



**AFTER THE BELL**

**Afterschool Club**

28 Dale Road, Kilmacud, Co. Dublin A94 W896

**CHILD FRIENDLY POLICY PACK**

**2025**



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## After the Bell Policy Guidelines

This pack of policies outlines the responsibilities, expectations, and procedures necessary for a safe, enriching, and harmonious environment. Parents and children are encouraged to read and discuss these policies together to ensure mutual understanding and compliance.

**This pack of policies contained herein must be read and accepted by all parents / guardians and children.**

It includes critical information pertaining to the following: -

### 1. Enrolment and Attendance Policies

- **Registration:** All Registration and enrolment forms, including supplementary and medical information, must be completed and submitted before a child can attend.
- **Attendance, Drop off and collection**
- **Accommodations:** Parents should inform staff of any special requirements to ensure appropriate support for their child.
- **Payment Schedule:** Fees must be paid in advance as per the agreed schedule.

### 2. Code of Conduct

- **Respectful Behaviour:** Children are expected to treat staff, peers, and property with respect.
- **Bullying and Harassment:** Zero tolerance for any form of bullying or harassment.
- **Parental Conduct:** Parents are expected to engage respectfully with staff and other parents.

### 3. Health and Safety

- **Sickness Policy:** Children displaying signs of contagious illnesses should stay home. They may return only after being symptom-free for 48 hours.
- **Medication Administration:** Written consent and clear instructions are required for any medication to be administered.
- **Emergency Procedures:** Parents must review and understand the facility's emergency procedures.
- **Fire Safety**

### 4. Daily Routine and Activities

- **Activity Participation:** Children are encouraged to participate fully in all scheduled activities.
- **Personal Belongings:** The facility is not responsible for lost or stolen items. Children are discouraged from bringing valuables.
- **Snacks and Meals:** Nutritious snacks will be provided. Parents must inform the facility of any dietary restrictions or allergies.

### 5. Communication and Feedback

- **Parent-Staff Communication:** Open communication is encouraged. Staff will provide regular updates on children's progress.
- **Feedback and Complaints:** Complaints procedures and methods.



## 1. Statement of Purpose and Function

### Statement of Purpose & Function of After the Bell Policy System

(Why Are We Here & how do we do things?)



### Why Are we here?

We are here to provide services for children in after school until their parents/guardians can collect them. We provide a happy & safe place where children can play, do homework, eat meals and snacks and have fun with other children.

**When are we open** Monday to Friday 1pm-6pm

**How Many children come here:** We can have 60 children in After the Bell but we currently have 45

**What ages are children:** 4 years to 9 years



## What are Policies?

Policies are rules and plans about what happens in After the Bell to make sure you are happy, safe and know what to expect.

When you come to After the Bell, Paula and Her team will explain the following policies to you which will include:



- ✓ **Complaints** - what to do if you or your parents / guardians are not happy about something that happens in After the Bell
- ✓ **Dropping off & Collection Policy** - who can and cannot drop & collect you from After the Bell
- ✓ **Fire Safety** - the important rules of staying safe in case there was a fire & how to practice for this.
- ✓ **Medication Policy** - How the teachers will give you medicine if you need it.
- ✓ **Infection Control** - How to make sure everyone stays as healthy as possible and doesn't get sick.



## 2. Child Behaviour Policy

# Child Behaviour Policy



In After the Bell, we want everyone to feel happy and safe.

**How Can we all make this happen?**





1. Have **rules** for being together with each other like taking turns, listening to each other, solving problems together and sharing
2. **Helping** others
3. Treating everyone **fairly** and the same.

Here are some things that should never happen in After the Bell-



- **No Hurting bodies** - something that will physically hurt someone anywhere on their body
- **No hurting feelings** - saying something to someone that will upset them or make them feel sad.

There is a list of rules (**In our entrance hall**) so everyone remembers how to stay happy and safe. Paula and your teachers will talk to you about these



Behaviours that are not ok are like problems that need to be solved and can be

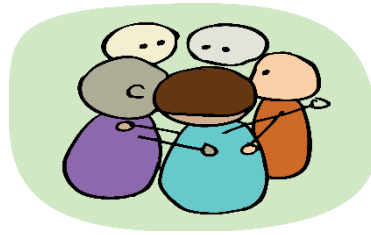
small

Medium

Big

If a behaviour that's not ok happens in a group, we will find out how everyone feels and come up with the best way to solve the problem together.





## What happens if I have a behaviour that's not ok ....?

If it's a **small** or **medium** behaviour (like not sharing or taking turns) your teachers will

- ask you to **stop** the behaviour and remind you it's a behaviour that's not ok
- Ask you for **solutions** & give you **choices** to solve the behaviour.
- talk and **listen** to how you feel and help come up with a **plan** together on how best stop the behaviour happening

If it's a **big** behaviour (like Kicking or hitting or if you find it very hard to calm down or to stop a behaviour)-

Paula and your teachers will:

- help you by **staying with you** or going with you to a quieter space until you feel calmer.
- talk to your parent/guardian and ask them to help find a plan together of how best to change the behaviour. Sometimes we might write this plan down, so we don't forget. This is called a **good behaviour contract**.





### What is Bullying?

Bullying is hurting someone more than once, on purpose, by using behaviour or words that are meant to frighten or hurt that person.

**Bullying is never ok, After the Bell is a bully free zone!!**



**Bullying Can happen in different ways ...**

**Emotional:** Hurting people's feelings, leaving them out.



**Physical:** Punching, kicking, spitting, hitting or pushing.

**Verbal:** Teasing, name calling.





**Written:** Letters, notes, pictures, graffiti that upsets someone

**Cyber:** Saying unkind things by text, e-mail and on the internet.



## What If I'm Bullied or see Bullying Happen in After The Bell



Always tell your teacher never do nothing!! This is responsible behaviour. It is not telling tales. Paula and your teachers will make sure the bullying stops.

## What If I Bully Someone?

Paula and your teachers will...

- **Listen** to how you feel to understand why it happened.
- **Explain** why your bullying behaviour must stop.
- Ask you for **solutions** to stop the bullying & give you **choices** to solve it.
- Write a **plan** with you to help **stop the bullying** happening again.
- If the bullying is very serious or continues, Paula will talk to you and will also talk to your parents/guardians to help find the best way to stop the bullying.





### 3. Drop off and Collection Policy

## Dropping off and Collection Policy



We want you to be safe always. That is why we have a policy on who can collect you and how you travel to us from your school

We have a list of people who are allowed collect you from our service



Who can collect you? What are their names? Who are they?



- **Never** leave the service by yourself! An adult must always be with you - this means that they have to be over 16 years of age
- Only people that your parent/ guardian have told us can collect you will be allowed to collect you



If your parent/ guardian allows you to walk home by yourself, they have to fill out a form before we can let you walk home by yourself.

**If you are booked into the After-School Service and you do not arrive we will-**

- Telephone the school to find out if you were at school
- We will telephone your parent / guardian or other emergency contact from the contact list.



- It is important that an adult is with you at all times, dropping and collecting you to the Afterschool Service
- You can never be left alone without an adult.
- A member of the After the Bell team will make sure that you are signed in/ out on the daily register
- It is very important that you listen to our team and follow her instructions if you are walking to school from the service - to make sure everybody is safe
- **Always hold hands when crossing any roads**

**Travelling by bus/car:**

- ✓ Always stay with your leader and listen to their instructions carefully
- ✓ Always wear a seatbelt and sit in your booster seat if you need one
- ✓ The bus driver/ driver will need to concentrate on driving, so make sure you are not too noisy



## Walking from school:



- Only a member of the After the Bell team from your service will collect you
- There will be an agreed meeting place
- You will need to hold hands when crossing roads
- Always listen carefully to the instructions of the After the Bell staff.

This is how you get to school/ are collected from school if the service takes/ collects you:



**WALK**



**BUS**



**DRIVE**

If the child is taken by the service in a car/ bus always wear a seatbelt.





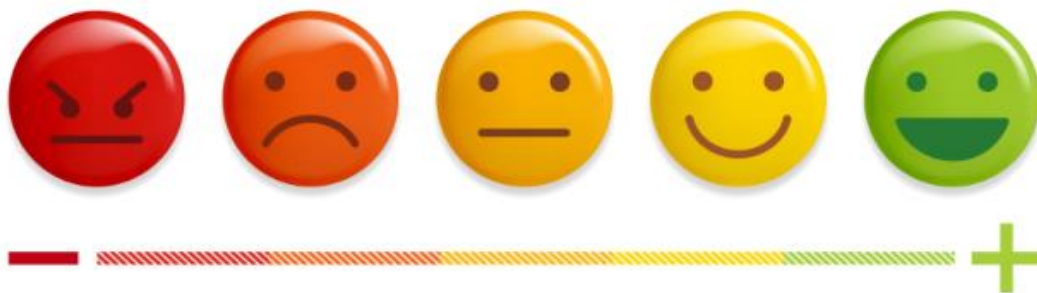
## 4. Complaints Policy



### What is a Complaint?

When you have a problem

You can have a problem about your afterschool, an adult or another child



How do you feel?



## How big is my Problem?

<u>5</u>	EMERGENCY
<u>4</u>	GIGANTIC PROBLEM
<u>3</u>	BIG PROBLEM
<u>2</u>	MEDIUM PROBLEM
<u>1</u>	LITTLE PROBLEM
<u>0</u>	GLITCH

*(Note: staff member uses the above table to discuss different levels of problem, depending on the age of the child)*

### How do I make a complaint?

- By talking about it - or by writing it down if you find that easier.
- You can do it by yourself, or as part of a group, or through your parents.

### To Whom?

- To anyone of the After School Teachers or Paula

### Does it matter what the issue is?

- No, it can be a big problem or a small one. By talking about it we can try to help solve it, make things better for you

### What will happen next?

- If possible the staff member will deal with it in person. If not s/he will go on your behalf to someone who can help.

### Do others have to know?

- If you are worried about confidentiality (other people knowing), tell the staff - they will understand.

Even if you find the issue hurtful or embarrassing, don't worry - it will only be discussed by staff who can help you.





## 5. Medicine Policy



It is very important that medicine is **NEVER kept in your bag** for any children because this is not safe (even an inhaler)

## NO MEDICINE



## NO MEDICINE IN YOUR BAG!

Please tell a member of staff

- if you have medicine in your bag
- if you took medicine today



Your Parent/Guardian needs to complete a medicine form before we can give you any medicine



You **MAY NOT** take any medicine yourself without a staff member knowing. You must have special permission from your parents



**ONLY** a staff member can give you medicine unless you have special permission.

Two staff will always be with you if you need to take medication and record it on a form - your parent/ guardian will then sign it when they collect you.

If you use an inhaler and need it, please tell a staff member.





If you use an EPIPEN, make sure that you give it to the staff member to store safely



If you suddenly get a temperature, you parent/ guardian would have given us permission to give you e.g. Calpol - we will always call your parent/ guardian before giving it to you



Your medicine will always be taken on outings.

Please make sure you always have a bottle of sunscreen with your name on it, that will be kept at After the Bell.





## 6. Fire Notice Policy



### FIRE NOTICE

If there is a fire the **fire alarm** will go off or "fire!" will be shouted by an adult.

- **Be calm, stop what you are doing**



- **Listen and follow the instructions**



- **Go outside together, holding hands**
- **Walk to the assembly Point (Our 2 points are the Garden and the front of building)**
- **Wait calmly for the fire engine**





## 7. Fire Safety Policy

# FIRE SAFETY



### What is a Fire Drill?

- A Fire drill is when you practice and pretend there's a fire.
- To keep everybody safe we will have a fire drill every month.
- We will not tell anybody when the fire drill is going to be.
- We have a notice on the wall about our fire drill and there is a map showing you how to get out

(In our Entrance Hall, on our 1<sup>st</sup> floor and 2<sup>nd</sup> Floor)



## What Happens when there's a fire drill practice?

The fire alarm will sound so that you know what it sounds like. It's very loud!!!



- A Teacher will shout FIRE! Or will sound the Bell
- Stop whatever you are doing immediately and leave the building with teachers
- Do not bring anything with you like your bag/coat toys etc.
- Listen to and follow staff
- Know your way and stay out.

## FIRE DRILL IN ACTION





Go straight to the fire assembly point:



- We will have an assembly point to the front of the building and another one in the garden
- A teacher will do a roll call, listen for your name and when it's called shout 'here' very loudly.
- Do not go back into the building until the teacher says its safe and ok.



## 8. Infection Control Policy

### Infection Control Policy



In After the Bell, we want to try and help you to stay healthy and **stop germs spreading!**

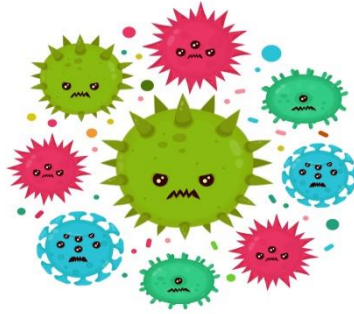
Germs are the things that can make us feel sick sometimes.







## Here's some ways you can help stop spread Germs!



If you feel sick like have a headache, a pain, upset tummy, then always tell teachers. They will look after you or might call your parent/guardian to take you home.



### Always wash your hands:

- ✓ Before eating
- ✓ After using the toilet
- ✓ When coughing or sneezing
- ✓ When your hands are dirty



Here's the best way to wash your Hands!!



- If you are on a trip out and can't wash your hands a teacher will give you hand wash gel to use instead





## Cover your mouth when coughing



## Always use a tissue when blowing your nose

	
<b>Get a tissue.</b>	<b>Fold the tissue in half.</b>
	
<b>Blow nose gently.</b>	<b>Wipe nose clean.</b>
	
<b>Throw tissue away.</b>	<b>Wash hands.</b>

Always tell Paula or a teacher if you fall and cut or scratch yourself.



In After the Bell, we have a '**clean & tidy as you go**' approach. This means always cleaning and tidying up after yourself.



If you make a mess in the toilet (accidents can happen!) ... just tell Paula or an afterschool teacher and they will help you.

