of what was said and done by whom and in whose presence. Keep the record secure and hand it to the Designated Safeguarding Lead.

## Photographs

Parent's permission will be sought before photographs are taken of children, either as individuals or in groups as per school guidelines.

## Confidentiality Policy

This policy will complement the whole school policy on 'Confidentiality', a copy of which can be found on the school website or obtained from the school office.

- All staff and volunteers must adhere to the school's Confidentiality Policy.
- Medical and personal information is to remain confidential.

- All adults must be made aware of any medical details such as allergies affecting the children attending on a need to know basis and kept confidentiality within the school.
- Only school cameras and iPads must be used for the taking of photos and videos.
- Only the school mobile phone should be used for emergency purposes.

## **Behaviour Management Policy**

This policy will complement the whole school policy on Behaviour Management, a copy of which can be found on the school website or obtained from the school office.

### **Aims**

- We are committed to establishing a learning environment in which children develop selfdiscipline and self-esteem as they take increasing responsibility for themselves and their actions, and as they consider the well-being of others.
- We actively promote positive behaviour, where children are encouraged to treat each other with care and respect.
- Forest School encourages positive behaviour by focusing on activities that require sharing, negotiation and co-operation.
- We encourage responsibility in caring for others and for the environment which includes showing respect to plants, trees and animals.
- We support children's self-esteem by encouraging them to be successful
- Forest School requires all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care, good manners and courtesy.
- We require all staff, volunteers and students to use positive strategies for handling any conflict by helping children find solutions in ways which are appropriate for their ages and stages of development – for example distraction, praise and reward.
- When children behave in unacceptable ways, we help them to see what is wrong and how to cope more appropriately.
- Children who misbehave are given, where possible, one-to-one adult support in understanding what is wrong and in working towards a more desirable behaviour.

## **Equality and Inclusion Policy**

### **During an After-School Club session:**

- all children and adults will be treated equally regardless of ability, age, gender, culture or race.
- where possible, adjustments will be made to accommodate children with allergies, medical conditions or behavioural issues.
- all children will be included in all activities (where possible) in a nurturing and caring environment.
- a range of different learning styles will be used to help promote independence during the activities.
- All those participating will be made to feel that their experiences and contributions are worthwhile.
- the value of working together harmoniously will be promoted, respecting others views and ideas.
- inclusion and equality will run through all sessions.

## **Children with Additional Needs Policy**

We ensure that all children including those with special needs can participate in After-School club sessions as its aim is to provide an appropriate learning opportunity for all children providing an environment in which all children are supported to reach their full potential.

### **Aims**

- If needed, appropriate consultation between all relevant parties will be sought. Changes and adaptations can be made to the programme of activities to meet the child's specific needs.
- We aim to adhere to the DFes Code of Practice for Special Educational Needs and also the provisions of the Disability Discrimination Act 1995 (as amended by the Special Educational Needs Act 2001).

## **Hygiene and Toileting Policy**

- Children will be encouraged to use the toilet before the start of the After-School Club session.
- If a child has a wetting or soiling accident, they will be changed in accordance with the schools Personal Care Policy.

## **Complaints**

All complaints will follow the school's Complaints Policy which can be found on the school website.