

St. Mary's Primary School



After School Club Policy

2015

Welcome to St Mary's After School Club.

Mission Statement

"At St Mary's the child is at the heart of the Catholic faith community. As a school we aim to provide a high standard of child centred education in a safe supportive learning environment, where respect and Christian values are promoted."

Health and Safety

If your child has an accident at the St Mary's After School Club we will endeavour to contact you as soon as possible. If emergency treatment is required a member of staff will accompany your child to the hospital. You will be asked to meet the member of staff at the hospital. A full accident form will be completed by the member of staff on duty and should be counter signed by the parent.

St Mary's After School Club operates under its own Safeguarding and Health and Safety policies as required for Trust registration.

Sick Child Policy

Your child's welfare is our main concern and in the interest of the remaining children, if in the opinion of the staff a child is ill, then the parent/carer will be contacted to collect the child as soon as possible. The staff must be happy that the child is fully recovered before he/she is allowed to return.

Infectious and Communicable Diseases

It is our policy to promote good health and hygiene for all the children in our care. This includes monitoring the children for signs and symptoms of communicable diseases, such as chickenpox, measles, rubella, meningitis, diarrhoea, vomiting and fevers of 101 degrees fahrenheit or 38 degrees centigrade or over.

Working parents may be eligible to claim working tax credits. Further information can be obtained by visiting the following website www.direct.gov.uk.

Staffing

The club works on a ratio of 1 adult to 8 children. All the staff at St. Mary's After School Club have suitable qualifications, e.g. N.N.E.B., N.V.Q. Level III, Cache Level 3 in Playwork, Food Hygiene and Paediatric First Aid. All staff hold a satisfactory enhanced CRB check. From

time to time there may be students placed with the After School Club. All students 16 years & over are AccessNI checked, additionally all students are supervised by staff.

Employer's Liability

The current Employer's Liability Insurance Certificate for the After School Club can be found on the wall in the entrance of the designated After School Club DT room in the main school building, along with the Registration Certificate. Please ask a member of staff if you are unable to find it and would like to view it.

Terms and Conditions - Parent Agreement

Before your child starts at the St Mary's After School Club you will be asked to read and agree to the St Mary's After School Club Terms and Conditions - Parents Agreement' by signing a copy. A copy of this agreement will be given to the parent/carer to keep. Below is an outline of the agreement. To obtain a copy, please email, phone or write to the St. Mary's After School Club, details are on the Contact page of this website.

Open Door Policy

We value our parents and any comments or suggestions they may have (positive or otherwise!). Please feel free to speak to a member of staff or alternatively complete one of our 'Parent Suggestion Forms', which are available from the After School Club, just ask a member of staff for a copy.