



Breakfast and After School Club Policy and Procedures

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| Policy lead: | Headteacher |
| Date of policy review: | September 2021 |
| Date for next review: | September 2023 |

Aims of extended provision

The aim of our breakfast club and after school club is to provide a family-friendly service to parents/carers of children on roll at our school, which is safe, reliable, affordable and enjoyable and supports parents who have working commitments.

We staff our clubs with competent, friendly and caring people and we pride ourselves on the excellent relationships between the staff, children and their families. The clubs and our club leaders adhere to our school ethos, values and key policies including safeguarding, inclusion and equality.

Breakfast Club

This club runs from 7.50 a.m. within the school building until 8.50 a.m. when children are sent to their classrooms. Parents are asked to bring their children into The Burrow and hand them over to the club leader. A healthy breakfast is available between 8.00 and 8.30 (prepared by the club leader who has food hygiene certificates) and children are encouraged to sit around a table together. A range of activities is available for the children, including art and craft, stories and group games. On most days, there are 2 members of staff as we aim for a ratio of 1 adult to 10 children.

After school club

This club runs from the end of school (3.20/3.30) until 5.00 p.m. Children will go straight from class to The Burrow to meet the after school club leader, who is one of our Teaching Assistants. Fruit and water are available if children are hungry and for children who are present after 4.15 there is another healthy snack such as toast or rice cakes. The emphasis is on physical activities outside when the weather is suitable, or alternative play activities inside. Parents collect children by coming through the side gate and going to the classroom. Children are signed out by the parents. If a parent has not collected by 5.00 p.m. they will be contacted by phone and the child will wait with a member of staff.

Fees and payment

Breakfast Club is charged at £3.00 per session and after school club is charged at £2.00 a session until 4.15pm or £3.50 a session until 5.00pm. Parents are asked to book and pay in advance via School Money. Last-minute sessions are available by contacting the school office. There is a 50p surcharge where children have not been booked in advance and a £1.00 late collection fee where children are collected after 5.05 p.m., except in agreed exceptional circumstances.

Staffing

Both clubs are run by members of staff who we employ on a contract and have qualifications and experience. Our breakfast club leader is also our kitchen manager and our after school club leaders are TAs with us. At least one additional member of staff must always be on site while the clubs are in operation and would offer support in the case of any emergency. Although the maximum permissible ratio is set at 1:30, we plan to operate at a more favourable ratio, usually 1:10.

Safeguarding

All safer recruitment procedures are followed in the appointment of staff with an enhanced DBS check undertaken. Club leaders have safeguarding training and have read required policies as part of their staff induction. If there is any concern during the running of the club this will be communicated as soon as possible to the senior or deputy designated safeguarding officer; if they are not available, the next senior member of staff will be consulted. The club leader will be expected to complete a 'concern' form before leaving the school.

Health and Safety

In the morning, the gate will be open for parents to access breakfast club, however the classroom door will be kept locked and parents will need to knock on the door. When after school club go out to play, the side gate will be secured and once the children are back inside the door will be locked and parents knock for entry.

Children are signed in and out by parents/carers so that staff know who is present. If a child is not on the register their name is added. Staff are aware of the arrangements in case of fire.

First Aid

Both club leaders have first aid training and know where to access the first aid box. They are aware of children with medical conditions and where to find their medication. They can send for a member of staff if additional support is required.

Behaviour

Our school behaviour policy is applied during the operation of the clubs and both club leaders have a copy of this. Another member of staff can be sent for if a problem occurs and the school has the right to exclude a child from either club for persistently poor behaviour (see terms and conditions).

Club leaders are expected to promote a strong working relationship with our families and must discuss any concerns with the headteacher.

Appraisal

Once a member of staff is permanent they will be subject to the school appraisal policy and procedures.

This policy to be read in conjunction with ***Breakfast and After-School Club Terms and Conditions.***

F. McLoughlin
Sept 2021