



AFTER SCHOOL CARE POLICY

AIMS

To provide a secure, welcoming, personalised after-school care facility for children whose parents are unable to collect them at the end of the school day, or whose siblings are engaged in activity at Geneva English School - Primary, hereafter known as GES, regardless of gender, race, religious beliefs or any disability.

OBJECTIVES

- To provide an environment that is pleasant and relaxing for pupils at the end of a long school day.
- To maintain continuity of care by having a stable, highly educated, enthusiastic GES team carrying out the care.
- To provide a structured play environment to keep children interested and occupied. This will include daily activities, covering the age range of 3-11 years old.
- To provide supervision of homework to children in Years 3, 4, 5 and 6 for part of each session.
- To provide an affordable service for working parents.

PROCEDURES

There are always at least 2 members of staff on duty in the building.

Children are always under the continuous supervision of the duty staff members.

All adults must ensure that high standards of behaviour are maintained in line with our Core Values and school rules, despite the more relaxed atmosphere of After-school Care.

Contingency arrangements for staff absences and emergencies:

If a member of staff is absent they must inform the ASC Co-ordinator, Deputy Head or Head who will organise, where possible, cover by a fill-in assistant.

In cases of emergency, the on-duty ASC staff will first contact the School Office, followed by contact to the Head, Deputy Head or ASC co-ordinator.

In cases of a missing child the [Missing Child Policy](#) must be followed.

The School Office will contact Parents where necessary, dependent on the nature of the emergency. In the case of a bang to the head a Parent of the child will always be contacted. ([Refer to the First Aid Policy.](#))

Booking Arrangements

- Parents enter into a contract with the school whereby the school offers a facility to care for pupils at the end of the school day.
- Parents undertake to pay for this facility and agree to collect their children at a specific time, but no later than 18:00. A full hour will be charged for any parent arriving later than 18:00.
- Parents book required dates on an ASC application form, which is available from the Parent Message Centre and the School Office.
- Should a parent need to book additional sessions over and above the regular sessions, they request this directly through ASC. These sessions will be charged at a pro-rata rate.
- Placements are allocated on a first-come, first-served basis.

Collection

- Parents must ensure that their child knows at what time they are being collected and by whom.
- Parents should collect from the ASC classroom. In each case, the ASC duty staff will hand the child over to the parent and the parent signs their child out on the register.
- No child should be collected without speaking to the ASC staff and making sure that the staff are aware that they are leaving. All children are to be signed out on the database by a member of the ASC team.
- If, for any reason, parents arrive later than the collection time, they will be charged on an hourly rate, over and above the usual ASC fees.
- Parents who are unable to reach the school by 18:00, should arrange for someone else to collect their child and inform the School Office and ASC in writing by email.
- Under no circumstances must an unauthorised person collect a pupil.
- A record is kept of all late collections.
- After 18:00, one member of staff will stay with the child until the parent arrives.
- In the event of an emergency, or complete non-arrival of the parent/carer, the ASC duty staff must contact the School Office or Head or Deputy Head, and ask for advice and assistance.
- The School reserves the right to refuse a pupil's attendance at ASC if a parent disregards the strict 18:00 ASC closure time.

Use of registers

- After-school Care staff will keep a register of the children attending and note times of departure.
- Registers are used to check that children booked into After-school Care are present. They are also used to record additional sessions and to follow up payment for these ad hoc sessions.
- In case of an emergency where children have to be evacuated from the building, the registers must be taken and the children checked against the registers to ensure they

are present. (Please refer to the [Fire Safety Policy](#).)

- The ASC register is completed using the SchoolManager database.
- The database then provides charging details to the finance department.

Organisation

- At the end of the school day:
 - Nursery children will be accompanied to ASC at 15:20
 - Reception, Year 1 and 2 children will be accompanied to ASC after the 15:20 bell
 - Upper School children who are going to ASC should stay with their class teacher, who will supervise them and hand over to the ASC at 15:30.
- They should then all meet in the designated area for snack/lunch before activities and play commence.
- Homework supervision will be done for Years 3, 4, 5 and 6.
- At 17:45, the children should help tidy up and any remaining children at 18:00 will wait with staff inside the main door of the building.
- This general procedure and schedule is to be displayed in ASC for parents to see.

Fire Procedure

As during the normal school day, usual Fire evacuation procedures should be followed. All ASC staff are to make themselves familiar with the procedures. (Please refer to the [Fire Safety Policy](#).)

First Aid

First Aid procedures will also be as during a normal school day. ASC will keep a separate record of first aid instances.
([Refer to the First Aid Policy](#))

Risk Assessment

A risk assessment will have been carried out for After School Care.

Complaints

All complaints notified in writing by a parent of a child attending the ASC, should be investigated.

([Refer to the Complaints Procedures](#))

Safeguarding and Child Protection

All employees in GES have a role to play in child protection: in particular, they should report any suspicion or evidence that a child might be experiencing abuse: establishing and identifying actual child abuse is the responsibility of the DSL in the first instance. All employees should also familiarize themselves with the Internet Safety Policy ([Acceptable Use Policy](#)) which is signed by children and parents.

All ASC staff will follow a Child Protection course, provided by GES.

ASC staff should report any suspicion or evidence that a child might be experiencing abuse to the Designated Safeguarding Lead and, in her absence, the Deputy Designated Safeguarding Lead.

The GES Designated Safeguarding Lead is **Miss Nicky Fortune**.

The GES Primary Deputy Designated Safeguarding Lead is **Mrs Emily Brown**.

[\(Refer to the Safeguarding and Child Protection Policy\)](#)

Rewards and Sanctions

Although the ASC is less structured and more relaxed than the normal school day, children are expected to be polite and respectful towards ASC staff, parents and peers.

ASC discipline is maintained by means of positive reinforcement. Good behaviour will be rewarded and praised.

The ASC follows the same core values laid out at GES. These are respect, teamwork, community, opportunity, courage and integrity.

[\(Refer to the Behaviour and Discipline Policy\)](#)

Anti-bullying

Bullying is an extremely serious offence and will not be tolerated at the ASC.

As during the normal school day, the usual anti-bullying procedures will be taken.

[\(Refer to the Anti-Bullying Policy\)](#)

Nicky Fortune

Updated July 2018

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