

St. Mary's Catholic Primary School Chiswick
"Living and learning, inspired by our faith"

St Mary's After School Clubs/Care Protocol



September 2022

Next Review Date: September 2023

Outside Providers and Visitors to the School

Visitors to the school with a professional role, such as peripatetic music teachers, agency supply teaching and support staff, student teachers, club providers, or members of Early Intervention Service should have been vetted to work with children through their own organisation.

Should a club's provider or music teacher be independent rather than part of an organisation, the provider is asked to produce the enhanced DBS disclosure certificate so that the School can confirm the check has been carried out. A record of these checks is kept for peripatetic music teachers, supply staff, governors, club providers and aftercare staff are kept on the school's Single Central Record, along with details for permanent staff. When individuals make ad hoc or unplanned visits to the school, they will be accompanied by a staff member at all times and not allowed to have any unsupervised access to the children until confirmation of their vetting status has been confirmed. It is recognised that in emergency situations e.g. when a member of the Emergency Services is called, it may not be possible to confirm their identity before access to the school site is allowed. The Headteacher will use their professional judgement to effectively manage these situations.

- **All providers to arrive promptly for the delivery of their service to our pupils (5 minutes before the start of the club at the very latest) Current clubs run between 8.00 am and 8.45 am and 3.25 and 4.30pm**
- **Providers to compile their own registers and ensure they call the register each week**
- Makes sure they are familiar with fire exits
- **Carry out their own Risk Assessment and provide the school with a copy before the start of the provision each full term**
- Provide the school with a copy of their Liability Insurance
- Notify the school office immediately of any discrepancies between their own club register and number of children in their club
- **Ensure and collect payment for their service from St Mary's parents**
- Have up to date emergency contact details for all the pupils in their provision
- **Ensure and supervise the safe dismissal of all the children in their care at the end of their sessions**
- **Staffing ratio/pupils in line with government guidelines**
- Have basic First Aid training
- Ensure that classrooms/equipment are clean after use
- Notify a member of The Senior Leadership Team of any emergency during the session.
- **Failure to comply with this protocol will unfortunately result in the school withdrawing the use of its facilities for your service. The Senior Leadership will review club provision and the adherence to this protocol on a monthly basis and you will be notified immediately if breaches have been made. Failure to address these will result in the club being terminated at the end of the school term.**

Senior Leadership Team

Miss Harte	Headteacher
Miss Collis	Reception/EYFS Leader
Mrs Norris	Year 1
Mr Lyons	Year 2 & Assistant Headteacher & KS1 Lead
Miss Scannell	Year 5
Mr O'Reilly	Deputy Headteacher & Year 6 & KS2 Lead
Mrs Collis	School Business Manager

Fire Instructions

Detecting smoke/fire

An adult will break the glass which will activate the fire alarm

On hearing the fire alarm

In silence, use the nearest available exit

Leave the building without lining up, and go to the playground assembly point (garden area KS1 playground).

Do not stop to get any personal belongings

Do not re-enter the building for any reason.

The school office will phone the fire brigade

The school office will bring the Inventory and class lists of pupils of and staff to the assembly point in the morning.

. The names of children and staff not accounted for will be passed on to the Headteacher or Head of School.

It is the responsibility of all staff/outside providers to ensure that children know what to do when they hear the fire alarm or detect smoke/fire