

# Elkesley Primary & Nursery School



## Breakfast and After School Club Policy (Policy Number 41)

Compiled by	C Marsh	August 2024
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Elkesley Primary and Nursery School provides extended childcare provision for its pupils via its Breakfast and After School Clubs.

## Aims

- to provide high quality childcare that meets the needs of parents/carers.
- to provide a happy, welcoming, safe and secure place where all children are valued.
- to maintain good relationships with the children; encouraging cooperation and providing help and support.
- to have strong partnerships with parents/carers.
- to provide children with breakfast and/or a light snack and drink at the after-school club.
- to offer a range of structured and free play opportunities and activities to engage and stimulate the children and foster their independence and self-esteem.

## Organisation

- The Breakfast Club is open Monday to Friday from 7.45 am – 8.55 am
- The afterschool Club is open Monday to Friday from 3.30 pm-5.30 pm
- The club is available for all children from Nursery age to Year 6
- The clubs are located in the School Hall or the Year 5/6 Classroom if the hall is needed for alternative use.

## Bookings

Bookings can be made via the School Money System.

Due to high demand for breakfast and afterschool club, booking must be made prior to the day.

If a change in circumstance has meant requiring to book on the day, we will do our best to accommodate this. If this instance occurs, you must book via the school office. However, we cannot guarantee a place.

## Prices

**Breakfast Club** Cost £3.00 per session

**After School Club** Cost £3.00 for a half session to 4.30 pm, £6.00 for a full session.

We do not operate hourly charges. The price paid is per session and includes food and drink.

## Payment

Payment must be made in advance via our School Money system.

## Changes or Cancellations

No refunds are available for changes, cancellation or illnesses unless you cancel the booking by 12.00 noon on the day, or before the day of the booking.

## Activities

A wide variety of activities will be on offer and we will not make a child participate in any activity that they do not wish to do. We can encourage them to take part – however, we will not make any activity compulsory. The emphasis will be on choice and enjoyment.

## Breakfast Club

Children should be taken to the School hall by a parent/carer or responsible adult where they will be greeted by a member of staff.

Children will get a choice of cereal, toast, fruit juice and water to begin their day.

Parents/Carers are responsible for informing the Breakfast Club Leader of any dietary requirements. After the children have eaten, they will have an opportunity to get involved in a number of activities.

These include:

- Board Games
- Exercise activities (inside using the hall or outside)
- Lego or Construction games
- Computer activities
- Craft, drawing and puzzles
- Or, at request of parents/carers, be heard read or get help with homework.

The emphasis is on the children having the best possible start to prepare them for the school day.

## After School Club

The younger children will be collected from classrooms by a member of After School Club staff. The older children will make their own way to the hall. The leader will then call a register before the start of the After School Club.

The Office Staff will ensure that the leader of the club receives an up-to-date register each day of the club. On arrival at the club, the children will be helped to put away their belongings and a register will be taken.

If a child is not on the register but have arrived at the club, parents/carers will be contacted to either collect the child to ascertain whether they will be staying at the club.

If during the register a child is identified as not being present that is expected, the leader will check with the child's teacher or the office to find out whether they attended school. If the child did attend school, the leader will check round the school before contacting the child's parents/carers. If the leader is unable to get in contact with the parents/ carers or the emergency contact, the Police will be called. A full report of the incident will be recorded and filed.

If a parent/carer of a child wishes for them to attend another after school activity run by the teachers, but still needs them to come to the after-school club, the leader must be told by the Office Manager. Children attending a separate after school club activity will be brought to the After School Club by that leader following the finish of their club.

It is Elkesley Primary and Nursery School's After School Club's duty to safeguard the welfare of children therefore, anyone who is not a visitor to the After School Club or is not recognised by the leader will be asked to leave the school premises. If they refuse to leave the police will be called.

The children will be offered a drink and a snack on arrival. Only snacks will be provided not tea. Parents/carers are responsible for informing the After School Club leader of any dietary requirements.

Typical activities will include:

- Art and craft activities (painting aprons/shirts will be provided)
- Sports activities and team games using the hall or playground
- Computer activities
- 'chill out' time with books and comics
- Lego and construction
- Board games
- Help with homework, reading or other learning.

The emphasis is on play and children winding down after their school day. Children may participate in any activity offered to them and, whilst there are some structured activities, they are generally given the freedom to make their own choices to promote self-confidence, independence and self-esteem.

Parents/carers may donate toys and games to the After-School Club but children should not bring anything valuable from home. The Breakfast and After School Clubs are not responsible for the loss or damage to any items brought from home.

## **Behaviour**

The school rules and behaviour policy will be followed to ensure consistency for the children at club. We expect good behaviour and respect for others. The Breakfast and After School Club reserve the right to withdraw the service if a child's behaviour is consistently unacceptable.

We believe that children need to learn to consider the view and feelings, needs and rights, of others and the impact that their behaviour has on people, places and objects. The club will strive to achieve this by encouraging, teaching and modelling correct behaviour and creating a positive environment with clear boundaries and expectations.

Whilst at Elkesley Breakfast and After School Clubs we expect children to:

- Use socially acceptable behaviour
- Comply with the Club rules, which are compiled by the children attending the club
- Respect one another, accepting differences of face, gender, ability, age and religion
- Develop their independence by maintaining self-discipline

- Choose and participate in a variety of activities
- Ask for help if needed
- Encourage positive behavior of others

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Informing parents about individual achievements
- Offering a variety of play opportunities to meet the needs of the children attending the Club
- Regularly reviewing and updating club rules with the children

Dealing with inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner
- In the first instance, the child will be temporarily removed from the activity
- Staff will use restorative practices and discuss why the behaviour displayed is deemed inappropriate
- Staff will give the child an opportunity to explain their behaviour, to help prevent a recurrence.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behavior

### **Exclusion**

Elkesley Primary and Nursery School breakfast and After school Clubs reserve the right to refuse or exclude any person at any time prior to or during the club, if, in their opinion, that person is incompatible with the general wellbeing and safe running of the club. In this instance no refund will be given and any cost incurred, including any damage, will be passed onto the parent/carer who will also be responsible for the collection of the child from the club.

### **Collection of Children from the Club**

Children can be collected from the After School club at any time from 3.30 pm to 5.30 pm.

Parents or carers must sign out children as they are collected and the time of collection noted on the register for that day. This is so that staff are always aware of numbers. We will only allow children to be collected by a known adult/responsible carer as previously arranged.

It is the parent or carer's responsibility to inform the club if they have arranged for another person to collect their child/ren.

Elkesley After School Club will refuse collection of a child if a parent or carer arrives and is deemed to be intoxicated with either drugs or alcohol. The decision will be made by the leader to telephone the

emergency contact number and make arrangements for the child to be collected by them; the duty Social Worker will also be informed.

If the parent/carer becomes abusive, or makes a nuisance of themselves, the police will be called. Elkesley After School Club has a duty to safeguard the welfare of the child, therefore, no hesitation will be made when calling the police. A full written report of the incident will be recorded and filed. The Multi-Agency Safeguarding Hub (MASH) is the single point of contact for all professionals to report safeguarding concerns. Telephone: 0300 500 80 90

If a parent or carer is late collecting a child, then they will be requested to meet with the headteacher to discuss the incident and ensure it will not be reoccurring. In the first instance, they will be issued with a warning by the Head Teacher and encouraged to collect their child on time. If they persist in being late within the School half term they will be asked to leave the club and find alternative childcare, which can accommodate for late collection times.

It is not the club's intention to penalise those parents or carers who regularly collect their child on time but to deter those who consistently break the rules. If a parent/carer is unexpectedly delayed, the After School Club should be contacted as soon as possible on 01777 838615.

### **Uncollected Child/ren**

We realise that there may be circumstances where parents are unexpectedly delayed but these should be a rarity and not frequently occurring. If a parent/carer is held up by unforeseen events and they are unable to pick the child up by 5.30pm, they must try and contact the leader to explain the reason and advise of the collect time or alternatively, advise of another person collecting and set a password.

If no contact is made the leader will phone the contact numbers provided on the school MIS system.

If there is no reply the leader will phone the Emergency Contact numbers. If the person is unknown to the club but are listed on the registration form, they will be asked to bring proof of identity.

At 6.00 pm, if the parent/carer has not made contact with the leader, Social Services will be informed. A message will be left for the parent or carer advising them of the action that has been taken.

A full written report of the incident will be recorded and filed.

### **Lost Child/ren**

A lost child is defined as a child who has arrived and been registered at the club but has since gone missing.

As soon as it has been noticed that a child is missing, the Head Teacher will be notified who will endeavour to find out where the child was last seen. The Head Teacher will carry out a thorough search of the premises whilst the After School Club staff remain with, and reassure, the other children.

If the child is found but unwilling to return to the setting, a member of staff will stay with the child until the parents or carers are contacted.

If the child is still unaccounted for, the leader will group the children together and call the register to make sure no other child has gone astray. In parallel, the school will be informed that a child has gone missing and asked to help with the search.

If the child isn't found the parent or carers will be contacted and alerted to the situation. With their agreement the Police will be called and the child will be reported as missing. The search will continue until advised by the police to stop.

If the parents or carers can't be contacted, the leader will contact the Emergency number supplied. If they can't be contacted, the police will be called straight way and the child will be reported as missing.

After contacting the police, the leader will call the Head Teacher and report the incident. The Head Teacher will come to the After School Club and together with the leader will speak to the parents or carers.

The Head Teacher will carry out a full investigation into the incident. The leader will write a full report into the incident detailing:

- The date and time of the report
- What staff/ children were at the club
- When the child was last seen at the club
- What has taken place at the club before and since the child went missing
- The time estimated that the child went missing.

The leader will also conduct a full risk assessment and report to staff the findings and any additional changes which are to be made.

If the situation warrants a police investigation all staff must fully co-operate. The incident will be reported under the Health and Safety Executive procedures, following the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

OFSTED will be informed of the incident in writing and the outcome of the report. The insurance company will also be informed of the incident.

## **Safeguarding and Health and Safety**

In accordance with safeguarding arrangements, club leaders involved in the running of the Breakfast and After School Clubs have current DBS clearance. All staff follow existing school policies and procedures for safeguarding, child protection, the code of conduct, health and safety policies and fire safety procedure.

## **Communication with Parents**

Staff will communicate verbally with parents/carers bringing children, which may involve passing a message to the class teacher. However, parents are able to contact school via phone, 01777838615 or email, [office@elkesley.notts.sch.uk](mailto:office@elkesley.notts.sch.uk). They also have the option of messaging staff member directly via clasdojo.

## **Accidents and Illnesses**

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident form on the MIS filled in. The parent/carer will be asked to sign the accident book on arrival.

If a child arrives at club feeling ill or during the course of the session becomes unwell then it is the policy of the club to inform the parents/ carers.

If the child has a temperature, sickness, diarrhoea or pains, particularly in the head or stomach the leader will contact the parents and ask them to collect the child as soon as possible. If the parent or carer cannot be contacted, the club will phone the emergency contact and ask them to collect the child. In the rare event that we are unable to contact anyone and the child deteriorates, the leader will assume responsibility and take the child to the hospital, along with the child's relevant details. A message will be left with the parent/ carer informing them of the situation.

Staff have an up-to-date First Aid Certificate and regularly update their training to ensure that children receive current first aid treatment.

Where a child has an accident and there is no visible wound it would still be recorded so that the parent/carers is aware of the accident.

If a child has a serious accident the leader will assess whether the child needs to be taken straight to hospital or phone for an ambulance, or alternatively wait for the parents/carers to collect them. If the leader is unable to get in contact with them the Emergency contact will be informed.

If the child needs emergency treatment a member of staff will accompany the child to hospital. All relevant paperwork such as the registration form, medication form, care plan etc. will be taken to the hospital.

If any injury requires treatment by a general practitioner, hospital doctor, or results in the death of a child or adult, Ofsted will be notified and a report will be sent to the Health and Safety Executive following the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

We meet our legal requirements for the safety of our employees by complying with RIDDOR. Any member of staff who requires treatment by a general practitioner, hospital doctor as well as any dangerous occurrences will be reported to the Health and Safety Executive via the online WellWorker system.

This system is used for recording serious incidents reportable to the Health and Safety Executive. These serious incidents include:

- Theft of personal or the settings property
- An intruder gaining unauthorised access to the premises (school Head teacher will be informed)
- Attack on a member of staff or parent on the premises or nearby
- Any racist incident involving staff or family on the club's premises
- Death of a child
- A terrorist attack or threat of one

We record:

- date and time of incident
- nature of the event



- Who was affected and what was done about it
- If it was reported to the police, and if so a crime number

## **Fire Safety and Emergency Evacuation**

Elkesley Breakfast and After School Club's premises present a very low risk of fire by ensuring the highest possible standard of fire precautions. The leader is familiar with the current legal requirements.

In line with the school's policies, all fire doors are clearly marked and are never obstructed. All smoke detectors/alarms and fire fighting appliances conform to BSEN standards.

Regular fire drills are carried out to ensure all children know where the meeting point is. This is the school playground, away from the buildings. By practising fire drills children become familiar with the sound of the alarm, know where meeting points are, expected behaviour and how they will be accounted for and who by.

New members of staff will be made aware of the fire drill procedures in their induction.

In the event of a real fire, the leader will make sure that they take the register, mobile phone, register and first aid equipment. When the children arrive at the meeting point, the leader will call out the register including the children's names. The children will be expected to respond loud and clearly. The fire brigade will be called by the leader. A report will be written by the leader. Children will not be allowed back in the building until the fire brigade has deemed it safe.

## **Medication**

The Clubs follow the school's Supporting Children with Medical Conditions policy.

## **Equal Opportunity**

We will ensure that Elkesley After School Club is fully inclusive in meeting the needs of all children, particularly those that arise from their ethnic heritage, social and economic background, gender, ability or disability. Our setting is committed to anti-discriminatory practice and to promoting equality of opportunity and valuing diversity for all children and families.

## **Concerns**

Should you have any concerns regarding your child's time at Elkesley's Breakfast or After School Clubs, please in the first instance talk with the leader of the club. If you are not satisfied with the action taken, please speak to the headteacher about your concerns. We will investigate your concerns and respond as quickly as possible.

## **Complaints**

All complaints will follow the school's complaints policy.

## **Liability**

When children attend the Breakfast or After School Club, it is automatically assumed that they are allowed to participate in our activities. The Clubs do not accept any liability for the loss or damage of any property belonging to participants, or for additional expenses in the event of cancellation or change due to strike, school closure, disasters, war or the threat of war, acts of terrorism, weather, sickness or any event outside the control of the school.

## **Procedure in the event that the club is unable to operate**

The club will endeavor to operate at all times by ensuring staff back up at short notice. However, in unforeseen circumstances it may be in the best interest of the child's safety that the club does not operate.

In the event that the club is unable to take place, as much notice as possible will be given to the parents/carers to ensure suitable childcare arrangements can be made. However, in the event that the club cannot operate at short notice, the leader will inform the Head Teacher and together they will contact parents and advise them of the situation.

Fees will be credited if the club cannot operate as planned.