**Sammy’s Den Before and After-School Club Policy**

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| **Date of Policy Creation**: | May 2019 | **Review Date:** | January 2020 | **Responsibility:** | FGB |
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| **Head teacher** | Mr Christopher Parkhouse | | **Signed:** | | **Date:** |
| **Chair of Governors** | Margaret Beagle | | **Signed:** | | **Date:** |

**Policy Review**

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| **Date:** | **Notes:** |
| May 18 | 1st adoption of new policy |
| November 19 | Comprehensive review.  Adding sections 2,9,10,11,13,14,15,16  Amendments to sections 6,7,8,12 |
| September 20 | Review:  Added section 18  Amendments to sections 4, 5,6, 9,10, 12 |



**“Sammy’s Den”**

1. **Purpose Statement:**

Grove Road School is committed to providing a safe, positive and flexible after-school childcare service provision for our school community.

1. **Legal Framework**

This policy has due regard to relevant legislation including, but not limited to, the following:

* The Health and Safety at Work etc Act 1974
* The Children Act 2004
* The Equality Act 2010
* The Children and Families Act 2014

This policy has due regard to national guidance including, but not limited to, the following:

* DfE (2018) ‘Health and safety: responsibilities and duties for schools’
* DfE (2019) ‘Keeping children safe in education’
* DfE (2016) ‘Wraparound and holiday childcare’

1. **Scope:**

This policy aims to set out a system which allows members of the school community access to a flexible after-school provision for their children.

We understand that provision after school is important for a number of our parents/carers and details are reflected below.

1. **Opening Hours:**

Sammy’s Den will be open during the following times

Before School –Breakfast Club from 7:30am until school starts Monday to Friday. Breakfast is served until 8:20am. Gate closes at 8:20am

Afterschool - from the end of the school day until 5:30pm, Monday – Friday.

1. **Cost:**

**Breakfast club**

* 7:30am – Start of School = £5 per attendee
* 8am – Start of School = £3 per attendee

**Afterschool club**

* End of School – 4pm = £6 per attendee.
* End of School – 5pm = £10 per attendee.
* End of School – 5:30pm = £12 per attendee.

1. **Bookings:**

Grove Road School recognises the importance of flexibility around bookings for parents/carers and aims to offer several options in line with the ethos of the school.

Advance booking is required. All bookings should be made online via the ParentMail booking system. Bookings must be made at least 72 hours in advance of the session.

Short notice care can only be provided in an emergency, where short notice care is agreed, this will be charged at normal session price as detailed in section 5.

1. **Payments:**

Grove Road School recognises the importance of flexible payment terms for parents/carers and aims to offer several options in line with the ethos of the school.

Due to the fluctuating length of each half term period, and in acknowledgement of certain voucher schemes working in line with monthly salaries, parents/carers are encouraged to make bookings/payments on a monthly basis.

Payments can be made in a number of ways:

* Via Parent Mail
* Credit/Debit Card (via the school office).
* Tax-free childcare vouchers or vouchers from employer’s childcare schemes These can be used to pay up front as a set amount, pay in arrears as a set amount, or pay via “one-off payments” in order to exactly match your monthly booking.

1. **Cancellation Policy:**

Grove Road School recognises the ever-shifting nature in the lives of our Community, and therefore aims to offer an acceptable cancellation period should a parent no longer need provision on a certain day/date:

Parents/Carers must inform the after school staff if they need to cancel a session by either email or phone.

Email: [Sammysden@groveroad.n-yorks.sch.uk](mailto:Sammysden@groveroad.n-yorks.sch.uk)

Phone**: 07971528055**

If the school is given a minimum of 24 hours notice, that a place is no longer required, then no charge will be made for the cancelled session.

If the school is informed after 6pm on the day prior to the session to be cancelled, or a parent fails to inform the school that the session is not longer required, then 100% of the fee applies and will be invoiced.

1. **Arrivals**

The school is fully committed to the safety and security of all the children in Sammy’s Den; therefore, several procedures are in place for when children arrive for either a breakfast or an after-school session:

**Breakfast club**

* Parents drop their child off at the breakfast club.
* Attendance is recorded in the breakfast club’s register; this register is used as fire register and also for billing purposes
* Sammy’s Den staff will accompany reception and KS1 pupils from the breakfast club to their respective classes, KS2 children are allowed to go to class independently.

**After-school club**

* Reception, Year 1 and Year 2 pupils will be taken to the afterschool club by their class teachers/TA and recorded in the after-school club’s register upon arrival, whilst older pupils will find their own way to the club.
* If a pupil arrives at the club, but is not on the register, an office staff member will check with the office/school system and the parent before turning the pupil away.
* Where there are children booked to attend the club, but they have not arrived Sammy’s Den staff will check with school staff if the child is absent, if there have been any messages or if the child has been collected. If the reason for non-attendance cannot be confirmed by school staff the parents will be contacted by the office.
* Where parents cannot be contacted, and the whereabouts of any children remains unknown, the club will follow the procedures outlined in section 11 of this policy.

1. **Collection**

The school has the following procedures in place for when children leave Sammy’s Den:

Upon registration, parents will complete an **Authorised Person Information Collection Form**, which outlines:

* The names and contact numbers of any individuals authorised to collect their children from the club on their behalf.
* Brief descriptions of each authorised individual.
* A password for each authorised individual.
* At the end of the after-school club, parents will sign their child out before they leave the premises.

If someone other than the person registered is collecting the child, staff must be notified by the registered person in advance. The registered person must also provide a description of the individual and confirm the password.

If the registered person is running late, staff must be notified before the end of the collection period by the registered person. If no notification is received, the club will follow the procedures outlined in section 11 of this policy.

1. **Uncollected Children**

Staff members do their best to ensure effective communication between clubs and parents. If a parent is up to 15 minutes late, the following procedure is followed:

* The parent is reminded that they must notify a member of staff if they are running late
* The parent is warned that repeated late arrival will result in penalty fees

If the parent is over 15 minutes late, the following procedure is followed:

* As soon as a parent is considered late, a member of staff attempts to contact the parent using the details provided on the registration documents
* If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts listed on the registration form
* For the duration of the wait, the child is supervised by two members of staff
* When the parent arrives, they are issued with a penalty notice of £10 per hour that they were late collecting their child.

If the parent is more than 30 minutes late, the following procedures are followed:

* If a member of staff has not reached the parent or an emergency contact, they contact the local social care team for advice
* The child remains on the premises with a member of staff, or is placed with the local social care team
* If the child has left the premises with the local social care team, a note is left on the door to the club informing the parent of the child’s location. A contact number and address is displayed.

1. **Food and Drink**

All children attending Sammy’s Den at a breakfast club session will be provided with breakfast.

Children attending afterschool club will be provided with a small healthy snack to keep them going until they are collected.

The school caterers will provide food for both breakfast and after school club.

Food offered will meet the requirements of the school food standard for schools food other than lunch.

Examples of food that may be provided are:

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| Breakfast:  Cereal  Toast and Jam  Fresh Fruit  Yogurt | After School:  Fruit/vegetable sticks  Sandwich/wrap  Bear Yoyo  Yogurt |

1. **Behaviour**

Before and after school care provided through Sammy’s Den is subject to the Schools Behaviour Policy; any disciplinary issues are reported to the parents of the child. Repeated breaches to the Behaviour Policy may result in the child no longer being allowed to attend the club. If this is the case, any outstanding fees paid by the parent will be returned.

1. **Health and safety**

All members of staff at the school are aware of their responsibilities and duties in regards to the Health and Safety Policy. All members of staff are responsible for:

* Recording incidents, accidents and near misses.
* Maintaining a safe environment for children and adults.
* Taking part in any relevant health and safety training.

1. **Illness and injury**

In the event of illness or injury, the school will act in accordance with the Accident Reporting Procedure Policy, Near-Miss Policy, Infection control policy, September 2020 full opening procedures and the First Aid Policy.

All members of staff are trained in first aid and are aware of their duties if a child is injured or becomes ill.

In cases of minor illness or injury, the following procedures will be adhered to:

* If a child becomes ill, the parents are contacted and asked to collect their child
* If a child is complaining of illness, but the member of staff does not believe it is serious, they monitor the child until the end of the session
* If a child suffers a minor injury, first aid is administered and the child is closely monitored for the rest of the session

If a child suffers a major injury or becomes seriously ill, the following procedures are implemented**:**

* If a child needs to go to the hospital, an ambulance is called and a member of staff accompanies them
* The parents of the child are notified immediately
* Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future

1. **Medication**

Members of staff always act in accordance with the school’s Supporting Pupils with Medical Conditions Policy and Administering Medication Policy

Members of staff are aware of the importance of administering prescribed medication to children. The school and its clubs understand that parental consent is crucial and has the following rules in place for administering medication to pupils:

* Before any medication is given, the child’s medical forms are checked to see if the medication has been approved by the parent.
* When a member of staff administers medication, another member of staff witnesses the process.
* Details of the process are recorded on the child’s medication form.
* If a child refuses to take the medication, the member of staff does not administer it. The parent is notified immediately.
* If a certain medication requires training to administer medication, only members of staff with the relevant training will administer it.
* If there are changes to the dosage or frequency of the medication, the changes are recorded on the medical forms. Parents are required to sign the forms again before any change in procedure.

1. **Emergency evacuation/closure**

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.

In the case of an emergency, the following procedures are followed:

* Emergency services are contacted
* All children are evacuated from the building and taken to the designated emergency assembly point – Currently this is the school playground next to the Library Bus
* A member of staff collects the register and checks that all the children are at the emergency assembly point
* If a child is missing from the emergency assembly point, the emergency services are immediately informed
* Parents are contacted to collect their children
* All children remain at the emergency assembly point until they are collected by their parent – If it is considered safe to do so staff and children may wait in the main school reception to be collected
* If a child has not been collected after undergoing the emergency procedure, members of staff follow the uncollected child procedure.

**IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE SCHOOL OFFICE**

all data collected regarding Sammy’s Den will be handled as set out in the School Privacy Notice and in accordance with GDPR regulations.

1. **Changes to operation of before and after school club as a result of the Coronavirus**

Government Guidance states that schools should work to resume any breakfast and after-school provision where possible, from the start of the autumn term. The full guidance is available [here](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#wraparound-provision-and-extra-curricular-activity)

The health, safety and wellbeing of our staff and pupils remains our highest priority and Sammy’s Den breakfast and afterschool club has been included in the whole school risk assessment and procedures set out in the Full Opening Plan September 2020.

We have made the following adjustments to be able to operate the club safely:

* Breakfast and afterschool club will move from the ‘House’ to the middle school hall.
* Children will remain in their phase bubbles when attending before or afterschool club.
* Breakfast club will no longer be a drop in session – this allows us to plan and ensure group sizes remain small and consistent.
* Staff members and pupils adhere to the school Social Distancing Policy
* Outdoor activities in small groups will be encouraged.

If a child displays symptoms of Coronavirus, the following procedures will be followed:

* Your child will be supported by an adult to self-isolate safely in school using a designated area.
* You will be notified that your child must be picked up as soon as possible.
* Your child will be supervised by a member of staff (wearing PPE) at all times whilst waiting for collection.
* You will be encouraged to have your child tested for coronavirus.
* You will be encouraged to engage with the NHS Test and Trace programme.
* Areas your child has occupied will be disinfected as soon as possible.