



SINAI BREAKFAST, SIBLING & AFTER SCHOOL CLUB

Aims:

- To provide care for children within the Sinai school community that meets the needs of our parents / carers.
- To provide a happy, welcoming safe and secure place for all participants

Organisation:

Breakfast Club: is open Monday to Friday from 8.10am – 8.30am and is available for children from Nursery – Year 6. The club is located in our School Hall.

Sibling Club: is open Monday to Friday until 3.30pm and is available to all children who have older siblings in KS2. The club is located in year group resource areas.

After School Club: is open Monday to Thursday from 3.30pm– 5.30pm and is available for children from Nursery – Year 6. The club is located in our School Hall.

The school rules and behaviour policy will be followed to ensure consistency for the children at the club. We expect good behaviour and respect for others. The afterschool club reserve the right to withdraw the service if a child's behaviour is unacceptable.

Fees:

- The cost of the club is kept to a minimum to ensure access for all children.
- The cost per child is £10.50 per child / per session for After School Club, £2.50 per child / per session for Sibling Club and £4.50 per child / per session for Breakfast Club.
- We reserve the right to terminate your child's place if fees are not paid promptly

Cancellation:

- If you wish to cancel this must be done by email to admin@sinai.brent.sch.uk by the end of the previous working day for Breakfast Club and by 8.00am that day for Sibling / After School Club to allow the place to be allocated to another child.
- The full fee will be charged for absences
- We do not offer swaps

Uncollected children:

- Parents / Guardians should ensure they collect their children promptly at the end of an After School Club session, from the assigned entrance (main entrance only).
- The session finishes at 5.30pm prompt.
- Children not collected on time will be taken to the School Office.
- If children are routinely collected late from the club parents / guardians will be contacted to discuss the situation. Continued late pick-ups may result in a parent being informed that their child is unable to attend the after school club.
- If you are late collecting your children more than 3 times within a term, this will result in your children having their space terminated from the club without refund.
- There will be a charge for late collection of £10 per child for the first 10 minutes. Collection after the first 10 minutes will be charged at £5 for every 5 minutes thereafter.
- The late payment fee should be paid on collection of your children or before 2:00pm the following day via ParentPay. Failure to make payment will result in your children being unable to attend after school club until payment has been made in full.
- If a parent / guardian is more than 15 minutes late in collecting their child the school will try and contact them using the contact details on file.
- If there is no response from the parent / guardian, messages will be left requesting that they contact the school immediately. The school will then try to contact the emergency contacts listed on the child's registration form.
- If the school has been unable to contact the child's parent / guardian after 30 minutes, the school will contact the Safeguarding Lead and the local Social Care team for advice.
- The child will remain in the care of the school staff, on the school premises if possible, until collected by the parent / guardian, or until placed in the care of the Social Care team.
- If it is not possible for the child to remain at the school premises, a note will be left on the door of the school informing the child's parent / guardian where the child has been taken and leaving a contact number. A further message will be left on the parent / guardian's telephone explaining events.

First Aid:

The club has access to first aid and a member of staff will hold a current First Aid Certificate. All accidents will be recorded on Arbor and be reported to the parents/carers on collection. In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible

Safeguarding:

The protection and safeguarding of the child is the first priority. All staff are trained in Child Protection procedures and follow the recording and reporting procedures identified in School Safeguarding Policy.

Administering Medication:

Sinai After School Club can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. However, if a medicine contains aspirin we can only administer it if it

has been prescribed by a doctor. All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication and will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

- Check that the Club has received written consent
- Ask another member of staff to witness that the correct dosage is given.

If a child refuses to take their medication, staff will not force them to do so. The child's parent or carer will be notified, and the incident recorded on the **child's Arbor profile under the Medical Event tab**.

A child's parent or carer must complete a new **Permission to Administer Medication** form if there are any changes to a child's medication (including change of dosage or frequency).

If a child suffers from a long-term medical condition the Club will ask the child's parents to provide a individual medical care plan, to clarify exactly what the symptoms and treatment are so that the Club has a clear statement of the child's medical requirements.

Complaints:

At Sinai we aim to work in partnership with parents to deliver a high-quality childcare service for everyone. If for any reason we fall short of this goal, we would like to be informed in order to amend our practices for the future. Our Complaints Policy is displayed on the school website and a hard copy is available upon request.

The After School Club lead is usually responsible for dealing with complaints. If the complaint is about the After School Club lead, a senior member of staff will investigate the matter.

If child protection issues are raised, the After School Club lead will refer the situation to the Club's Child Protection Officer, who will then contact the School's Designated Child Protection Officer and the Local Authority Designated Officer (LADO) and follow the procedures of the Safeguarding Children Policy. If a criminal act may have been committed, the After School Club lead will contact the police.

Emergency Evacuation/Closure Procedure:

We will make every effort to keep the Club open, but in exceptional circumstances, we may need to close at short notice.

Possible reasons for emergency closure include:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Assault on a staff member or child
- Serious accident or illness

In the event of an emergency, our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the Club, the following steps will be taken:

If appropriate the After School Club lead or session supervisor will contact the emergency services.

All children will be escorted from the building to the assembly point after security staff have checked the nearest safe exit.

No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

A nominated member of staff will check the premises and will collect the register (including emergency contact details) providing that this does not put anyone at risk.

Before leaving the building the nominated person will close all accessible doors and windows, if it is safe to do so.

The register will be taken and all children and staff accounted for.

If any person is missing from the register, the emergency services will be informed immediately.

The After School Club lead will contact parents to collect their children. If the register is not available, the After School Club lead will use the emergency contacts list (which is kept off site). All children will be supervised until they are safely collected.

If after every attempt, a child's parent or carers cannot be contacted, the Club will follow its Uncollected Child procedure.

If the Club has to close, even temporarily, or operate from alternative premises, as a result of the emergency, we will notify Ofsted.

Equality:

At Sinai School After School Club we will ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

Promoting equal opportunities:

The Club's Equalities Named Coordinator (ENCO) is Linzi Solomons. The ENCO is responsible for ensuring that:

Staff receive relevant and appropriate training

The **Equalities policy** is consistent with current legislation and guidance

Appropriate action is taken wherever discriminatory behaviour, language or attitudes occur.

Children with Special Educational needs:

Our Club recognises that some children have special educational needs or physical disabilities that require particular support and assistance. We will assess the individual needs of each child in consultation with their parents prior to their attending the Club, and will make reasonable adjustments to ensure that children can access our services and are made to feel welcome.

Where one-to-one support is required we will assist parents in accessing the funding required to provide the additional care.

Early Years Foundation Stage:

Sinai School After School Club is committed to meeting the requirements of the *Statutory Framework for the Early Years Foundation Stage 2021* (EYFS). EYFS applies to all children from birth through to the end of their reception year. More information about EYFS is available from the Department for Education's website.

The designated EYFS coordinator at the Club is Mandy Lipman who is responsible for:

- Identifying EYFS children when they join the Club, and informing the other staff
- Determining the primary EYFS provider (typically, the school) for each child
- Assigning a key person for each EYFS child
- Agreeing information sharing policies with the primary EYFS provider and gaining parental consent for this where necessary
- Liaising with the primary EYFS provider to discuss what support the Club offers to EYFS children

The Club provides a mix of adult-led and child-initiated activities. The Club always follows play principles, allowing children to choose how they occupy their time, and never forces them to participate in a given activity.

Missing Child:

At Sinai School After School Club we take every precaution necessary to ensure that the children in our care do not leave a session unaccompanied. Staff are always alert to the possibility that children can go missing during sessions – albeit highly unlikely. To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations (e.g. walking from the school to the Club).

If a child cannot be located, the following steps will be taken:

- All staff and security will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes, if the child has not been located, the police will be informed. A member of staff will also contact the child's parents or carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at the Club.
- A member of staff will liaise with the police and the child's parent or carer.

The incident will be recorded and a thorough investigation will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

If the police or Social Care were involved in the incident, we will also inform Ofsted.

If the child is found within 10 minutes they will be escorted back to the Club and the parents will be called and informed of the incident.

Useful contacts

Barnet MASH (multi-agency safeguarding hub): 0208 359 4066

Brent MASH: 020 8937 4300

Camden Children and Families Contact Service: 020 7974 3317 / 020 7974 4444

Harrow MASH: 020 8901 2690

Hertfordshire MASH: 0300 123 4043

Head of Operations (Sinai Jewish Primary School) out of hours – 07867 913 279

Policy drafted:	Date: May 2025
To be reviewed:	Date: May 2027
	Signed: <i>The Governing Board</i>