

After School Club Guidance

Chesswood
Junior School



It was developed by	Head Teacher
Consultation	Whole School Community
Governing Sub Committee	Pastoral
It has been presented to the governors.	n/a
Communication: This policy is hosted on the school website and available for copying from there.	
It will be reviewed:	1 Autumn – 3 years
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School Vision

At Chesswood Junior School we inspire our whole school community to enjoy their learning adventure and have fun along the way. We ignite a passion for learning throughout the school community, securing excellence, empathy and equality in all that we do.

School Mission

We will strive to achieve the highest standards of academic achievement and behaviour within a vibrant, exciting learning environment so that all children leave this school with confidence and the ability to take advantage of future opportunities.

Agreement Links

This policy should be read in conjunction with the following school policies

Supporting Material



1. Key Information

1.1. ***Booking Procedure***

Booking forms will be available on the school website in advance of the following half term or bookings can be made online via our SchoolsBuddy system. Forms must be completed and returned to the After School Club Manager by the deadline stated. Payment must be enclosed with the booking (payment guidelines are detailed on the booking form and below). Priority will be given to those booking full time spaces. Free places will be available for any child who receives Pupil Premium or Pupil Premium Plus, subject to agreement with the Head Teacher in advance of the booking being made.

1.2. ***Payment Guidelines***

Payment must be made at the time of booking either online via SchoolsBuddy or by cheque (payable to Chesswood Junior School). Payment may also be made with childcare vouchers. Please contact the After School Club Manager if you wish to pay this way or have any queries concerning this. If a child is not collected by the stipulated time then an additional charge will be made for the next time slot. All children **must be** collected by **6pm** – failure to collect by 6pm will incur an additional £5 charge.

1.3. ***Cancellation Procedures***

If it is necessary to cancel a booking, this must be done at least one week in advance, when a full refund will be given. Bookings cancelled less than a week in advance will not be given a refund. This is due to the need to pre-order foodstocks. Refunds will not be given for unexpected absence (i.e. illness). If your child is unable to attend a booked space, please contact the school as soon as possible.

1.4. ***Hours of Opening***

The After School Club will be open from 3.15pm to 6pm, Monday to Friday, excluding bank holidays and INSET days, term time only. **All children must be collected by 6pm at the latest.**

1.5. ***Collection Procedures***

Entry to the school premises will be by intercom system. Children will be brought to parents at the front gate.



1.6. **Snacks**

It is the intention of the After School Club that children become self-sufficient and independent. They will therefore be responsible (with adult guidance) for their cleanliness, snacks and clearing up afterwards. They will have healthy food options, i.e. bread, selection of toppings, fresh fruit, squash and milk. If your child has any allergies, please ensure that you make this clear on your booking form or inform the After School Club Manager by email if booking online.

1.7. **Food Hygiene**

As the children will be handling food at the After School Club, it is essential that good hygiene standards are followed. All After School Club staff have food hygiene certificates and will therefore guide the pupils regarding good practice, e.g. washing hands etc.

1.8. **Illness**

If your child becomes unwell during the school day they will be unable to attend the After School Club.

1.9. **Activities**

There will be a variety of activities which the After School Club offers. Access to the school iPads will be allowed but will, however, be restricted. Children will be able to choose which activities they take part in although some outdoor play will be encouraged. We will aim to have a calm down time at the end of the day which may include a film, story time or similar relaxing activity.

1.10. **Start of After School Club Procedures**

All Chesswood pupils will make their way to the New Hall and be registered at the start of After School Club. Children at Springfield or Lyndhurst Infant Schools will either be collected in our Chesswood minibus or walked by members of our school staff. They will be brought to the New Hall and registered at the After School Club. Where a child is attending from an Infant School then parents should contact Chesswood School Office to confirm the booking so that arrangements can be made for collection of the child.

1.11. **First Aid**

All After School Club staff have received first aid training and are therefore qualified to deal with first aid requirements. Medication will be administered if the correct consent form has been completed by the parent/carer.



1.12. **Child Protection**

All After School Club employees have received child protection training. Safeguarding is of paramount importance and the school Child Protection Guidelines will be followed. The Child Protection Policy is available on our website.

1.13. **Behaviour**

The normal school expectations regarding behaviour will apply at the After School Club. Please refer to Behaviour & Discipline Policy and Guidance which is available on our website.

1.14. **Complaints**

Should a parent have a complaint about this service, please contact Kate Brown on kbrown@chesswood.w-sussex.sch.uk in the first instance. If the complaint remains unresolved at this stage please contact the Head Teacher, in writing. The school complaints policy will guide our response to any complaint regarding After School Club provision



1.15. Risk Assessment

Circumstance, Activities e.g. classroom, school fair		After School Club	Explanatory Notes e.g. brief overview of timing, frequency and key information	
Name of lead assessor		Kate Brown	After School Club – 3.05pm to 6pm daily. Staffed by 3 x Chesswood employees.	
Signature of Assessor		Kate Brown		
Last updated		15/07/20		
Risk points for S & L	Severity of Harm (S)	Likelihood of harm occurring (L)		Risk rating
1	No injury or illness	Very Low		0-4 Insignificant Risk
2	1 st Aid injury or illness	Very Unlikely		5-9 Low risk
3	Minor injury or illness	Unlikely		
4	Over 3 day injury or illness	Likely		10-15 Medium Risk
5	Major injury or illness	Very Likely		16+ High risk
6	Fatality, disabling injury or illness	Almost Certain		



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Hazards What could cause harm & type of harm	Persons likely to be exposed	Basic Control measures Agreed Control measures that must be used	Residual risk with control measures		
			Severity of Harm (S)	Likelihood of harm (L)	Risk Rating
Entering After School Club – storing of coats and bags.	Children and staff	Bags and coats are stored at the back of the hall. Activities do not commence until this has been completed satisfactorily.	4	3	12
Serving of cold snacks	Children	Children take turns to serve themselves. No hot drinks are served – only squash and water	1	1	1
Serving of toast	Children	Toasters and supplies are located on a separate table. The children are provided with tongs to remove hot toast from the toaster. Toaster safety poster directly above toaster – children are continually monitored by After School Club Assistant. Younger children will be assisted by a member of staff.	4	3	12
Cutlery	Children	All cutlery, plates, cups, bowls etc are plastic and therefore not harmful. No forks are used.	1	1	1
Eating of snacks	Children	Children must be sitting when eating snacks and there are no exceptions. There is enough seating space for all children to eat at a table.	1	1	1
Clearing of snacks	Children	When each child completes their snack, he/she takes used cutlery etc to dedicated washing up bowl. Any surplus foods are disposed of in the bin in the same area. If they need to, hands can be washed at this time. As this occurs as and when, there is little risk of harm.	2	3	6



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Further Control Measures	
Record of incidents and near misses	No incidents to be reported to date.