

Inspire

Challenge

Achieve

AFTER SCHOOL CLUB Policy



GRIFFITHSTOWN PRIMARY SCHOOL

2025 - 2026

Griffithstown Primary

AFTER SCHOOL CLUB

Our Vision

We provide a childcare service that allows pupils to learn and develop in a safe, stimulating, and nurturing environment. We provide a professional, high-quality service, that encourages and supports your child to learn and grow whilst having lots of fun.

Details

Registered person: Mrs A Instone

Telephone: 07940454060

Email: griffithstownasc@hotmail.com

Timings: Monday – Thursday: 3.30pm – 5.29pm / Friday: 3.30pm – 4.30pm

Charges

- Administration fee: £6.00 must be paid with each new application
- £6.00 per hour (and additional £6.00 if a pupil is not collected by 5.40pm on Monday - Thursday, or 4.40pm on a Friday)

Admission

The ASC is open to pupils Reception to Year 6. Pupils must not be admitted to the club until parents/carers complete the registration form. Parents/Carers must provide contact details, and information regarding any special requirements or needs of their child. Parents/carers must notify the club at the earliest opportunity if there are any changes to the child's registration details so that forms can be updated regularly. Families must have an account on CivicaPay before their child is able to attend. Fees cannot be refunded, unless the child has been sent home e.g., due to illness. In such a situation, the ASC Leader may offer an alternative session. Parents must inform the ASC Leader (giving 24 hours' notice) of changes to 'booked' days. You must pay in advance and credit is not available. Parents/carers must give one month's notice in writing if they wish to terminate their ASC contract.

Additional Learning Needs

We provide a welcoming and supportive environment for all pupils, staff and parents. The ASC Leader will liaise with the ALNCo to ensure we meet the expectations of all ALN pupils. Staff must be appropriately trained to meet the needs of all attending ALN pupils. In some circumstances, start dates may be delayed while additional funding, or additional staffing is sourced to meet the pupil's needs.

Safeguarding

Pupils and staff must adhere to the LA/School Safeguarding Policy and the All Wales Child Protection Procedure. If an ASC staff member has knowledge, concerns or suspicions that a child is suffering, has suffered or is likely to be at risk of harm from others, it is their responsibility to ensure that the concerns are referred to the designated lead/deputy (Head teacher and Deputy Head), Social Services or police, who have statutory duties and powers to investigate and intervene when necessary. Parents should be in a fit state to collect the child. If a parent/carer is in an 'unfit' state, the senior Lead will ask the parent to wait while advice is taken from **Torfaen Social Service Team** and/or **101. Torfaen Social Services:** 01495 742920

Procedure for a missing pupil

The ASC Leader must contact the parent immediately, to understand why a paid session has not been attended. If the parent has no knowledge of their child's whereabouts, the lead must inform the head teacher immediately, who must call 101.

Staff must search the building, grounds and immediate vicinity, then widen the search to the local area. At the same time staff must call parents of the missing pupil's friendship group. When resolved ASC staff must review, liaise with parents, and school staff to identify next steps for improvement.

Arrival

Pupils will be collected from their classrooms by a club worker. Older pupils may make their way to the club at the end of school. All pupils will be signed on to the fire register on arrival to the club and are

signed out by the parent/carer on leaving the club. Pupils attending any extra-curricular activities then coming to the club will be picked up by a member of staff at the end of the club.

Collection

Parents must give the names of all people authorised to collect their child on the registration form. Only people named on this form will be able to collect your child from the club. It is the responsibility of the parent/guardian to ensure that any changes to the contacts are shared with the ASC Leader. Parents must collect children from the main entrance door. Call the ASC Leader's mobile and your child will be brought to meet you. If your child is not collected on time, the lead worker will call the second contact. If this person is unavailable the playworker will contact the third and fourth emergency contact. If all contacts are unavailable, school will contact police on 101. Pupils will never be left unsupervised if a parent/carer has failed to collect.

Late collection

Parents must collect their child by 5.40pm (4.40pm on Friday) at the latest. If you collect later, you will be charged £6 per child in addition to the normal session fee. If you are late on more than two occasions, your child's ASC place must be reviewed.

Positive Relationships (Anti-Bullying Policy)

Pupils and staff must adhere to the Positive Relationships Policy. Pupils must understand and follow the school expectations:

- Listen and follow instructions; Respect and consider everyone and everything; Be polite, honest, and kind.

Concerns regarding a pupil's behaviour will be shared and discussed with the family and actions identified. If behaviour continues to pose concerns, a pupil's continued attendance must be considered and may be stopped for an agreed period or stopped permanently. Concerns about bullying must be reported to and investigated by the Head.

Play Opportunities

Pupils have access to choose and experience a range of play opportunities. Pupils must be consulted and listened to and their views acted upon where possible. Staff are responsive and help to enrich the children's play opportunities. Staff facilitate appropriate risk and increase children's awareness of their physical capabilities and limitations. Play opportunities promote equality and challenge discrimination. Play opportunities will motivate children; increase self-esteem and foster positive attitudes.

Health and Safety

The school's Health and Safety Policy is annually reviewed and adopted by governors. Risk assessments are regularly discussed, reviewed, and updated. The ASC Leader must complete a daily check of the ASC area to ensure risks are identified, recorded, and resolved. The ASC Leader must record Health and Safety concerns in the caretaker folder and monitor the identified risk, while the caretaker completes a prompt resolution.

Fire

Action to be taken in the event of the fire is displayed and understood. The ASC Leader and other staff are familiar with the fire routine. Fire drills must be completed and recorded each term. The logbook must be readily available for inspection.

Food

The ASC team provide pupils with a daily healthy snack. Food preparation and storage areas are clean and hygienic. Surfaces are thoroughly cleaned before and after food is prepared. While food is being prepared in the kitchen, no other activities are allowed in the area. Food is stored in an identified ASC specific fridge, with no cross contamination with the general staffroom fridge. Dietary needs must be made clear by the parent/carer in the registration form.

Electrical Equipment

All electrical equipment is PAT tested with the PAT sticker clearly visible.

Medication

If a pupil requires medicine during 3.30pm – 5.29pm, parents must complete the Administration of Prescription Medicines consent form.

Social Media

There are occasions when photographs of ASC activities are shared on Class DoJo. The ASC Leader must ensure those pupils without parental/carers consent are not photographed.

Confidentiality

Staff/Volunteers/Students must not discuss individual children other than for the purposes of activity planning/group management with anyone other than the parents/carers of that child.

Complaints

Parents must share concerns with the ASC Leader in the first instance. If the issue is not resolved appropriately, then parents must contact the head. If the concern continues, parents must follow procedure in the Complaint Policy, which is available from the School Office or the school website: www.griffithstown-primary.co.uk

