



# Grove Academy Before and After School Club Policy

<b>Committee:</b>	Trust Board	
<b>Approved on:</b>	May 2023	
<b>Next review date:</b>	May 2024	
<b>Updated/Reviewed on:</b>	<b>Approved by Trust Board on:</b>	
May 2024	Awaiting approval	

This policy must be read in conjunction with the following policies of Grove Academy as BASC staff will follow these policies at all times:

- Behaviour policy
- Safeguarding policy
- Handbooks relating to health and safety

### **Introduction**

Grove Academy has provision for a Before and After School Club. It is run by staff from the academy and exists to provide high quality out of school hours childcare for our parents/carers within the MAT. It provides a range of stimulating and creative activities in a safe and nurturing environment.

The Before School Club operates between 7:30am to start of the school day (term time) and the After-school club operates between the end of the school day and 5:45pm (term time). Current costs for each session can be viewed on our academy website. A copy of this policy is also available to all parents/carers of children attending BASC on our academy website.

**All parents/carers must complete a registration form for each child attending the BASC and sign a parent /carer contract to adhere to the terms of this policy.**

### **Admissions**

- Only children who attend Grove Academy, Hamilton Academy and Northwood Broom Academy are eligible to attend the BASC.
- All places are subject to availability at the discretion of Grove Academy's Principal.
- The registration process must be completed prior to the child's commencement at the BASC.
- All parents/carers will receive a paper copy of this policy and this policy is available to view on our website
- All of the BASC staff are made aware of the details of a new child.
- Where there are medical needs the BASC staff will liaise with the child's academy medical lead and also the child's parents/carers
- Children's attendance is recorded in a register.
- Where there are additional needs, the BASC staff will liaise with the academy's inclusion team.

**All admissions to the BASC are at the discretion of Grove Academy's Principal.**

### **Arrival and Departure arrangements at our Before and After School Club**

#### **Before School Club**

- Parents/carers are required to bring their child to Myatt street gate and sign them in.
- On arrival at Myatt Street gate, parents/carers MUST call the BASC phone number to collect their child.
- Grove children will make their way to their class at 8.20am.
- Children from Northwood Broom Academy and Hamilton Academy will use our walking bus service to take them to their school for the start of the school day. All children will wear high visibility jackets and staff will follow the academy's approved risk assessed route.

### **After School Club**

- Grove children will be taken to the BASC provision by a member of staff.
- Infant children will be collected by a member of the BASC staff via a walking bus, and brought to Grove Academy.
- All children will wear high visibility jackets and staff will follow the academy's approved risk assessed route.
- The BASC staff will take a register of all children at the point of collection and will liaise with the child's class teacher/academy office to determine any reason for absence.

### **Departure**

- When a child is collected at the end of, or during a session, they must be signed out by a parent/carer or named collector.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents/carers must give their dismissal password on collection of their child.
- Parents/carers must inform the BASC staff if their child is going to be absent from the BASC prior to the contracted session.
- The BASC staff will have a set routine for morning and afternoon sessions that includes the provision of breakfast and an afternoon snack, together with drinks.

### **Behaviour**

**All behaviour** will be dealt with according to Grove Academy's behaviour policy. Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Sticker rewards
- Informing parents/carers about individual achievements
- Offering a variety of play opportunities to meet the needs of the children

The BASC follow the same 3 rules as Grove Academy:

- Be Ready
- Be Safe
- Be Respectful

The BASC's designated member of staff responsible for behaviour management is the Before and After School Club Manager, in liaison with Grove Academy's behaviour lead.

When attending Before and After School Club we expect children to:

- Use socially acceptable behaviour
- Comply with the academy rules (see above)
- Respect one another, accepting differences of race, gender, ability, age and religion
- Develop their independence by maintaining self-discipline
- Choose and participate in a variety of activities
- Ask for help if needed

If a child's behaviour is causing concern, then a motivation chart for BASC will be implemented. -The child's academy will be notified via CPOMS--The BASC Manager will liaise with their line manager if concerns persist or escalate.

All incidences of poor behaviour will be clearly documented/ entered onto the academy's CPOMS system (an electronic pupil record) by a member of the BASC team and the BASC Manager/Academy behaviour lead will intervene as necessary.

Where it is deemed necessary a meeting will be held to discuss the suitability of the child's access to the BASC.

### **Safeguarding - see MAT policy**

The BASC staff will record any safeguarding concerns on CPOMS as soon as possible. Where the BASC staff believe that a child may be in immediate danger or at risk of significant harm, they must follow the process as detailed on our academy safeguarding flowchart.

Academy staff will verbally hand over to the BASC staff any concern relating to the child at the end of the school day and summarise any actions taken (also recorded on CPOMS that handover has happened and the BASC staff linked in).

### **Arrangements to keep children safe and well:**

#### **Medical, Illness, First Aid and wellbeing – see Grove Academy Medical Care Policy, Grove Academy behaviour policy,**

- If a child becomes unwell during their stay with us we contact the parent/carer at the earliest opportunity.
- Staff have undertaken appropriate training to act appropriately in the event of an emergency **and will administer basic first aid to your child** (of which a written record will be kept on their CPOMS file). Bump notes are always sent home with child and copy is kept within BASC own accident reporting book, stored in a lockable storage. In an emergency the Emergency Services will be called.
- When a parent/carer applies for a place at the BASC, the form will be reviewed by the pastoral team from the academy that they attend. They will share any medical care plans, behaviour support plans, etc with the BASC team, and these will be stored in the BASC orange pastoral folder.

### **Sun cream**

During the hot weather, please send in your child's sun lotion clearly labelled with your child's name. Staff are unable to apply your child's sunscreen therefore it is essential that parents/carers teach their child how to do this.

### **Photographs and Videos**

The issue of child safety is taken very seriously and this includes the use of images of pupils. These may be used for display/training purposes and for publicity on our academy website. Our duty of care towards children means that children must remain unidentifiable. We will never include the full name of the pupil with an image, and only use images of children with parental consent.

### **Outdoor Activities**

The Before & After School Club will take children outside to play in the enclosed academy grounds.

### **Uncollected/late collected children**

If a child has not been collected within ten minutes of their contracted session end parents/carers will be contacted in the first instance by telephone. The additional contacts parents/carers have provided will be telephoned in the second instance. If these contacts are unavailable after approximately thirty minutes, the Police and Social Services will be contacted.

### **BASC feedback**

We value all comments about our BASC. In the first instance any concerns should be directed to a member of the BASC staff. Complaints should follow the Grove Academy policy (available on Grove Academy website).

### **Payment of Fees**

It is a requirement of the Before and After School club that parents/carers pay their fees 7 days in advance on ParentPay and payment is due for all contracted sessions, even if your child is unable to attend their booked session.

The parent/carer signing the Before and After School club's registration form is known as the contracting parent/carer and is responsible for the payment of all fees. It is possible to pay fees via Parent Pay or childcare vouchers.

Academy Staff who wish to use the BASC facility for their child/ren, will be charged at the agreed discounted rate and invoiced accordingly. Any non-payment may result in collection of payment directly from salary.

### **Procedure for payment of fees**

- Payments can be made via ParentPay.
- Payment can also be made by Childcare vouchers.
- Four weeks' notice must be given to resign your child's place.

**ESPRIT Multi Academy Trust**  
**Before & After School Club (BASC) Contract and Registration Form**

<b>Before &amp; After School Club Manager:</b> Mrs G Saunders (Grove Academy)	<b>Before &amp; After School Club Manager:</b> Miss E Comber (Grove Academy)
<b>Grove Academy</b> E-mail: <a href="mailto:grove@espritmat.org">grove@espritmat.org</a> Telephone: (01782) 234550	

**Contact Details - Information recorded herein is confidential and will be retained in a secure place on-site in lockable storage**

**Child's Personal Details:**

<b>Full name of child:</b>	
<b>Date of Birth: (day/month/year)</b>	
<b>Gender at birth:</b>	<b>*Male *Female</b> <i>*Please delete as appropriate</i>
<b>Name, contact number and address of GP</b>	
<b>Known medical conditions, allergies, special dietary and health needs:</b>	
<b>Any Special Educational Needs (including Social, Emotional and Mental Health)</b>	
<b>Any allergies affecting your child?</b>	
<b>Are child's immunisations up to date?</b>	
<b>Child's Home address:</b>	
<b>Postcode</b>	
<b>1<sup>st</sup> Parent/ carer contact</b>	<b>2<sup>nd</sup> Parent/ carer contact</b>
<b>Name</b>	
<b>Relationship to child:</b>	<b>Relationship to child:</b>

<b>Home address:</b>	<b>Home address:</b>
<b>Postcode:</b>	<b>Postcode:</b>
<b>Home Telephone:</b>	<b>Home Telephone:</b>
<b>Work Telephone:</b>	<b>Work Telephone:</b>
<b>Mobile:</b>	<b>Postcode:</b>

I confirm that I will inform the Manager of the Before & After School Club as soon as possible of any change in medical and/or any other relevant circumstances.

**Details of additional persons authorised to collect child or who can be contacted in the event of an emergency please complete the table below.**

<b>Full name:</b>	<b>Contact 1</b>	<b>Contact 2</b>	<b>Contact 3</b>
<b>Relationship to child:</b>			
<b>Home address:</b> <b>Postcode:</b>			
<b>Home Telephone:</b>			
<b>Work Telephone:</b>			
<b>Mobile:</b>			
<b>Password:</b>			

**If for any reason the above named person(s) are unable to complete collection of your child(ren) then a face to face conversation/telephone call from a parent / carer must take place with our BASC staff to give your verbal permission in advance.**

**An accurate description of the new contact is required and they must be aware of the agreed password – without this information dismissal will not be granted.**

**Name of child** \_\_\_\_\_

- I have read the full policy and I am fully aware of the expectation on me as a parent/carer, on my child and on the school. I agree to abide by the terms and conditions.
- I agree fully to this policy and the actions that may be taken as a result of my child attending Grove Academy's Before and After School club.
- I agree to follow the academy's parent handbook requirements regarding all matters linked to the health, wellbeing and behaviour of my child.
- I accept responsibility to book and pay for any childcare place required and that **this payment is non-refundable.**
- I agree to collect/make arrangements for my child to be collected from Grove Academy Before and After School club immediately if I am informed that my child is unwell.
- I agree **not** to send my child to the Before & After School club if they are unwell.
- I agree to abide my any additional Health and Safety requirements which are initiated as a result of national or local risk assessment and emergency, for example Covid 19.

**Parental Consent**

**By signing below, I agree to all conditions outlined above.**

**Signature of Parent/carer** \_\_\_\_\_ **Date** \_\_\_\_\_