Uplands Infant & Nursery School

Leicester City Council

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Policy Title	After School Club Policy
Purpose	To ensure parents and staff are aware of the systems in place for after school clubs.
Review Date	This policy will be reviewed every three years or earlier if considered necessary. Any amendments will be presented to the Governing Board for approval. January 2027
Coordinator/s	Michelle Orton (Head Teacher) & Colleen Bath (SBM)
Signed	**Numera Ismail (Chair of Governors**

After School Club Policy

At Uplands Infant School we value each child and every aspect of their education.
We create a caring environment which supports and enhances learning for all and provides the opportunity for every individual to fulfil their potential

Rationale

The sports after-school clubs are organised by Uplands Infant School. These are an extended school activity designed to allow children to be in school after school finishes from 3.15 until 4.00pm.

Objectives

- To provide a welcoming, safe, secure environment for children at the end of the school day.
- To employ caring supervisory staff.
- To increase enjoyment and involvement in sports.
- To provide a service for working parents.

Organisation
The after-school clubs are open to Reception, Year 1 & Year 2 children attending Uplands Infant School on a first-come first-served basis. The clubs run daily from 3.15 to 4.00pm with different clubs available on each day. These change each term and parents are invited to apply for their child to join a club each term. In fine weather, sports clubs are held on the sports pitch or otherwise in the School Hall.

The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept securely on the schools Management Information System (SIMS). It is the responsibility of the parents to ensure that the office is informed of contact changes.

Use of registers
Children are registered as they enter the club. The after-school club registers are retained by the office. In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

Staffing and supervision
The children are adequately supervised at all times. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate. A register is taken of all children attending. It is the responsibility of the parent to ensure that the children are collected safely from the staff by no later than 4.00pm.

Behaviour Policy
We follow the schools behaviour policy. If there are concerns with behaviour then parents/carers will be contacted. Ultimately exclusion from clubs will be the final sanction.

Pricing Policy
After school clubs are currently offered free of charge as we use the Sports Premium Grant to fund the provision.

Contingency arrangements for staff absences and emergencies
Arrangements for cover due to staff absence is organised by the office. On occasions where clubs are unable to run, the school will contact parents via the school app to notify them as soon as possible.

Fire Procedure
Children should exit the Hall through the fire exit and assemble on the main playground. The register should be taken and the children checked. If the club is taking place on the Sports Pitch, children should remain where they are and the member of staff should radio to confirm that the register has been taken and the children checked.

First Aid
If First Aid is administered the treatment given is recorded in the school First Aid record book and parents will be informed.

Risk Assessment
A risk assessment has been carried out for the after school clubs run by the school.