



Barrow URC Primary School - Policy Template

Policy:	Breakfast and After School Club Policy
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Breakfast and After School Club Policy

Barrow URC Primary School provides out of school child care, for the pupils at our school, in the form of Breakfast and After School Club. The club provides a range of stimulating and creative activities in a safe environment.

Our aim is to provide an Out of School Club where everyone is made welcome and valued. We are fully committed to working in partnership with parents/carers to provide high quality, safe and stimulating care, learning and play opportunities for children.

The **breakfast club** operates from 7.30am - 8.50am (term time only)

The **after-school** club operates from 3.30pm – 6.00pm (term time only)

Emergency Telephone Numbers

In case of emergency please contact the school office number 01254 822338, option 3 for Breakfast and After School Club.

We provide care for children between the ages of 4 and 11.

Places are offered on a first-come first-served basis, with a capacity of up to 20 children per session. We request that, where possible, bookings are made by midnight on a Wednesday, for sessions the following week. If all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week

A copy is available on the school website, with an up to date price schedule.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

ADMISSIONS

- Only children attending Barrow URC Primary School are eligible to attend.
- **FEES ARE PAYABLE IN ADVANCE**
- Fees must be paid for agreed days, even when a child is absent.
- All places are subject to availability.
- The registration process and agreement forms must be completed before the child's commencement at the club.

- All parents will receive a paper copy of this policy and be able to view it on the website.
- Pupils can use the club on an ad-hoc basis provided booking, registration and agreement forms have been completed and there are spaces available.
- Children must be collected by 5.30pm, or a late fee will apply.
- All contagious diseases must be notified to staff in advance.
- We reserve the right to withdraw a place from a child who is felt to be a danger to other children or who impedes the effective running of the club.

UNACCEPTABLE BEHAVIOUR

- Staff will deal fairly but sympathetically with unacceptable behaviour.
- Parents will be told, if it has been necessary to discipline their child.
- All incidents will be treated individually, but serious incidents will be recorded on CPoMS by the club and reported to the Head teacher.
- Should unacceptable behaviour persist, a verbal warning will be given to parents.
- If a child's persistent inappropriate behaviour puts other children at risk, or makes it difficult/impossible for the Club to function properly, as a final resort, Parents will be advised in writing, that the child can no longer attend Barrow Out of School Club.

CONFIDENTIALITY POLICY

It is a legal requirement for the Out of School Club to hold various items of information about the children who attend the Club. The information is used to produce registers and to have emergency contact details readily available. All this information is stored securely.

The Staff at the Club will undoubtedly forge relationships with both the children who attend the Club and their families and therefore learn more about them.

All Staff are aware that this information is confidential and is only used within the Club setting. Parents' permission would be sought, prior to information about a child/children and/or their parents, being shared with anyone.

However if there is a concern or an issue arises concerning safeguarding children, our Child Safeguarding Policy will take priority over confidentiality.

BARROW OUT OF SCHOOL CLUB GENERAL INFORMATION

Behaviour Management:

We recognise the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment.

We aim to help children to:

develop a sense of caring and respect for one another;

- build caring and co-operative relationships with other children and adults;
- develop a range of social skills and help them learn what constitutes acceptable behaviour;
- develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Care, learning and play:

The programme of activities and the atmosphere of our Club aim to encourage confidence, independence and enjoyment. Our work has, at its core, the aim of enabling children to develop their emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover and be creative.

Equal Opportunities:

Our Club is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community.

Health and Safety:

Our Club takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance.

The Club aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the Club's activities and actual existence.

The following steps will be taken as a matter of course:

- Create an environment that is safe and without risk to health;
- Prevent accidents and cases of work-related ill-health;
- Use, maintain and store equipment safely;
- Ensure that all staff are competent in the work in which they are engaged.

Our Club is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

Principles of Inclusion:

Our Club is fully committed to the principles of inclusion. Inclusion is a process by which schools, clubs etc. develop their policies, culture and practices to include all young people. The interests of all children are safeguarded. Comments or acts expressing discrimination will be challenged sensitively but firmly.

Involving and consulting children:

Our Club, and all our members of staff, are committed to the principle of involving and consulting children whenever decisions are made within the Club that affect them. The involvement of children in decision making, we believe, is beneficial to children, staff and the Club as a whole.

Partnership with parents and carers:

Our Club recognises that parents/carers play the fundamental role in a child's development and this should be acknowledged as the basis for a partnership between the Club and parents/carers.

We want to work with parents/carers to ensure that our children are happy in the Club and have an enjoyable and rewarding time with us.

Risk Assessment Policy

We understand the importance of ensuring that systems are in place for checking that our Club is a safe and secure place for children, staff and other visitors.

School risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their duties.

Special Needs:

We are aware that some children have special educational needs and/or physical disabilities, that require particular support and assistance.

We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome and that our activities promote their welfare and development.

BOOKINGS AND PAYMENT

Parents must complete a registration form and a club agreement form before their child/children can attend. These are available from the school office,

All bookings **must** be made via Parent-Pay to ensure that a register is maintained. This also assists in the management of numbers attending and staff provision. Bookings need to be made by midnight on the preceding Wednesday, but can be booked up to 100 days in advance.

Standard Bookings

Bookings and payments should be made on Parent Pay under "Make Bookings". In the drop down menu under "Booking Type" please select either Breakfast or Afterschool.

Childcare Vouchers

If you pay by Childcare Vouchers you should book your place as above for standard bookings. As voucher payments are transferred directly to LCC's bank account, then an email must be sent to school notifying of your payment as soon as you have made it, so that we can credit your club accounts and the bookings won't be cancelled. An email should be sent to office@barrow.lancs.sch.uk detailing your child's name and the account to be credited to breakfast and after school club to cover your specific bookings. If we do not receive this information we will not know how much to credit each club with and your bookings will be cancelled.

These bookings will then be reconciled with the Voucher payments that school receives via LCC. This facility is only available to those families that have indicated that they wish to pay by Childcare Vouchers. You should notify Mrs J Smith in the school office should you wish to pay this way.

Bookings for Breakfast Club and Afterschool club can be made/cancelled or amended on Parent Pay for up to 100 days in advance in accordance with the booking deadline of midnight on the preceding Wednesday.

By way of example, we will set our staffing for the following week based on the numbers available to us on Thursday morning following the cut off at midnight on Wednesdays. If you require a space at either club after the cut-off, you may telephone school to check availability and if we have capacity in terms of staff ratios then we may be able to book you in.

After the deadline, we will have arranged staffing based on those numbers and therefore fees will apply if your child does not attend for whatever reason. The charge relates to the place being held and not the actual attendance.

Please do not just turn up at the clubs if you have not reserved a space. For breakfast club we will have no option but to refuse entry to the club. For after school club we will telephone you to collect your child who will be kept safely outside of the after school club. We reserve the right to charge an administration fee should this occur.

Payment

Fees are currently charged at £8.00 per session for After School Club and £4.00 per

session for Breakfast Club. The Governing Body reserves the right to increase these charges as appropriate. **There is no sibling discount. Fees must be paid in advance via Parentpay.** If on the morning of a club , there is no credit in the club on Parentpay, then the place will automatically be cancelled off the system.

ARRIVALS AND DEPARTURES

The safe arrival and departure of the children in our care is paramount.

Staff will ensure that an accurate record is kept of all children in the Clubs, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition regular headcounts are carried out during the session.

ORGANISATION OF CLUBS

Breakfast Club

Breakfast club opens at 7.30am. Parents/carers must sign their child in on the sheet in the entrance to the club and wait until their child has been handed over to a member of club staff. If a child is registered to attend the club and does not attend for any reason please email the breakfast club staff as soon as possible office@barrow.lancs.sch.uk . Where no explanation is available for a child's absence a telephone call will be made to the parent/carer in advance of the usual first day of absence calls made following school registration.

At 8.45am children will collect their belongings and go out onto the playground with a member of staff ready to line up for the day when the bell goes. Younger children or those who are identified as having difficulties will be escorted by staff.

Children not booked onto breakfast club will be refused entry.

After School Club

Class teachers will be issued with a copy of the register for Afterschool Club each afternoon and will be aware of which children are due to attend that evening.

Children will meet at the open plan space where a member of staff will register them. Children of a younger age or identified as having difficulties will be collected from class and escorted to After School Club by a member staff.

If a child that is not booked on to after school club presents themselves at the club, their parent will be telephoned to collect them and they will be kept safely but outside of after school club. We reserve the right to charge an administration fee should this occur.

Any children attending after school extra-curricular clubs will be collected by After School Club staff once the activity has concluded. On their return to After School Club they will be registered.

If a child is booked into the Club but does not attend registration, we will check whether the child was present at school that day. If the whereabouts of the child are not known, staff will immediately inform the designated contact at the school and take the following steps:

- All staff on the school premises will conduct a thorough search of the premises and surrounding areas
- Contacts listed on the registration form will be contacted
- Police may be notified

Parents/carers collecting children should ring the doorbell on the left hand side of the internal doors and a member of club staff will attend and escort them to the club to collect their child/children. Parents/carers must sign their child/children out of the club.

Children can only be collected by an adult who has been authorised to collect them on their registration form or by having knowledge of the pre-arranged password.

Parents/carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

Parents/carers must notify the Club if they will be late collecting their child. If the Club is not informed, our policy for uncollected children, which is contained within our

Safeguarding Policy, will be followed and a fee may be charged for a late collection.

Children **will not** be allowed to leave on their own.

If a child is booked into After School Club and the place is no longer required but has not been cancelled before the deadline in Schedule 1 they must still be collected from the After School Club in the open plan space. This applies even if collection is at 3.30pm.

All parents/carers are requested to make sure their child/children are collected by 6.00pm. If you are unavoidably delayed, please contact the school office number 01254 822338, option 3.

The Club closes at 6.00pm to enable the staff to tidy up and finish on time. **There is no facility for an extension to this time.**

If a parent/carer is continuously late to collect their child/children a charge of £5.00 per child will be imposed. This will be added to the next invoice on Parent Pay.

This charge is to discourage people from arriving after 6.00pm and should not be seen as a charge permitting late collection. When collection after 6.00pm occurs regularly we reserve the right to withdraw access to the club.

Any queries regarding fees should be directed in the first instance to Miss S Marsh.

If the parents or carers are having difficulty making the payments we recommend that they arrange a meeting with Miss Marsh as soon as possible.

Where there is no explanation for repeated lack of payment, the parents/carers will be contacted to discuss payment options. A formal warning may be issued informing the parent/carer that continued late payment will result in their child's place being withdrawn.

If the fees remain unpaid after all the above options have been explored, the cancellation of the child's place may take place.

BEHAVIOUR

Whilst attending our club, children are expected to follow the school ethos, rules and behavior policies at all times and the same rewards and sanctions apply. Our behaviour triangle is displayed in club.

FIRST AID

The school first aid and administration of medication policy applies at all times. Parents of a child who becomes unwell during club will be contacted immediately. If a child is sent home during school hours, the school office will inform the club of their absence.

SAFEGUARDING

The Breakfast and Afterschool club follow the school's Safeguarding Policy, a copy of which is on the website.

Our Club believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm.

The Head Teacher is the DSL and is the Child Protection Officer. She has had considerable experience and extensive up to date training. She will be responsible for liaising with the club leader Miss Marsh, our Social Children's Services, the local Safeguarding Children Board and Ofsted in any child protection matter. All our Club staff have been trained in safeguarding and child protection and their training is updated every three years.

The Club is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to staff.

All staff are carefully recruited, have verified references and have an up to date DBS before their appointment is confirmed. All staff are aware of the main indicators of child abuse and are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so.

Staff will have an open, positive response to disclosures by children. All allegations or reports of child abuse will be taken seriously.

The member of staff to whom the disclosure is made will:

- listen fully to all the child has to say.
- make no observable judgment.
- ask open questions that encourage the child to speak in their own words.
- ensure the child is safe, comfortable and not left alone.
- make no promises that cannot be kept, such as promising not to tell anybody what they are being told.

Report disclosure to the DSL.

Gates will remain locked during the Club session times and access to the school is through the main entrance only. A doorbell is in place and no unauthorised or unaccompanied adults are permitted in school when these clubs are in session.

In unforeseen exceptional circumstances, such as medical emergencies or road traffic accidents, when a parent is running slightly late to collect their child from school ie after 3.30pm then that child will be kept safe until the parents arrive. The parent must sign their child off the school premises. If there is space in the afterschool club and the child is placed into afterschool club we reserve the right to impose a charge for those children depending on the time of collection.

MISSING OR UNCOLLECTED CHILDREN

In the event that a child goes missing, the following procedure will be undertaken:

- Senior staff including the DSL (Designated safeguarding lead) will be informed
- Club supervisors will search the club and building and an outside search will be conducted by other staff. If the child remains missing emergency services will be contacted.

If a child has not been collected by 6.00pm parents will be contacted. The additional contacts parents have also given will be used. If these contacts are unavailable for

approximately 1 hour after the close of their club, the police and Children's Social Care will be contacted.

OTHER POLICIES

The Breakfast Club and After School Club follow all other school policies.

- Safeguarding and Child Protection
- Equal Opportunities
- Health & Safety
- First Aid and Medicine Policy