



Beechwood Primary School

The Handy Club Policy

Aims

To provide a secure, welcoming, afterschool facility for children whose parents are unable to collect their children from school at 3.15pm.

Objectives

- To provide a welcoming safe, secure environment for pupils at the end of the school day
- To enable pupils to eat a light tea after the school day in a pleasant and safe environment
- To employ caring supervisory staff
- To provide a calm play environment for those pupils
- To provide an affordable service for working parents

Procedures

Staffing – There is two Handy Club Supervisors and one Playworker in attendance from 3.15pm. In addition to this the school caretaker is on site from 7.00-3.00pm. Senior members of staff are on site all day.

Safeguarding Security – In order to gain access to The Handy Club, parents/carers must enter via the intercom and the door is released by a member of staff.

Booking Arrangements – Parents are required to book at least one week in advance of their child attending The Handy Club. However, on first bringing their child to The Handy Club, parents are required to sign an agreement between home and school which makes clear expectations of children's behaviour and conduct and arrangements for payment.

The cost for children attending The Handy club is £8.00 (£5.00 half session) per day per child and this can be paid weekly, monthly or termly.

Use of registers – Parents are required to sign their child/children out in the register upon leaving, with the exception of year 6 children, who providing they have a note from home, can do so themselves. Newcomers are added to the register.

The Handy Club Supervisors retain the register.

In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

Organisation

The Handy Club is open to all pupils from Reception to Year 6 from 3.15pm to 6.00pm. It is held in the school dining hall. Pupils enter the school hall from their classrooms.

Pupils are welcomed by the supervisor and play workers and are signed in the registers

A craft activity is provided daily as well as a games table, reading table and colouring. and weather permitting we go outside for football, skipping etc.

All children sit down together for tea and emphasis is laid on good table manners and behaviour throughout.

Children are free to use the Year 3 & 4 toilets if required.

All activities are cleared up by 5.45pm and a small game or reading is encouraged before the children are collected

The children's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in The Handy Club file and also in the School Office.

Resources

The Handy Club resources are kept in their own storage cupboards.

Communication with Parents

Verbal and written communications are used with parents/carers bringing children.

Records of Staff

In accordance with the Children Act Regulations, the address and telephone numbers of employees of The Handy club and school are kept in the School Office.

Fire Procedure

Children should exit the dining room through the fire exit leading into the foundation play area and out the gate to assemble on the playground.

The register should be taken and the senior member of staff informed of when the children are checked and present.

First Aid

If first aid is administered, the treatment given is recorded on a medical treatment form. Copies of accident forms are signed by a parent/carer and are kept in school.

Medication

Inhalers are kept in class if a child needs an inhaler, a breakfast club staff member will accompany him/her to collect it. It is the duty of parents to inform school fully of any medical conditions that may affect a child in school. This information should be handed in to the school office immediately.

Risk Assessment

A risk assessment has been carried out for The Handy Club.

Confidentiality of Documents

Confidential documents are kept in the School Office.

Reviewed: January 2016

Next Review: January 2017