



**Quinton**  
Church Primary School

## Before and After School Club Policy

<b>Date</b>	<b>September 2023</b>
<b>Date for Review</b>	<b>September 2026</b>

## **Our Christian Vision at Quinton Church Primary School**

This policy is embedded in our school's vision: Fullness of life for all, through working together with the love of Christ.

At Quinton Church Primary School, we believe that everyone should have life in all its fullness. Therefore, our aim is for everyone to be part of our Christian community where everyone is happy, safe and supported, feels loved and demonstrates kindness; understands justice and shows fairness to all; and receives high quality education and is empowered to live life to the full (John 10:10).

In our diverse community life - in the classroom, playground, staff room, and the wider community- our core life is one set on the belief that we are created by and in the image of a generous, loving and creative God who has justice for all at the origin of His being. We are humans created equally by this loving God whose desire for us is to experience life in all its depth and complexity, as well as to reach our full potential.

It is because of who God is that drives our whole school to seek the development of a community that is distinctive in its Christian core. In every part of the school experience, we want everyone to be happy, safe and supported, feeling loved and valued, experiencing fairness and equality, just as God has demonstrated this to us through the living example of his son, Jesus Christ.

As a school we are inspired by the instruction in Micah 6:8 "The LORD has told us what is good. What He requires of us is this: to do what is just, to show constant love, and to live in humble fellowship with our God."

Therefore, we will aim to demonstrate and encourage a life that understands justice and shows fairness in every circumstance; shows love to all, demonstrating kindness in every way; and living in recognising God in each other and in our community.

To support our vision, we have three overarching Christian Values: Be kind, Be fair, Be thankful.

### **Rationale**

**Please note that the before and after school club is an external service that is not provided by school staff.**

The before and after school club exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment, within our ethos of 'Fullness of life for all, through working together with the love of Christ'. The before club operates from 7:30-8:45am during term time. The after-school clubs operate from 3.30pm – 5:45pm during term time.

All parents must complete a registration form provided by the external company.

***Fullness of life for all, through working together with the love of Christ.***

## **Admissions**

All admissions for the club will be organised through the external company.

Children attending Quinton Church Primary School and Four Dwellings Primary Academy are eligible to attend.

All places are subject to availability.

The registration process must be completed prior to the child's commencement at the club.

This policy is available to view via our school website.

Non contracted pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed a consent form.

## **Arrival and Departure**

### **Before School Club**

Parents/Carers are required to bring to the school pedestrian gate where they will phone the club staff who will then meet the child at the gate. Children will be escorted to the hub where the club takes place.

Children will be escorted to their classrooms at 8:45am.

### **After school club**

EYFS: The member of club staff will collect children from their classroom at the end of the school day

Key Stage 1 & 2: Before teachers take their class to the playground for dismissal at 3:30pm, they will send children attending club to the hub.

### **Departure**

When parents/carers are collecting children, they will make their way to the pedestrian gate and call club staff who will then escort children to the gate for dismissal.

**Parents/carers dropping off and collect children must not block the school driveway with their vehicles.**

### **First Aid**

Club staff are responsible for administering first aid to any attending pupils. Parents of any child who become unwell during Club will be contacted immediately. Club staff may call for assistance from school staff if needed.

## **Missing or Uncollected children**

### **Missing children**

In the event that a child goes missing, the following procedure will be undertaken: The Headteacher (or deputy if headteacher is unavailable) will be informed of the missing child. If the Headteacher or Deputy Headteacher is off site, they should be contacted via the phone number provided.

Club staff 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.

### **Uncollected children**

If a child has not been collected by the agreed time, parents/carers will be contacted in the first instance by telephone by the club staff. The Headteacher or Deputy Headteacher will also be informed. This will be a member of staff from Four Dwellings Primary Academy if it is a pupil from there.

Children's services or the Police will be contacted if parents/carers are not contactable.

### **Safeguarding and Child Protection**

It is an expectation of the school that a member of the club staff will be DSL trained. If there is a serious safeguarding concern/disclosure, the Headteacher will be notified immediately. If it is a child from Four Dwellings, an appropriate member of staff from that school will be notified immediately as well as the Headteacher at Quinton Church Primary School.

All club staff must complete annual safeguarding training in-line with Keeping Children Safe in Education.

### **Lettings**

If the school facilities are let out to any providers, a letting checklist will be completed by the provider. See Appendix A

## Appendix A

### Lettings Checklist for Providers using the School Site

Name of School Providing the Letting: .....

Name of provision letting (name and signature): .....

Agency/Sector (e.g.: education, early years, childcare, over 8 years play work, health):

.....

Owner of Provision (name and signature): .....

Manager of Provision (name and signature): .....

#### Confirmation of Safeguarding Arrangements for Letting Agreements

	YES	NO	Evidence
Designated Member of Staff for Child Protection	YES	NO	
Name of Designated Member of Staff			
Designated member of staff has attended training for designated members of staff for child protection (module 2 multi-agency working, and child criminal exploitation, early help and neglect modules). In addition regular updates take place at least annually to ensure knowledge, skills and understanding are refreshed.	YES If yes, date attended:	NO	
All staff, volunteers, committee members and students have been trained in safeguarding awareness which focuses strongly on child protection and is refreshed on a three year basis. In addition regular updates take place at least annually to ensure knowledge, skills and understanding are refreshed.	YES If yes, date attended:	NO	
Have all staff read and understood Chapter 1 of Keeping Children Safe in Education (current version) and Annex B?	YES	NO	
Does the setting have clear procedures for vetting visitors and a visitor record book for signing in and out?	YES	NO	
Does the setting have an effective child protection policy and procedures in place (including a clearly mapped referral process and clear escalation process) which has been shared and read by all staff?	YES	NO	
Are there procedures in place to ensure new staff / volunteers / committee members <ul style="list-style-type: none"> <li>• Are inducted to the child protection policy and procedures by the Designated Member of staff for child protection?</li> <li>• Receive child protection awareness training within 12 weeks of appointment?</li> </ul>	YES	NO	
Are staff and leaders clear on how to act in the event of specific safeguarding concerns (Keeping Children Safe in education), particularly how to act to safeguard pupils who are at risk of or experiencing child criminal and sexual exploitation, peer on peer abuse (including bullying, physical abuse, sexual violence and sexual harassment, sexting, upskirting, initiation/hazing type	YES	NO	

violence and rituals), contextual safeguarding, missing children, female genital mutilation (FGM) and radicalisation or violent extremism?				
Does the provision have an up-to-date safer recruitment policy and procedures which are applied to every appointment?	YES	NO		
Has the chair of each recruitment panel attended safer recruitment training?	YES	NO		
Does the setting maintain a single central record for all staff, the manager and the owner, which confirms that they are suitable to work with children – including a relevant qualifications check and children’s workforce DBS check (in line with BDMAT model SCR)?	YES	NO		
Have relevant staff been asked the question around childcare disqualification and have leaders taken appropriate action?	YES	NO		
Does the provision have a managing allegations policy and procedures in place which are understood by <u>all</u> including dealing with allegations against the manager/owner?	YES	NO		
Have leaders who manage allegations against staff read chapter 4 of keeping children safe in education (current version)?	YES	NO		
Have leaders involved in managing allegations attended LSCP managing allegations training?	YES	NO		
Does the provision have a whistleblowing policy and procedures in place which is clearly understood by all?	YES	NO		
Does the provision have a health and safety policy and clear risk assessments in place, including COVID 19 (Coronavirus)* risk assessments and clear processes to manage risk?	YES	NO		
Have all staff attended health and safety awareness training?	YES	NO		
Does the provision have clear fire evacuation procedures and regular fire drill practice?	YES	NO		
Do staff receive appropriate environmental health training (eg: food handling)?	YES	NO		
Does the provision have clear confidentiality procedures in place including secure storage of confidential information?	YES	NO		
Does the provision have an e-safety policy and protocols to ensure the safety of children and young people?	YES	NO		
Does the provision have someone trained in first aid and a first aid kit?	YES	NO		
Does the provision hold more than one emergency contact number for each child (where possible) and knowledge of any medical concerns (held in compliance with GDPR)	YES	NO		
Is a register taken at the start of each session?	YES	NO		
Does the DSL understand that the school’s DSL must be informed of any and all Child Protection and/or safeguarding issues that arise whilst the pupil is attending the provision:  School DSL is <b>enter name</b> and <b>contact details</b> School DDSL is <b>enter name</b> and <b>contact details</b>	YES	NO		

<p>Further guidance via the Department for Education:  <b>Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings</b></p> <p><a href="#">DfE guidance for providers running out of school provision</a></p> <p><b>NSPCC Child Protection in Sport Unit</b>  <a href="https://thecpsu.org.uk/help-advice/assess-my-organisation/#heading-top">https://thecpsu.org.uk/help-advice/assess-my-organisation/#heading-top</a></p>			
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For the school providing the letting to complete:

I ..... (headteacher) have reviewed this risk assessment and:-

- I am satisfied that ..... (name of provision) has the appropriate safeguarding arrangements in place to let the ..... (state area) on the school site.
- I am not satisfied that ..... (name of provision) has the appropriate safeguarding arrangements in place to let the ..... (state area) on the school site.

As a result:-

- The provider can let the premises.
- The following actions need to be undertaken before the provider can let the premises.
- The provider cannot let the premises.

Signed .....

Name .....

Date .....