



# Before and After School Club Policy

<b>Committee:</b>	<b>Trust Board</b>
<b>Approved on:</b>	July 2021
<b>Next review date:</b>	<b>July 2022</b>
<b>Updated/Reviewed on:</b>	

## **ESPRIT MAT Before and After School Club policy**

This policy must be read in conjunction with the following policies of the host academy as BASC staff will follow these policies at all times;

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

### **Introduction**

Esprit Multi Academy Trust (MAT) has provision for a Before and After School Club. It is run by staff from the academies 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 – 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, and current costs for each session can be viewed on our academy website}. A copy of this policy is provided to all parents/carers of children attending BASC and is also available on the academy websites.

**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 the academies within our MAT are eligible to attend the BASC.
- All places are subject to availability at the discretion of the Academy 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 via the academy websites.
- All 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 BASC staff will liaise with the academy's inclusion team.

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

**Arrival and Departure arrangements at our clubs** (children from Northwood Broom attend Grove club)

#### **Before School Club**

- Parents/carers are required to bring their child directly to club and sign them in.
- Children will be escorted to their class by a member of the BASC staff.
- Northwood Broom Academy children will use our walking bus service to take them to Northwood Broom ready for the school day. All children will wear high visibility jackets and staff will follow the academy's approved risk assessed route.

### **After School Club**

- Children will be collected from their classes and taken to the BASC provision by a member of the BASC staff.

Northwood Broom Academy children will be collected by a member of BASC staff. They will then use our walking bus service to take them to the BASC which is sited at 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 contracted children at the point of collection and will liaise with 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 inform BASC staff if their child is going to be absent from BASC prior to the contracted session.

Each BASC 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 the school'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 rules, which the children have compiled and written themselves, are clearly displayed at every session, and are discussed regularly-

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

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

- Use socially acceptable behaviour
- Comply with the BASC rules, which are compiled by the children.
- 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
- Enjoy their time at the BASC

If a child's behaviour is causing concern, then the behaviour lead for the academy that the child attends will be informed immediately in order to work collaboratively to advise on strategies and support for the child and BASC staff to apply.

All incidences of poor behavior 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/PDBW will intervene as necessary

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

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

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

##### **Illness**

ESPRIT Multi Academy Trust Before & After School Club does not accept children who are unwell and we expect parents/carers to inform us on the day (or sooner) if their child will not be attending. 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) and in an emergency call Emergency Services.

##### **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 children's sunscreen therefore it is essential that parents teach their children 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 websites. 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.

##### **Outdoor Activities**

The Before & After School Club may take the children on short supervised outings within the enclosed academy grounds, the academy hall, the academy enclosed playgrounds and to local areas in the immediate area.

##### **First Aid - see MAT policy**

Parents/carers of any child who becomes unwell during BASC will be contacted immediately. If a child is sent home during academy hours, it is the responsibility of parents/carers to advise BASC of their child's absence.

##### **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 BASC staff, complaints should follow the Academy policy.

### **Payment of Fees**

It is a requirement of the 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. If your child is absent due to COVID diagnosis/symptoms/self-isolation, a refund will be arranged and this amount will remain on the account to cover future bookings

The parent/carer signing the 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.

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 Aldridge (Hamilton Academy)	<b>Before &amp; After School Club Manager:</b> Miss E Comber (Grove Academy)
<b>Hamilton Academy</b> E-mail: <a href="mailto:hamilton@espritmat.org">hamilton@espritmat.org</a> Telephone: (01782) 234420	<b>Grove Academy</b> E-mail: <a href="mailto:grove@espritmat.org">grove@espritmat.org</a> Telephone: (01782) 234550
	<b>Northwood Broom Academy</b> E-Mail: <a href="mailto:northwoodbroom@espritmat.org">northwoodbroom@espritmat.org</a> Telephone: (01782) 234379

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

**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 *Please delete as appropriate</b>
<b>Name, contact number and address of GP</b>	
<b>Known medical conditions, allergies, special dietary and health needs:</b>	
<b>Any allergies affecting your child?</b>	
<b>Is 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/ carercontact</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 at Northwood Broom Academy 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. **Proof of identity, a telephone call for verbal permission with an accurate description of the collector is required before allowing any child to be collected to anyone other than those noted above. The agreed password must be provided if requested**

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

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

- I have read the full policy and am fully aware of the expectation on me as a parent, on my child and on the school. I agree to meet the terms and conditions.
- I agree fully to this policy and the actions that may be taken as a result of my child attending at ESPRIT Multi Academy Trust Before & After School Club.
- I agree to follow the School's parent handbook requirements regarding all matters linked to the health, wellbeing and behavior 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 ESPRIT Multi Academy Trust Before & After School Club immediately I am informed that he/she is unwell
- I agree **not** to send my child to ESPRIT Multi Academy Trust Before & After School Club if he/she is 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** \_\_\_\_\_

- I do not agree fully to this policy and the actions that may be taken as a result of my child attending at ESPRIT Multi Academy Trust Before & After School Club. Therefore I would welcome a discussion about whether this provision is right for my child.

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