

# Our Lady & St Paul's R.C. Primary School

A Voluntary Academy



## Morning and Aftercare Policy

This policy is reviewed every two year by the Governors.

### History of Document

Issue No	Author/Owner	Date Written	Approved by Governors	Comments
1.1	Marie Gavin	March 2018	March 2018	Minor Amendments
2	Marie Gavin	July 2019	November 2019	Updates to staffing
2.1	Marie Gavin	July 2021	September 2021	
2.2	Marie Gavin	March 2023	March 2023	Minor Amendments
2.3	Marie Gavin	February 2025	February 2025	

*"If I am without love, I am nothing." 1 Corinthians 13:2*

### **Mission Statement**

***"If I am without love. I am nothing." 1 Corinthians 13:2***

**At Our Lady and St Paul's we encourage each other to love, learn and live as friends of Jesus Christ.**

#### **We aim...**

- to encourage every member of our school community, children and adults, to grow in faith.
- to encourage a love for learning and a thirst for knowledge to enable all children to reach their full academic potential.
- to encourage our children to grow and develop their talents, skills and enquiring minds.
- to encourage our school community to have trust, respect and love for everyone.

#### **We will achieve this by...**

- providing opportunities for prayer, worship and Religious Education.
- providing an engaging curriculum which will inspire lifelong learning.
- providing opportunities for children to have enriching experiences beyond the classroom.
- providing opportunities for our school to reach out and embrace the parish and wider community.

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## Statement of intent

Our Lady & St Paul's believes in creating a safe, welcoming and stimulating environment for all the pupils in its care. The school believes that a safe social atmosphere helps pupils of all ages to develop their social skills and confidence.

In order to help and support parents/carers, the school aims to provide an affordable and convenient wrap-around childcare service. Breakfast and after-school care clubs are made available to pupils aged 3 to 11, allowing parents/carers more flexibility with their working hours.

The clubs caters for up to 54 pupils at any time; the staff to pupil ratio is listed below.

### Morning Care

Age group	Required ratio
3 - 4	1:4 up to 8 places – 2 staff members
5-7	1:8 up to 16 places – 2 staff members
8+	1:10 up to 30 places – 3 staff members

### After School Care

Age group	Required ratio
3 - 4	1:4 up to 4 places – 1 staff members
5-7	1:8 up to 16 places – 2 staff members
8+	1:10 up to 20 places – 2 staff members

Furthermore, Our Lady & St Paul's provides numerous extra-curricular clubs and activities as a method of developing the social, behavioural and academic skills of pupils. All clubs and activities are conducted to the same high standard as that of the educational provision.

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### **Morning / Aftercare Team Members:**

Miss Campbell, Mrs Gawlik, TA Support

### **Morning / Aftercare Senior Leader:**

Mrs J Wright

### **Legal framework**

This policy has due regard to statutory legislation including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- The Children Act 2004
- The Equality Act 2010
- The Children and Families Act 2014

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2024) 'Keeping children safe in education'

This policy is used in conjunction with the following school policies and procedures:

- Administering Medication Policy
- Anti-Bullying Policy
- Complaints Procedure Policy
- Health and Safety Policy
- Behaviour Policy
- Fire and Emergency Evacuation Policy and Procedure

### **Admissions and Fees**

Our Lady & St Paul's has a first come, first served policy for admissions to morning and aftercare services. When all the places have been filled, new applications are placed on a waiting list. The following cases are prioritised:

- Siblings of pupils already attending

Breakfast club is £3.00 per session with additional siblings charged £2.00; the after-school care club is £4.00 per session with additional siblings charged at £3.00. The following conditions are also in place:

- All fees must be paid weekly
- No place will be given without prior booking
- There is a fee of £5.00 for late collection of pupils

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## **Extra-Curricular Clubs and Activities**

Our Lady & St Paul's offers a variety of extra-curricular activities with the aim of developing pupils' life skills.

Extra-curricular activities are also used to prepare pupils for further education and professions, as well as give pupils the chance to explore things which they've never encountered by exploring beyond the national curriculum.

A range of opportunities are provided to pupils to promote a healthy lifestyle and support pupils' wellbeing, such as sporting activities to encourage team work.

In order to ensure that pupils' interests and needs are met, pupils will be given the opportunity to contribute to the planning of extra-curricular clubs and activities.

At present, Our Lady & St Paul's extra-curricular clubs and activities are provided free of charge. In the future, where activities are provided by outside providers, it may be necessary to charge for some of the clubs.

Pupils may be selected for a club and it is anticipated that if they accept a place that they will attend each week. Non-attendance may lead to the place being given to another pupil. If a child is already booked into morning or aftercare then any payment will be refunded.

Extra-curricular clubs are organised, managed and conducted in accordance with the school's existing policies.

Pupils partaking in the club/activity are registered at the beginning and end of the session in order to ensure that nobody is missing.

All extra-curricular clubs and activities follow the same procedures and protocols as the school's extended services.

Whilst clubs and activities are being conducted, the designated member of staff, leading the extra-curricular club is responsible for the safety and welfare of all pupils. Extra-curricular clubs do not discriminate against pupils with SEND.

## **Arrivals and departures**

Our Lady & St Paul's is fully committed to the safety and security of all the pupils in its clubs and on the school premises; therefore, there are a number of procedures in place for when pupils arrive and leave the school premises:

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### Morning Care

Pupils should be signed in at the main entrance of the school. Pupils should remain in the school hall at all times (except for toilet breaks) under the supervision of the morning care team.

The morning care team will bring the pupils to their classroom at the end of the session.

### After Care

After care pupils are taken to after care from their classrooms and a register is taken. All pupils are to remain in the hall / permitted areas under the supervision of the after care team.

At the end of the after-school care club, members of staff carry out the following checks to ensure the safety of pupils:

- Parents/carers sign their child out before they leave the premises.
- Only registered individuals are allowed to collect the child. If someone other than the person registered is collecting the child, staff must be notified by the registered person in advance.
- If the registered person is running late, staff must be notified before the end of the collection period by the registered person.

All of the above procedures apply to any afterschool clubs.

### **Involving parents/carers**

- Our Lady & St Paul's aims to achieve effective communication with parents/carers; therefore, it has the following protocols in place, all the club's policies are available on the school's website and hard copies are also available upon request.
- All members of staff take note of information from parents/carers that could affect the happiness and wellbeing of their child.
- Parents/carers are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.

### **Missing child procedure**

Our Lady & St Paul's has procedures in place to ensure the safety and wellbeing of all the pupils in the school's care. If, at any time, a pupil cannot be located, the following steps are taken:

- All members of staff are alerted that a pupil is missing.
- Members of staff conduct a search of the premises and the surrounding area.
- At least one member(s) of staff stays with the other pupils involved in the club, in order to prevent further problems and keep a calm atmosphere.
- If the pupil is not located within 10 minutes, the Headteacher, the police and the parents/carers of the pupil are informed.

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- The search for the pupil continues until the police arrive.
- The Headteacher liaises with the police and the parents/carers of the pupil.

## **Health and safety**

All members of staff at Our Lady & St Paul's are aware of their responsibilities and duties in regards to the Health and Safety Policy. All members of staff are responsible for:

- Recording incidents, accidents and near misses.
- Maintaining a safe environment for pupils and adults.
- Taking part in any relevant health and safety training.

## **Illness and injury**

In the event of illness or injury, Our Lady & St Paul's acts in accordance with the Accident Reporting Procedure Policy, and the First Aid Policy.

Nominated members of at Our Lady & St Paul's are trained in first aid and are aware of their duties if a pupil is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:

- If a pupil becomes ill, the parents/carers are contacted and asked to collect their child
- If a pupil is complaining of illness, but the member of staff does not believe it is serious, they monitor the pupil until the end of the day
- If a pupil suffers a minor injury, first aid is administered and the pupil is closely monitored for the rest of the day

If a pupil suffers a major injury or becomes seriously ill, the following procedures are implemented:

- If a pupil needs to go to the hospital, an ambulance is called and a member of staff accompanies them
- The parents/carers of the pupil are notified immediately
- Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future

## **Medication**

Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy.

At Our Lady & St Paul's, members of staff are aware of the importance of administering prescribed medication to pupils. The school understands that parental consent is crucial. With this in mind, Our Lady & St Paul's has the following rules in place for administering medication to pupils:

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- Before any medication is given, the pupil's medical forms are checked to see if the medication has been approved by the parent/carer.
- When a member of staff administers medication, another member of staff witnesses the process.
- Details of the process are recorded on the pupil's medication form.
- If a pupil refuses to take the medication, the member of staff does not administer it. The parent/carer is notified immediately.
- If a certain medication requires training to administer, only members of staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, the changes are recorded on the medical forms. Parents/carers are required to sign the forms again before any change in procedure.

## **Behaviour**

The breakfast club and after care club is subject to the existing Behaviour Policy, disciplinary issues are reported to the parents/carers of the pupil.

Continuous poor behaviour and rule breaking may result in the pupil not being allowed to attend the club for a fixed period of time or may result in the pupil's place being withdrawn permanently.

Any outstanding fees paid by the parent/carer are returned if a pupil is not allowed to attend.

## **Anti-Bullying Policy**

Our Lady & St Paul's has a strict Anti-Bullying Policy which is be implemented at all times.

If bullying occurs then this may result in the pupil not being allowed to attend the club for a fixed period of time or in the place being withdrawn permanently.

## **Uncollected children**

Staff members at Our Lady & St Paul's do their best to ensure the effective communication between the school and parents/carers. If a parent/carer is late, the following procedures are followed:

- Where possible, parent/cares phone to inform staff that they are going to be late.
- A member of staff attempts to contact the parent/carer using the details provided on the registration documents
- If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts listed on the registration form

When the parent/carer arrives, they are issued with a penalty notice of £5.00

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If the parent/carer is more than **30** minutes late, the following procedures are followed:

- If a member of staff has not reached the parent/carer, or an emergency contact, they contact the local social care team for advice
- The pupil remains on the premises with a member of staff, or is placed with the local social care team
- If the pupil has left the premises with the local social care team, a note is left on the door to the club, informing the parent/carer of the pupil's location. A contact number and address is displayed.
- Parents will be invited to a meeting before the child will be admitted back into aftercare.

### **Emergency evacuation/closure**

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs will be closed. Parents will be contacted via phone call or text message.

In the cases of an emergency, the following procedures are followed:

- Emergency services are contacted
- All pupils are evacuated from the building and taken to the designated emergency assembly point – currently, this is KS2 Playground
- A member of staff collects the register and checks that all the pupils are at the emergency assembly point
- If a pupil is missing from the emergency assembly point, the emergency services are immediately informed
- Parents/carers are contacted to collect their children
- All pupils remain at the emergency assembly point until they are collected by their parent/carer

If a pupil has not been collected after undergoing the emergency procedure, members of staff follow the uncollected child procedure.

### **Monitoring and review**

This policy is reviewed every two years by the Headteacher and the Designated Safeguarding Lead.

The scheduled review date for this policy is March 2027.