

# BREAKFAST AND AFTER SCHOOL CLUB POLICY



Policy Document Status			
<b>Date of Policy Creation</b>	27 April 2022	<b>Chair of Governors</b>	Gill Stubbs
<b>Adoption of policy by Governing Board</b>	18 May 2022	<b>Executive Headteacher</b>	Denise Garner
<b>Inception of new Policy</b>	19 May 2022	<b>Governor/Staff Member Responsibility</b>	Sara Griffiths
<b>Date of policy review</b>	April 2024	<b>Day Care Manager</b>	Stacey Hanson

## **'Love, Laugh, Learn'**

*Resourcefulness, Reciprocity (Teamwork), Reflectiveness, Resilience*

The Breakfast Club and After School Club is managed by the school and exists to provide high quality extended provision for our parents. It provides a range of stimulating and creative activities in a safe environment.

- To provide a welcoming, safe, and secure environment for children before the beginning and at the end of the school day:
- To provide a variety of stimulating and exciting play opportunities for the children in a group situation, therefore strengthening relationships in the school community.
- To provide children with a nutritious food at the start and end of the day in a calm and relaxed environment.
- To continue to strengthen positive relationships with parents

### **Admissions**

- Places are allocated to children that attend full time education at Wrockwardine Wood Infant School & Nursery
- A safe ratio of child to adults will be maintained (see below)
- Parents must keep a child's registration details up to date by emailing [A2116@taw.org.uk](mailto:A2116@taw.org.uk) or telephoning the school office on 01952 387860.
- Children's attendance will be recorded in a register.
- Bookings and payments must be made in advance of the sessions being taken.
- Refunds for bookings will only be made in exceptional circumstances.

### **Child Protection & Safeguarding**

The school has several safeguarding policies and practices that the Governing Board employ to keep children safe and promote their well-being, some of these are explained in more detail below.

All staff will receive annual child protection training and receive regular updates via whole staff training. A Designated Safeguarding Lead (DSL) for child protection will be always contactable when breakfast and after school club is open. The role of the DSL is to protect children who are suffering or likely to suffer significant harm.

### **Health & Safety**

An external audit of Health and Safety is carried out annually by Telford & Wrekin. Policies and procedures are checked to ensure statutory compliance with all current health and safety legislation. While its **purpose** is to ensure compliance, it also assesses how well we're following processes and our overall performance. Our Health & Safety policy is available on the school website.

### **Risk Assessment**

A formal risk assessment is in place which is accessible for parents on the school website. Staff will also carry out dynamic risk assessments to ensure equipment and the environment is safe each day for the children.

### **Medication**

The school has a policy for children who have medical needs or require medication. This policy will be followed during Breakfast and After School Club. Children will be required to have their asthma inhalers and any other urgent medication in school. Parents will need to complete the necessary forms to administer medication. The policy for *Supporting Children with Medical Conditions and the Administration of Medicine* is available on the school website.

### **Paediatric First Aid**

A paediatric first aider will be always available to administer immediate first aid to children who are ill or injured. They are qualified to make appropriate decisions such as when to call an ambulance or refer to other medical professionals.

### **Fire Procedures**

An external annual fire safety audit is completed by Telford & Wrekin Council. The building, fire safety equipment and procedures are checked for compliance against statutory fire safety regulations. Fire evacuation routes are displayed, and staff and children will practise a fire drill each term.

### **Behaviour**

Children are expected to behave in the same manner as they do in school. The school's behaviour policy will be followed by staff. Children will be expected to follow our Golden Rules which are listed below:

- ✓ **We work hard**
- ✓ **We are kind**
- ✓ **We are gentle**
- ✓ **We look after property**
- ✓ **We are honest**

The school's Behaviour and Anti Bullying policies are available on the school website.

### **Security Policy**

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

- No child will be left unsupervised in the club at any time.
- Staff child ratios of 1:8 children for age 3+, 1:4 for age 2+ and 1:3 for babies will be adhered to for children younger than Reception age. No more than 30 for children Reception to Year 2.
- Visitors to the club will not be left unsupervised at any time.
- Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. If staff are unsure of the person collecting the child that child will remain at the club and parents will be informed of the decision.
- Entrance to the club will be monitored to always ensure security.
- Children will be signed in and out of the club.
- Parental/carer consent will be sought for the use of videos and photographs for promotional usage.

### **Equality Policy**

All children who attend our breakfast and after school club will be treated equally. The school's equality policy will be always followed. The policy is available on our school website. Any prejudice related incidents will be recorded and reported to Telford & Wrekin.

### **Computing & e-safety**

If children use laptops or other electronic devices the schools Computing, and E-safety policy will be followed. Please see the school website for more information about these policies.

### **Late collection policy**

#### **How do our clubs operate?**

- The breakfast and after school club runs Monday to Friday term time only. The opening and closing times are as follows:

Breakfast Club	After School Club
7.30am-8.50am	3.05pm-5.30pm

- Children will enter and exit the clubs via the hall doors which are situated close to the main reception entrance.
- Parents must ensure a child is marked in and out to ensure staff are aware that a child has arrived or left.
- Children may access classrooms or outside areas for some activities.
- Once breakfast club has finished, children will be taken to their classrooms.
- Classroom staff will deliver children to the after-school club. They will ensure staff have registered the child before leaving the school hall.
- The emphasis is on play and leisure rather than education but there is an opportunity to look at homework as well.
- Children will have the opportunity to enhance their learning through a wide variety of activities and to promote physical development. They will have access to several activities such a board games, arts and crafts music, games, dance, and sport.
- Special activity days are planned each term, for more information follow the link to our website <http://www.wrockwardinewoodinfant.org.uk/school-information/breakfast-and-after-school-club>

### **Communication with parents**

The safe registration of children is a priority when children arrive or leave the breakfast and after school club. It is important that staff do not become distracted so parents will be asked to communicate, any messages for the teacher or the school, via the school email [A2116@taw.org.uk](mailto:A2116@taw.org.uk)

### **Resources**

Staff will check resources regularly to ensure they are of a high standard, safe, appropriate and of a high quality for children to use.

### **Booking and Fees**

To secure a child's place parents must complete a booking form and pay for sessions in advance. All booking forms must be emailed to the admin team via [A2116@taw.org.uk](mailto:A2116@taw.org.uk).

Children will not be allowed to attend breakfast club or after school club sessions unless they have been booked and paid for in advance. Consideration will be given to parents in receipt of pupil premium.

Please see our Fees and Charges policy on the school website for more details.