

# Whole School Policy: Breakfast and After School Club



Policy	Breakfast and After School Club Policy
Date	June 2019
Date of review	June 2021
Signed Chair of Governors	<i>Eugene McCarthy</i>
Signed Headteacher	<i>Clare Scott</i>

***We, the family of St Peter's, united in faith by God strive to learn and grow together to be the best we possibly can every day.***

## **Introduction**

Welcome to St Peter's Catholic Primary School Breakfast and After School Club. We are a Breakfast and After School Club situated within St Peter's School Hall. The Breakfast and After School Club is organised by Mrs Scott, Head Teacher of St Peter's. On a day-to-day basis, the Breakfast and After School Club is run by Miss Cosburn and several appointed staff who are also employed by the School as Teaching Assistants, Midday Assistants or staff known to the children.

We provide a wide range of activities for the children in our care. In the morning at the Breakfast Club, the children are given an option of various breakfast cereals, and toast. In the After School Club, they are provided with drinks and snacks, taking into account any dietary/medical requirements.

If there are any concerns regarding your child, you can discuss these with Miss Cosburn in the first instance. Only children attending St Peter's School attend the Breakfast and After School Club.

The Breakfast and After School Club is fully OFSTED registered as part of the school OFSTED registration.

The Clubs are held in the Infant Hall; this is where at the end of the session your child will be collected from and signed for.

To obtain entry to the school building you must use the school security gate intercom. Please do not let anyone else in behind you, even if they are known to you, as this is a safeguarding issue. Entry will be given so that you can drop your child off in the demountable building and leave them with a member of staff; you must escort your child into the building.

At the end of the school day children attending the After School Club will be escorted to the Infant hall by After School Staff or their teachers.

### **Aims of the Breakfast and After School Club**

Parents who wish for their children to attend the Breakfast and After School Club will do so with the knowledge that their children are going to be in a safe, caring and warm environment. The wellbeing of any child attending the club will always come first.

### **Registering Your Child**

You will be asked to complete a registration form to provide us with essential information about your child..

### **All records will be kept in the strictest of confidence**

It is the right of all parents and carers to see what the Breakfast and After School Club has recorded about them and their child/ren and to add their own comments to all relevant records. The only limitations to this policy are if the Breakfast and After School Club records include reports or other communication from a third party. These documents will remain confidential unless the third party agrees to them being seen by the parent or carer; however, the Breakfast and After School Club will inform the parent or carer that the records exist.

### **Admission to the Breakfast and After School Club**

We intend our Breakfast and After School Club to be available to children from all sections of the St Peter's Catholic Primary School community. We welcome all children regardless of ability, race and sex. Our admissions policy is as follows:

We welcome all interested parties. We will operate a policy of inclusion for all children. We will hold a waiting list for those parents who wish for their child to attend, should there be insufficient space. We will strive to ensure that the needs of all children are met.

### **Policy on your child arriving at the Breakfast and After School Club and your child being collected**

At the beginning of the day, you will be able to contact the Infant hall via the intercom and leave your child in the hall with a member of staff.

At the end of the school day children attending the After School Club will be escorted to the Infant hall by After School Staff or their teachers.

If your child is booked to attend the After School Club and does not attend you will be telephoned immediately to see where your child may be. After discussion with you, a decision will be made as to whether the police are called and we are dealing with a 'lost' child/ren incident. It is imperative that you notify us if your child is not attending a session if you have one booked.

### **Lost Child Procedure**

If your child should become lost during a session of the Breakfast and After School Club, then one adult will stay with the rest of the children and every available adult will make a 'sweep' of the school building and grounds. If we are unable to find the child, the police will be called immediately and then your contact number will be called in that order.

### **Payment**

Payment is through ParentPay, this system is used throughout the school for all payments. Should you require assistance in setting up a ParentPay account please liaise with Mrs George or Mrs Langham in the office. **Payments should be made weekly, ARREARS ARE NOT PERMITTED.**

Please note that all payments need to be up to date. **Failure to comply with this policy could result in your place being revoked and reallocated.**

### **Charging for Late Collection**

At the end of the After School Club paid session, if your child has not been collected within 10 minutes, the following procedure will apply:

1. Your home/mobile telephone number will be called.
2. Your emergency contact number will be called. They will be informed of the situation.
3. In event of failure to reach yourself or emergency contacts, your child will remain at the After School Club until the club ends and thereafter children's services may and the police may called for advice.

### **Late Collection**

The After School Club has a fining policy of £3.00 on the first occasion of late collection. Any future late collections will incur a £3 fine for every 10 minutes until the child is collected. This is because the club ends at 5:30 pm so that the school keeper can lock the school and everybody has left the premises by 6:00pm. **If this is not going to be possible, then you will need to seek alternative childcare. If you have an emergency situation, then you must let the After School Club know by calling the telephone number.**

Please be aware that any abuse towards a member of the Breakfast and After School Club staff will not be tolerated and could result in your child no longer attending the club.

### **Complaints Policy**

We aim to work in partnership with parents and carers and we are happy to listen to any suggestions in improving our working practices. We believe any issues or matters of concern can be resolved by friendly and open discussion. Parents and carers can approach the Breakfast and After School Club Manager at any time if they have a particular concern or issue which they would like to discuss.

For complaints, the following procedure should be adhered to:

Parents and carers should advise the Breakfast and After School staff on duty when the issue comes to light or at the next available opportunity. The Breakfast and After School Club staff will endeavour to reach a satisfactory outcome but may need to speak to colleagues, some of whom may not be available that day. An appointed time will be made to discuss the issue further, if necessary a written account will be taken. If the issue has been resolved, no further action should be necessary (except any changes in procedure which are agreed at the meeting).

If the parent or carer feels the matter has not been dealt with sufficiently, it is their right to take up the issue using the school's complaint procedure (please see school website).

### **Environment**

Fire exits will remain clear at all times. Equipment will be checked regularly and any dangerous items removed. Equipment will be age and stage appropriate. Any dangerous items including cleaning materials will be kept out of children's reach. Any safety equipment such as fire extinguishers will be checked in accordance with manufacturer's guidelines, and all staff will be familiar with the whereabouts of such equipment.

The Breakfast and After School Club will be inspected by OFSTED, Fire Prevention Officers and any written reports will be available for perusal by parents and carers.

### **Supervision**

Children will be supervised by adults at all times and child/adult ratio guidelines will be adhered to. Children will not have unsupervised access to the kitchen area or any cupboards housing any hazardous materials.

### **Incidents and Accidents**

A book will be available at each session to record any incidents and accidents. Parents and carers will be asked to countersign any entries. A correctly stocked first aid box will be available at all times and will be stored safely and out of children's reach. At least one

member of the Breakfast and After School Club will hold a First Aid Certificate during each session.

### **Equal Opportunities Policy**

Our Breakfast and After School Club welcomes adults and children of mixed abilities, different cultures, all races and either sex. We encourage and expect all children to mix at the Breakfast and After School Clubs regardless of individual needs and abilities. It is everyone's duty to develop an understanding of, and to promote equal opportunities and challenge those who do not do so. This is essential to enable the children in our care to grow up with a high self-esteem and respect for the rights of others. Our aim is to help the children to gain a clear and positive understanding of the world around them. We shall enable this by providing an environment where children will learn to accept others and will have an understanding of the world.

We shall:

- welcome all children and adults regardless of race, culture or ability;
- monitor individual needs and endeavour to devise learning plans to help the children to develop;
- where necessary, enlist the help and resource of outside agencies;
- provide an environment where everyone is valued;
- challenge negative language and behaviour.

### **Child Protection Policy**

Our Breakfast and After School Club has a responsibility to protect children from abuse and to report any suspicions of abuse. Our Breakfast and After School Club staff are all qualified and have received training in what to do when abuse is suspected. Our policy will apply not only to physical abuse but also to mental, emotional and sexual abuse and also neglect.

- We keep an accident book to note any injuries, however minor, which occur at the Breakfast and After School Club and we ask parents to counter sign any entries in this record.
- Applicants for posts at the Breakfast and After School Clubs will be informed that the positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all offences will come to light. They will undertake an enhanced Disclosure Barring Check (DBS).
- Whilst we will not make any judgement as to how a child has come by an injury, or why a child is behaving in an unusual way, it is our duty to inform our nominated child protection officer and designated safeguarding lead who will then inform Children's Services of our concerns. Our staff have a right to report their suspicions to the correct body.

### **Food and Drink**

It is the Breakfast and After School Club's aim to offer healthy and nutritious food. At the Breakfast Club children will be offered cereals and toast, at the after school club snacks will be served. **Breakfast will finish at 8.30am.** There will always be a choice of food and drink available throughout the sessions and to make the provision and consumption of food an enjoyable and safe experience. The Breakfast and After School Club will endeavour to create an environment that supports a healthy lifestyle and to ensure as far as possible that we are giving consistent messages about food and health. The children will access the bathroom to wash their hands before they eat and personal hygiene will be discussed. The Breakfast and After School Club will always meet any individual child's dietary requirements whether they are medical or cultural.

### **Special Needs**

Wherever possible, appropriate provision will be made for children with special educational needs. We will endeavour to meet with appropriate furniture, activities, games and dietary requirements.

### **Finance**

The payment for the session/s of the Breakfast and After School Club that your child attends must be paid for on the first morning/evening that your child attends of that week. If fees are not paid by the end of the week we reserve the right to withhold your child's attendance at any further sessions until the costs have been paid for in full. However, if exceptional circumstances have led to the non-payment of fees the Head Teacher will discuss possible ways forward with you.

### **Management of Children's Behaviour**

Children need clear and consistent limits to help them feel safe, but these limits must be reasonable and take into account the age, stage of development and individual needs of the child.

The aim of the Breakfast and After School Club is for staff to adopt a consistent and positive approach to the management of the children's behaviour in line with the school's policy in order to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment. The Breakfast and After School Club staff will demonstrate in their own day to day actions the type of caring, considerate behaviour they wish to encourage and by explaining to a child why it is 'good' to be helpful and kind, encourage generosity and compassion.

If a child is displaying behaviour that is unacceptable then we may have to take that child aside in order to explain why that type of behaviour is unacceptable. If, after this, the child's behaviour is still unacceptable and causing disruption within the group, the Breakfast and After School Club reserve the right to contact parents and carers to exclude the child until re-admission has been agreed.

### **Medication**

The Breakfast and After School Club will only give medication in exceptional circumstances and follow the same guidelines on administration as the school.