



# Dunston Hill

Community Primary School



## Before and After School Clubs Policy

September 2020

# **DUNSTON HILL COMMUNITY PRIMARY SCHOOL**

## **BEFORE & AFTER SCHOOL CLUBS POLICY**

### **Introduction**

Dunston Hill Community Primary School provides high quality out-of-school hour's childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

Our school operates before and after school club by a number of our staff and external coaches during term time.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

### **Admissions**

- Only pupils attending Dunston Hill Community Primary School are eligible to attend the clubs
- All places are subject to availability. The registration process must be completed prior to the child's commencement at a club
- Restrictions on number may apply to certain activities
- A copy of the policy is available on the school website
- Pupil's attendance is recorded in a register.

### **Before School Club**

- 8.00am parents bring their pupil to the main reception
- Pupils go to the hall for registration
- Pupils will then go to MUGA/field/Hall where a range of activities are set out (weather dependant)
- 8.40am tidy up time encouraging pupils to take responsibility for the equipment and environment
- 8.45am pupils will change in the classroom/hall and are either escorted to the yard or stay in their classroom depending on the time.

### **After School Club**

- Pupils are to get themselves changed in their classroom and go to the hall for registration.
- Pupils will then go to MUGA/field/Hall where a range of activities are set out (weather dependant).
- Permissions for older pupils to walk home must be authorised by their parents (on consent forms).
- Parents must inform the school if they are going to be absent from a club.

### **Behaviour**

#### **Pupils are expected to:**

- Use socially acceptable behaviour
- Respect one another, accepting differences of race, gender, ability, age and religion
- Choose and participate in a variety of activities
- Ask for help if needed.

- Enjoy their time at the Club.

#### **Positive behaviour is encouraged by:**

- Staff acting as positive role models
- Praising appropriate behaviour
- Informing parents about individual achievements.

#### **Dealing with inappropriate behaviour:**

- Challenging behaviour will be addressed in a calm, firm and positive manner
- In the first instance, if necessary, the child will be temporarily removed from the activity
- Staff will explain why the behaviour displayed is deemed inappropriate
- Staff will encourage and facilitate mediation between pupils to try to resolve conflicts through discussion and negotiation
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the child may be excluded from attending. The reasons and processes involved will be clearly explained to the child and their parent/carer.

#### **First Aid**

- All accidents will be recorded in the school accident book, accurately reported to the school staff or parents/carers upon collection
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom
- All incidents are dealt with by a qualified first aider
- Pupils are covered by the LA's Public Liability Insurance and Newcastle Football have their own public liability insurance which is at least 5 million pound indemnities
- Parents of any child who become unwell during the club will be contacted immediately. If a child is sent home during school hours, club staff will be informed of their absence
- Emergency contact details, medical and dietary information are stored in the school office
- There is always a member of the office team to assist in the case of a medical emergency between the hours of 8am and 5pm (4.30pm on Fridays)
- Children with inhalers will bring them with them to the activity. Staff will be aware of who these children are and ensure they have their inhalers with them at all times
- Pupils must wear their hair tied up and no jewellery is permitted to be worn during activities.

#### **Missing**

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff
- If the child remains missing, the emergency services will be contacted
- Parent contact details are stored in school.

## **Uncollected**

- If a child has not been collected 5 minutes after the agreed pickup time, parents will be contacted in the first instance by telephone
- The additional contacts which have been provided will be telephoned in the second instance
- If these contacts are unavailable after approximately one hour, the police and Social Services will be informed
- Parent contact details are stored in school.