

All Saints CE Primary School & Nursery

Breakfast & After School Club



Policies

Updated: February 2024

Review Date: November 2024 – annually (or in response to changes in legislation)

Signed Headteacher

Signed on behalf of Governing Body



Contents Page

1. Admissions Policy
2. Out of School Club Aims & Objectives
3. Security Policy
4. Complaints and Comments Policy
5. Parents Involvement Policy
6. Behaviour Policy
7. Special Education Needs Policy
8. Emergency Fire Procedure Policy
9. Food and Hygiene Policy
- 10.Sickness Policy
- 11.Illnesses and Communicable Diseases
- 12.Lost Children Policy
- 13.Late and Uncollected Children Policy
- 14.Toileting Policy
- 15.Fee Policy
- 16.Empty Pockets Policy
- 17.Conflict of Interest Policy
- 18.Priority Policy

Admissions Policy

All Saints CE Primary School provides an Out of School Club for working parents.

Places are allocated to children from Reception to Year 6, that attend full time.

The Out of School Club is registered to accept up to 24 children.

We aim to provide a safe, clean, engaging and welcoming environment for the children in our care.

Health & Safety are a high priority in our setting, and this includes carrying out regular risk assessment checks, and ensuring that there is always a qualified First Aider on site.

We aim to allow and cater for children of all abilities to have access to our planned activities.

Out of School Club Aims

To provide 'out of school care' in a safe and secure environment for the children.

To provide a variety of stimulating and exciting play opportunities for the children in a group situation.

To achieve Our Aims:-

We will hold sessions before and after school every day the school is open.

We will regularly clean the area and equipment used by the children.

We will ensure that a qualified First Aider is on the premises at all times.

We will implement regular fire drills to make sure that staff and children are aware of the procedures outside of the main school hours.

We will encourage the children to be independent, to experiment, and to be creative, and make the right choices about their behaviour.

Out of School Club Objectives

The clubs meeting in the School Hall, but also have access to other areas of the school.

Opening Hours:

Breakfast Club: 7:30 am – 8:45 am (Monday to Friday term time only).

After School Club: 3:15pm to 5:00 pm (Monday to Friday term time only).

How our Club Works

We focus on play and leisure rather than education, however we do offer the opportunity to look at homework as well.

Children have the opportunity to enhance their learning through a variety of activities and to promote physical development.

Security Policy

The club is committed to providing a safe and secure environment. Staff will adhere to the following guidelines:

- No child will be left unsupervised in the club (unless in the toilet)
- Staff/child ratios are 1:10 in Breakfast Club, and 1:8 in After School Club.
- Visitors to the club will not be left unsupervised, and will provide adequate identification prior to entry.
- Children will not be released to anyone other than the recognised parent/carers unless prior notice has been given. Parents can provide a list of adults able to collect the child on the registration form. If it is someone other than these approved adults the parent must telephone the school office before 4:00pm to advise staff. They must also let the adult know the password we have on file for the handover.
- If staff are unsure about the person collecting the child, that child will remain in the club until parent(s) have been contacted and approval sought.
- Entrance to the club will be monitored to ensure security at all times. Children will be signed in and out of the club.
- Parental/carers consent will be sought to use video and photographs to promote the clubs.

Complaints & Comments Policy

In the event of staff, parents or others having comments, concerns or being dissatisfied with our aims, principles and the high standards to which we are committed to provide, they should adhere to the following procedure:

- Parents should in the first instance, speak to a member of staff who should be responsive to your issues.
- If parents are unhappy with the action taken by members of staff, contact with the Out of Hours Co-ordinator should be made, or in their absence the Headteacher.
- Following this response, the Governing Body will be informed, and appropriate action will be taken. If parents wish, the Governing Body will be contacted at the initial stage of their issue. An email address can be provide through the school office, or you can send a letter c/o Chair of Governors to the school address.
- If a complaint or concern is made by a child or parent against a member of staff, then the issue will be dealt with by the Headteacher and the Governing Body in line with school policy.
- All complaints and comments will be recorded, and a written response of actions will be kept on file, and provided to the complainant.
- Should the parents wish to, Ofsted can be contacted directly on any issue regarding the club by following the attached link.
- <https://www.gov.uk/government/organisations/ofsted/about/complaints-procedure>

Parental Involvement Policy

All Saints Out Of School Club believes that all parents and staff should work with each other to ensure a happy and relaxed environment where each child can flourish.

The club will encourage parents and carers to express their views and will value any information shared with staff members.

Communication between staff and parents is vital in building a positive and trusting relationship. Staff will regularly talk to parents/carers about their children's progress and activities in the out of hours clubs.

It is our policy to contact parents/carers when there is a concern about a child's progress, health or behaviour, and in turn we hope that you as parents, will discuss any concerns you may have with the school. If you do have any queries or problems our staff in the club or the headteacher will be happy to discuss these with you as they arise.

General comments and feedback are also welcome.

Out of School Club Behaviour Policy

Overview

We aim to provide a happy and caring environment, with interesting and challenging activities. Therefore, we set high expectations of behaviour, and children are expected to following the same behaviour policy as the main school. This ensures that the rules in school are consistent and fair. The children are encouraged to respect themselves, each other, adults and school property.

Under no circumstances do we use any form of corporal punishment. Parents will be informed of persistent unacceptable behaviour. The child may be monitored by staff to identify any further problems. If a child's behaviour does not improve a meeting will be arrange with the parents and a senior member of staff. The school may, with parental permission, contact other professionals (i.e Health Visitor, School Nursing etc).

Our Behaviour Policy and rules are clearly explained to the children.

The basis is as follows:

- Unwanted behaviour likely to hurt, injure or upset another child, themselves or an adult.
- Unwanted behaviour shows a lack of respects of others, and disrupts other children's play, and damages equipment.
- Discipline is about positive reinforcement and creating positive role models.

Procedures in dealing with unwanted behaviour:

- Redirection- staff will direct to a different activity
- A firm 'No' and clearly explain why their behaviour is unacceptable
- Staff will be calm and clear
- Staff will give a warning, and remind the child of the consequence if they do not stop
- Staff will remove the child from the activity of toy if necessary
- Give a child a fresh start after an incident
- Reinforce good behaviour
- Staff it not shout or criticise children, humiliate or frighten them

The school reserves the right to withdraw a place at Breakfast or After School Club for persistency poor or dangerous behaviour.

Special Education Needs

We believe in inclusion, and that all children should have access to the Out of Hours Club, and activities to suit their individual needs and abilities.

Parents/carers know their child best, and we are happy to learn from them about the unique needs of their child. We would appreciate full information being supplied on the Out of Hours Registration Form so that we are fully aware of any medical and education needs in order to plan activities.

Emergency Fire Procedure

Upon hearing the fire alarm at Out of Hours Clubs the staff and children should carefully follow the instructions below:-

Staff

- Escort the children calmly and quietly outside to the main playground (or the island at the front of school if the playground is unsafe). As staff pass the KS2 toilets to exit the building they should check for children.
- Line the children up and check them off the register.
- Await instructions from the Caretaker or Senior Member of staff before returning to the building.

Hall/Rainbow Room

- Staff should use the nearest exit with the children and exit onto the main playground, and line up with the other children for this register to be taken.

Playground/Play Equipment

- Staff supervising children outside, upon hearing the fire alarm should line the children up on the playground.
- When the other staff and children arrive they should all have a register check.

Out of Hours Clubs will follow the school lockdown policy and emergency plan in the event of other emergency situations arising.

Food and Hygiene Policy

- All Staff should be fully aware of hygiene and storage of food, and hold a current Food Hygiene Certificate.
- Tables used for food and drinks should be cleaned before and after use.
- Floors should be cleaned/mopped if there is any debris on the floor.
- Children should wash their hands before eating food.
- Children should not be allowed in the kitchen area.
- The kitchen area should be cleaned after use.
- All food and drink should be stored correctly and used within the recommended use by date.
- Staff will not be allowed to have hot drinks in the club.
- Staff preparing food will always adhere to the personal hygiene recommendations.

We will ensure that all food available in school is healthy, and will promote foods that reflect the Healthy Eating message.

In Breakfast Club we offer cereal, porridge served with semi skimmed milk. And also provide season fruit, crumpets, pancakes and pastries. Whole grain will be used wherever possible.

After School Club will provide balanced snacks and drinks. Semi Skimmed Milk, Sugar Free Squash and Water will be available. We will offer toast, crumpets, pancakes and pastries.

Treats for parties/celebrations will be offered, but we will check allergen and dietary advice from parents to ensure all children are included.

Sickness Policy

It is the parent/carers responsibility to ensure that their child is not ill when they are brought into the clubs.

Children suffering from infectious conditions should be kept at home for 48 hours or until medical treatment has been sought and the child is well enough to return.

Parents /carers should inform the Before and After School Club of any absences as soon as possible. The School Office is open from 8am to 4pm daily on 02476 382123

Lost Child Policy

On Site Procedure

- In the event of a child going missing the After School Coordinator/Site Supervisor should be informed immediately.
- All Out of Hours staff should be notified immediately.
- If the child is booked onto a session and fails to arrive, checks will be made with parents/carers to locate where the child is.
- A thorough search of the premises both inside and outside should be undertaken.
- The Coordinator/Site Supervisor will inform the Headteacher (or her Deputy if they are absent). The local police will be contacted if necessary.

Toileting Policy

Children in the After School Club are accompanied to the toilet before the session begins. They are asked to wash their hand for hygiene reasons.

Children must ask a staff member if they need to go to the toilet during the session, so all staff know who has gone to the toilet in the event of a fire/emergency. Reception children will be accompanied by an older child (buddy system).

Children will have access to wet wipes, but will be encouraged to wash their hands wherever possible.

Late and uncollected children

Policy

In the event of any child(ren) being left at Out of Hours Club due to unforeseen circumstances, Children's services would be contacted.

To help prevent this situation arising, when children are registered for an Out of School Place we obtain as much information as possible from the parent/carer. We require a minimum of **three** contacts who can be reached in emergencies.

A child will not be released to anyone other than the parent, or persons names of the registration form. If the child is to be collected by someone unknown to the club than the parent must ring between 8am and 4pm and advise the school office. The parent must also give the person collecting their personal password, and they should bring ID to prove who they are.

Staff will record late or non collection of children. If the problem continues that staff will meet with parents/carers to address the issue.

Additional costs will be incurred, please refer to our Term and Conditions for further information on late charges.

The schools reserves the right to refuse a child at the club if they are not collected in a timely manner.

Breakfast & After School

Fee's Policy

In the interests of running a sustainable facility for parents/carers, it is important that payments are made **IN ADVANCE** for the services provided.

For Breakfast Club at the present time we are able to accept cash payments,
For After School Club we are able to accept online payment on
www.myedschoolapp.com

You will be required to sign a Breakfast & After School Club Terms and Conditions prior to your child being provided with a place.

All sessions will be charged at full price, including illness.

Late Collection charges will apply for your child/children if you collect after 5:00pm (Monday to Friday). For every 15 minutes you are late up to 6pm you will be charge £5.00 each session. From 6pm this will increase to £20.00 per 15 minutes until the child/children have been collected. The child will be unable to resume their place at the club until the fines have been paid.

This form will form part of your contract with the school Breakfast & After School Club and must be adhered to. Any changes to this contract must be agreed by the Club Coordinator and put in writing and signed and dated by both parties.

Any parent/carer failing to comply with the agreement for payment may have their child excluded from the club until it has been resolved. Any parent/carer who regularly breaks the agreement will loose their child's place in the club permanently.

Parents can request a receipt for any payments made.

Empty Pocket Policy

All Saints recognises the need to ensure the welfare and safety of all children.

In order to safeguard children in our care there is a requirement for staff, volunteers and visitors to prohibit the use of electronic devices that capture and store images eg mobile phones, USB sticks etc. They should be left with the school office or After School Club Coordinator and left in a secure place away from the children. Parents/carers should not be using mobiles phones when dropping off or collecting children.

Conflict of Interest Policy

A conflict of interest is a situation in which an individual has competing interests or loyalties. A conflict can exist in several kinds of situations.

Examples:

- A member of staff is related to a child within the provision
- The manager of the provision has a close friendship with one of the families.
- A member of staff has a close relationship with the registered body of the provision (i.e. Headteacher, Governing Body Member)
- A member of staff holds second employment
- A member of staff has connection with families within their workplace through social networking.
- A member of staff provides babysitting services for a family who attend the provision.

Principles for effective Professional Practice within the Workplace

- No employee should allow their outside activities to interfere with their work. They should not allow any conflicts between their duties or their private interest to affect that ability to carry out their duties effectively.
- No employee should make use of or exploit the provision, their connection with the provision or information obtained in the course of their duties to further their own private interest.
- No employee should act in a manner likely to bring the provision into disrepute or effect the reputation of the business.
- Adults should be aware that behaviour in their personal lives may impact upon their work with children. Behaviour and actions of them or their family members may raise questions about their suitability to work with children.
- Employees had a duty to disclose any potential or apparent conflict of interest which may affect their ability to carry out their role. Employees should speak with the head teacher and complete a declaration of business interest form.
- Staff should always approve any planned social contact with children of families with their line manager.
- Staff should always report and record any situation which may place a child at risk to the DSL on site.
- Staff should also report information which may compromise the setting or their own professional standing.
- Employees should at all times follow their employee Code of Conduct and Behaviour Policy.
- Employers have a duty to take reasonable steps to prevent conflict of interest within the workplace i.e redeployment of staff.

Priority Policy

Places will be allocated as shown:

1. Working Parents
2. Siblings
3. Children who need to attend 5 mornings/5 afternoons
4. Less than 5 morning/5 afternoons but that attend on regular set days.
5. As and when sessions if places are available.