

William Barnes Extended School Club and Breakfast Club Policy

Aims

To provide an affordable extended school childcare facility for parents/carers

To provide a welcoming, safe and secure environment for pupils at the beginning and end of the school day.

To provide children with a nutritious snack at the end of the day (or breakfast) in a pleasant, calm and relaxed environment.

To provide a wide range of structured play activities, enabling children to engage and learn with children from other year groups.

Organisation

Breakfast Club is open from 7.30 – 8.30 am (Reception supervised until 8.45 and Year 1 and 2 if required)

After School Club is open from 3.15 - 5.15 pm.

The club is available for pupils from Reception to Year 6 and for siblings of 3 years and above attending Stepping Stones. Each child's details, medical conditions, parent contact details and additional emergency contact information is kept in the school office.

Bookings are made a day in advance so that staffing levels can be planned appropriately. Booking forms are available from the school office and should be returned with full payment for the next day/session. If payment is not received after 4 weeks then a payment card will be offered to support with budgeting, but the child will be unable to attend until payment is resolved. The register for the following day will be collated each evening. Children are registered as they arrive and the register is kept in the school office throughout the day.

Staffing

Staffing follows the ratio of 1:8 for children aged 3-8 and 1:10 thereafter. Staff are on site from 7.30 am and 3.15pm. If a member of staff is absent, she/he will ring the Headteacher or Deputy Headteacher in order for a replacement to be arranged.

Safeguarding and Health and Safety

In accordance with Safeguarding arrangements, all staff involved in the running of Breakfast and After School Club, whether in a paid or voluntary capacity have current DBS clearance. These records are held in the school office. Breakfast and After School Club staff follow existing school policies and procedures for safeguarding, child protecting and the code of conduct.

William Barnes Positive Behaviour Policy will be followed.

Where ICT equipment is used, they also follow the school's E-Safety policy and procedures.

A separate risk assessment has been completed for Breakfast and After School Club sessions and activities.

Catering

All paid Breakfast and After School Club staff have Food Hygiene Certification.

All regulations laid down by The Education (Nutritional Standards and Requirements for School Food) (England) (Amendment) Regulations 2011 are adhered to.

Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly way via the closest exit.

They will congregate on the upper playground. The club register will be taken outside and all names checked.

There is a fire practice once per term.

Communication with Parents

Staff will communicate verbally with parents/carers bringing or collecting children, which may involve passing messages to and from classroom teachers.

Written notes to parents from the Breakfast/After School Club staff are passed on via the child's collector.

Medication

Inhalers are kept in the child's classroom. If a child needs an inhaler, a member of the Breakfast/After school club staff will escort the child to the classroom and observe that it has been taken correctly.

All other medication administered will follow the existing school policy.

Allergy information should be updated regularly and staff will have access to this.

Medication information is kept a file in the Governors Room and the medication is kept in a locked cupboard in the Governor's Room. Allergies and other medical information provided by parents will also be on the form.

Cancellation

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the building e.g. no heating or water supplies. In the event of closure: A member of school staff will endeavour to contact individuals by telephone/text before 7.00 in the case of Breakfast Club and before 12 noon for After School Club. During adverse weather conditions school closure will be reported on the Dorsetfor you and school websites.

Parking

Children arriving for Breakfast Club and being collected from After School Club by car should be dropped off in the Disabled Bay in the staff car park. Can Parents/Carers ensure that the driveway is clear before leaving so that staff can drive in and out without problems.

Refunds

Due to the need to pay and book places in advance so that levels of staffing can be organised and food purchased, we will be unable to offer a refund if a child does not attend. However, if the school cancels the club, a refund will be arranged or the chance to carry payment forward to a further after school club session.

Complaints

All complaints will follow the school's complaints policy.

Monitoring and Review

This policy has been drawn up and agreed by the following:

Date Signed by Chair of Governors

Approved by the Governing Body - Autumn 21

Due to be reviewed – Autumn 24

This policy is reviewed every year or earlier if necessary