

# Gatcombe Crew Before and After School Policy

## AIMS

- To provide a secure, welcoming, morning and after school facility for our children.

## OBJECTIVES

- To provide high quality care for our children both before and after school to support our working parents.
- To develop 'community' social skills in a positive way.
- To maximise the impact of caring supervisory staff.
- To plan and provide a calm 'learning through play' environment for Gatcombe Crew with a range of age-appropriate activities.

## STAFFING

- All Gatcombe Crew Staff are part of the Gatcombe Park Primary School staff team as TAs or SNAs.
- Our staffing ratio is 1-10, although this may change to 1-8 when children with particular needs are attending.
- Gatcombe Crew can have no more than 32 children per session.
- All Gatcombe Crew staff will have appropriate up to date training in Food Hygiene, Prevent, Fire safety and at least one member of the Gatcombe Crew Team for each session will be First Aid trained.
- Club Staff will be prepared for the children to arrive at 7:45 am and after school crew for 3:20pm.
- A register will be kept to provide a record of attendance each day.
- The Gatcombe Crew Club Leader (and Deputy as appropriate) will be responsible for planning the programme of activities and ensuring all the Crew Team know their roles each day.
- The school Behaviour Policy of the school will be consistently applied by all staff.
- The Gatcombe Crew Club Leader will advise in advance if numbers show extra staff are needed on a particular day.
- The Gatcombe Crew leader or Deputy Leader will ensure the Gatcombe Crew phone is charged and on for the duration of after school club.

## Booking arrangements

- Parents must complete the appropriate form to register their child's details at least the day before they attend for the first time **Children must be booked in (for both breakfast and after school club) so that staffing meets the required ratios at all times. We cannot take your child for breakfast or after school club without pre booking (either by phone on the day or through on line booking), as it is difficult to increase the staff at short notice in order to meet ratio requirements.**
- Parents should use the Gatcombe Crew booking forms for both breakfast and after school club, from the school office or on line.
- If necessary, places can be booked on the day, providing there are places available.

## Use of registers

- Children are registered as they enter Gatcombe Crew.
- The Gatcombe Crew Leader will retain the registers.
- 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

- Gatcombe Crew is open to all children from Reception to Year 6 from 7.45 am to 8:45 am, and 3:20 pm until 5:30 pm.
- Pupils enter Gatcombe Crew for the morning sessions, through the school's main reception area.

- Gatcombe Crew After School Club begins at 3:20 and children attending make their way over to the Gatcombe Crew area as they are dismissed from class.
- Parents can collect their child from Gatcombe Crew After School club any time up to and including 5:30pm. They will do this through the gate in the car park and then the door of the kitchen. There is a buzzer system by the gate in the car park to gain access.
- If required, parents can ring the Gatcombe Crew phone number – 07756856450 .
- Good behaviour is expected at all times.
- Children’s details, medical conditions, the parent’s contact details, an additional emergency contact name, address and telephone number are kept in the School Office.

### **Communication with Parents**

- Verbal communication between with parents/carers and Gatcombe Crew staff will always be professional – the intention being to ensure that children have a calm and enjoyable experience.

### **Fire Procedure**

- Children will exit through the Y1 or kitchen door and assemble on the playground.
- All registers will be taken and the Fire Warden informed when the children have been checked off and are present.

### **First Aid / Medication**

- If First Aid is administered, the treatment given will be recorded in the First Aid book.

### **Activities**

- A range of activities will be provided to extend and develop children’s social skills. These will be planned by the Gatcombe Crew Leader/Deputy Leader in accordance with the age and interest levels of the children. These will be a range of creative, social, physical and educational activities.

### **Risk Assessment**

- A risk assessment has been carried out for Gatcombe Crew

### **Environment**

- The safety and management of the environment is the responsibility of the Gatcombe Crew Staff. Any spillages etc must be removed promptly. All equipment must be cleared away at the end of the session.

Approved: January 2025

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