



St Faith's

Church of England
Infant and Nursery School



"Our inclusive St Faith's family strives to enable all to achieve their full potential and inspire a community of hope and friendship.

We seek excellence by ensuring a safe, respectful and flourishing learning community, where differences are celebrated and our genuine love and high expectations make a difference to all."

Oscar Romero "Aspire not to have more, but to be more."

After School Clubs

Thank you for running an after school club here at St Faith's Church of England Infant and Nursery School. Please find below a list of important information for you, and a risk assessment for the use of the school hall. We will need to have the number of your enhanced DBS check, a copy of your insurance documentation and a copy of your risk assessment for the activities you will be undertaking with the children. Thank you.

Registers

Please ensure school has a list of all the pupils who will be attending the club BEFORE the club starts. We also ask for an up to date copy of your club register which is completed each week. If a child is absent when you take the register, please ensure you find out the reason why. If you have a child that isn't on your register, please ask in the school office. Return the register to the office at the end of each session.

Behaviour

Good behaviour is expected by **all** children at after school clubs. Staff are available if a significant or challenging incident arises, but please make sure you make boundaries clear to pupils. If a child consistently misbehaves or is disruptive, or a significant incident occurs, it is your responsibility to speak to parents and to decide if the child can continue at the club or not.

Children should not be allowed to climb on any equipment whilst in the hall, or run about (unless part of a specific activity). They should only leave the hall if the club leader has given permission and knows where they are going e.g. to use the toilet.

Emergencies

Two fire alarm points are located in the hall, next to the two fire doors that lead out to the front of the school. There are two fire exits, which are clearly marked. They can be readily opened from the inside without a key. Where possible, the fire evacuation assembly point is on the playground at the rear of the school.

The telephone is in the main office. Emergency contact details are available for every child in school in the school office. In the event of an emergency where parents need to be contacted, please locate a member of staff in a classroom.

First Aid equipment is available in the first aid area in the library and in each classroom. Parents must be informed at the end of each session if a child has required first aid or had an accident, however minor.

Health and Safety

Regular, informal checks are made of the hall throughout the day. However, if you notice anything about the room or the equipment that you are unsure or unhappy about, please inform the caretaker or a member of staff immediately, or at the end of your session.

Beginning/End of Session

Staff will deliver the children to the hall at the end of the school day. Please take the register as soon as possible and ascertain the whereabouts of any missing children. Club Leaders are responsible for ensuring children are collected by the correct adult at the end of the session. Once again, staff are around if there is any issue or concern.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding is everyone's responsibility. Please ensure you are given a copy of the school 'Safeguarding' Policy to read by a member of the office staff. PLEASE RAISE ANY CONCERNS IMMEDIATELY WITH A MEMBER OF STAFF.

Updated

Lisa Wright *October 2022*