

CROSBY RAVENSWORTH CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL (3-11 years)
Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ
Telephone: 01931 715265



OUT OF SCHOOL CLUB

POLICIES AND PROCEDURES

We educate for life in all its fullness. At Crosby Ravensworth this means:

- A close, cohesive family atmosphere where children are inquisitive, confident in the natural environment to which they are connected and supported as they learn resilience through challenge.
- Widened opportunities for children, alongside adults, to flourish. Cultural capital is prized and we prepare our children for a world of diversity.
- Richness and ambition throughout our academic, creative, sporting, social and spiritual ventures.

Compassion ✝ Community ✝ Courage

I have come in order that you might have life; life in all its fullness.

John 10.10

PREPARED BY: Duncan Priestley

RATIFIED BY: Full Governing Body – October 2024

NEXT REVIEW BY: June 2026

VERSION CONTROL		
Version Number:	Date:	Principal amendments
Version 1	1 December 2018	Replaced "After School Club Policy" as it includes pre-school club as well
Version 2	21 January 2018	Version number updated after review by Resources Committee for avoidance of confusion and removal of tracking of changes
Version 3	January 2020	Minor amendments following review at Resources Committee*
Version 4	October 2022	Minor changes made to clarify wording around ratios.
Version 5	October 2024	Inserted contingency arrangements if two members of staff are not available and addition of parentpay method of payment. Discussed changes with Laura Sim at KAHSC who agreed changes are appropriate to need.

Out of School Club Policies and Procedures

Out of School Club caters for boys and girls including provision for those with special needs. Our aims:

- To provide a happy, welcoming place where all children are valued
- To help children be healthy
- To have strong partnerships with parents
- To ensure the safety and welfare of each child
- To offer a varied and stimulating range of play opportunities

Location of the Out of School Club:

Club sessions before and after school are held either in the school hall, outside on the playground or around the local community (e.g. cycle club and running club).

Opening times:

Daily throughout the school term 8am – 8.45am and 3.30pm - 5pm

Admissions Policy:

We are a fully inclusive club open to ALL of our children aged 3-11.

Capacity:

We have capacity for all children aged from 3 – 11 years in each session and meet the recommended child/staff ratios as recorded below.

Ratios:

The following is taken from the Out of School Alliance website:

*For out of school clubs in which the youngest children are of **reception age or older**, the statutory minimum staffing ratio has been reduced to 1:30 for children up to the age of eight...However we strive to operate at a ratio of around 1:8 for children up to the age of eight. The usual recommended level is a ratio of 1:10 for children over eight.*

*For out of school clubs in which the youngest children are **younger than reception age**, the standard EYFS statutory staffing ratios (usually 1:8, but can be 1:13 with highly qualified staff. The staff to child ratios are specified as follows:*

- *For Reception aged children and below*
EYFS Statutory Framework (2014) (para 3.40 if reception age or older; para 3.34 if younger than reception age; para 3.32 for two year olds)
- *For children from Year 1 upwards*
Early Years and Childcare Registration Handbook (Annex C: Registration requirements for the Childcare Register, para CR1.7 - CR1.8)

The Childcare Register no longer requires settings to have at least two members of staff on duty at any one time, nor is this required by the Early Years Register. However sufficient staff are required to supervise the children, keep them safe and meet their individual needs.

Crosby's policy is that there will ALWAYS BE AT LEAST TWO MEMBERS OF QUALIFIED STAFF including the session leader in attendance during

after-school club. This is consistent with staffing policy during normal school hours. Two members of staff are also in attendance from 8am each morning. On rare occasions when this is not possible, the situation will be risk-assessed by the headteacher to ensure that at least one experienced member of school staff is left in charge for the minimum possible amount of time supervising only low-risk activities with no more than six pupils. Where the assessment does not meet this threshold, or exposes any doubts over safety, parents will be informed that it is not possible to provide care on that occasion.

Breakfast club:

Children arrive at breakfast club at 8am and are welcomed into the school building by the session leader. They are provided with a drink and a healthy snack. Play sessions take place until 8.45am, at which point the child returns to the school playground for the start of the school day. A 50p club also operates, whereby parents may drop children at 8.30am. No breakfast is provided. Prices are confirmed on the school website.

After school club:

Each evening children are collected from their classroom and brought to the club where they are offered a drink and snack and are then registered by the session leader. The session leader is always supported by another teacher on-site. Children attending in the morning are offered breakfast (toast or cereal) with a drink from 8am. Children attending from 8.30am are not offered breakfast and pay a reduced 50p charge.

Going Home:

Arrangements to collect children are as per those during normal school hours. Any person collecting a child that is not named on the school registration form will be challenged. Parents wishing to change/add/delete a person's name on the list of who can collect a child/ren, should notify a member of staff.

Parents are urged to collect their children promptly, as staff members have family commitments of their own to attend to. In the event of a delay in collecting a child, the school should be telephoned and a message left. The answerphone will be checked each evening. Late collection of children, unless notified, will result in the club taking care of the child for half an hour after closure whilst continuing to contact all numbers given. If unsuccessful, the club is obliged to contact Social Services who will take responsibility for the child/ren and continue to try to contact parents until successful. The club is unable to care for a child who has not been collected within half an hour, due to legal requirements. Please note - the club is not insured for childcare purposes after advertised closing hours. The club reserves the right to withdraw the service if consistent late collection occurs.

Booking & payment:

Bookings and payments for out of school clubs are made through the school's Parent Pay account. If, due to unexpected circumstances, a child needs to attend an afterschool club they aren't booked in for, parents/carers must alert the school office by 1pm that day. If a message is left after this time, a member of staff will contact the parent/carer to confirm they have received the message, otherwise parents/carers should assume that their child has NOT been booked in.

Snack Food:

Our snack food aims to offer a healthy balance. On arrival at the Club at 3.30 p.m. the children are offered a drink and snack. The children have snack in small groups. Parents should speak to staff to confirm any special dietary requirements.

Behaviour:

School rules are followed with regard to behaviour to ensure consistency for the children at club. Good behaviour and respect for others is expected. We use various techniques to encourage good behaviour including praise, rewards such as stickers and certificates. We use distraction techniques and discussion for unacceptable behaviour. We do not tolerate bullying or name calling.

After School Club Rules:

We Do - respect each other, help each other, listen, share, have a good time & look out for each other, inside and outside the club. We respect equipment and don't go into areas outside of the designated play areas without asking an adult first. The school reserves the right to withdraw the service if a child's behaviour is consistently unacceptable.

Accident Illness and Medical consent forms:

If a child becomes ill at Club, school procedures will be followed, hence up-to-date emergency contacts are required so that ill children can be collected as soon as possible. Should a child have an accident i.e. fall or bump whilst at club, trained first aid staff will offer appropriate treatment and complete an accident report form. Medicines will not be administered without prior written consent so it is vital that school is kept updated regarding each child's health needs.

Sun Protection Policy:

We recognise the dangers posed to children by over exposure to sun. In hot weather, parents are encouraged to use long lasting all day sunscreen on their children before they come to school or club and to provide a suitable sun hat for them to wear. Staff will encourage children to drink frequently, wear their sun protection and to stay in shady areas.

Child Protection Policy:

The school Safeguarding (child protection) policy is available to read on our website and will be closely followed during wrap-around care sessions. We have a child-centred approach in protecting all children in our care from harm. All staff have been security checked (DBS) and receive regular child protection training. Any volunteers (such as parents/family members) assisting with sessions will never be left unsupervised with children unless they have provided a DBS certificate.

Staff:

Staff at out of school sessions all hold current first aid certificates and other appropriate qualifications, such as food hygiene.

Insurance:

The school holds full Public and Employer Liability Insurance and has confirmed with Cumbria County Council that this is valid for out of school club activities. Unusual activities with an element of assessed risk may at times be booked with outside providers (such as archery). In such circumstances, the school will check to ensure the provider has their own suitable insurance cover.

Duncan Priestley

Headteacher

October 2024