

BREAKFAST AND AFTER SCHOOL CLUB POLICY

Anstey First School

Policy Review

This policy will be reviewed in full by the Governing Body every 2 years.

The policy was last reviewed and agreed by the Governing Body on 22 June 2021

It is due for review in June 2023

The Governor completing the review was: Lynne Vinton

Statement of Intent

Anstey First School believes in creating a safe, welcoming and stimulating environment for all the pupils in its care. The school believes that a safe social atmosphere helps pupils of all ages to develop their social skills and confidence.

In order to help and support parents/carers, the school aims to provide an affordable and convenient wrap-around childcare service. Breakfast and after-school care clubs are made available to pupils aged 4 to 9, allowing parents/carers more flexibility with their working hours.

The clubs cater for up to 15 pupils at a time, ensuring that there is a staff to pupil ratio of one member of staff for every 8 pupils at all times.

Furthermore, Anstey First School provides numerous extra-curricular clubs and activities as a method of developing the social, behavioural and academic skills of pupils. All clubs and activities are conducted to the same high standard as that of the educational provision.

1. Legal framework

1.1. This policy has due regard to statutory legislation including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- The Children Act 2004
- The Equality Act 2010
- The Children and Families Act 2014

1.2. This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2020) 'Keeping children safe in education'

1.3. This policy is used in conjunction with the following school policies and procedures:

- **Accident Reporting Procedure**
- **Supporting Pupils with Medical Conditions**
- **Administering Medication Policy**
- **Anti-Bullying Policy**
- **EYFS Policy**
- **Complaints Procedure Policy**
- **Health and Safety Policy**
- **Behavioural Policy**
- **Fire Evacuation Plan**

2. Admissions and Fees

Anstey First School has a first come, first served policy for admissions to Breakfast and After School Clubs. When all the places have been filled, new applications are placed on a waiting list. The following cases are prioritised:

- Siblings of pupils already attending

The standard daily fee for attending Breakfast club is £5.00 from 8 am (including breakfast) and £2.00 from 8.30pm (not including breakfast). The fee for afterschool club (3.30pm - 5pm) is £8. The following conditions are in place:

- All fees must be paid half termly
- Fees can be paid by electronic transfer, cheque or cash
- Childcare vouchers are accepted
- There is a fee of £5 per half hour for late collection of pupils

3. Extra-curricular Clubs and Activities

Anstey First School offers a wide variety of extra-curricular activities.

Extra-curricular activities are also used to give pupils the chance to explore things which they have never encountered before by exploring beyond the National Curriculum. Pupils have on offer a range of opportunities to develop confidence and sporting activities to encourage teamwork.

All clubs are available to a mix of age groups, ensuring pupils are given the opportunity to interact with others who have similar interests, rather than always being with classmates.

Clubs are organised, managed and conducted in accordance with the school's existing policies.

Pupils taking part in the club are registered at the beginning of the sessions to ensure no-one is missing.

Breakfast Club pupils are accompanied over to school by a member of staff to ensure no-one goes missing.

Whilst clubs are being conducted, the designated member of staff leading the club is responsible for the safety and welfare of all attending pupils.

Appropriately trained members of staff partake in clubs and activities where special educational needs and disabilities (SEND) provision is needed.

Clubs do not discriminate against pupils with SEND.

4. Arrivals and Departures

Anstey First School is fully committed to the safety and security of all the pupils in its clubs and on the school premises, therefore, a number of procedures are in place for when pupils arrive and for when they leave the school premises.

- Attendance is recorded in the register.
- Breakfast school children are signed in by their parents and then handed over to school at the end of the session by the designated member of staff.
- The designated member of staff collects the children from the collection point to take them to afterschool club at the end of the school day and children are handed to their parents at the end of the session in the same way as they do at the end of the school day.
- Only registered individuals are allowed to collect the children. If someone other than the person registered is collecting the children, staff must be notified by the registered person before the start of the club.
- If the registered person is running late, staff must be notified before the end of the collection period by the registered person.

5. Involving Parents/Carers

All the clubs are published on the school's website

Staff take note of information from parents/carers that could affect the happiness/wellbeing of their child.

Parents and carers are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.

6. Missing Child Procedure

Anstey First School has procedures in place to ensure the safety and wellbeing of all the pupils in the school's care. If, at any time, a pupil cannot be located, the following steps would be taken:

- All members of staff alerted that a child is missing.
- Members of staff would conduct a search of the premises and the surrounding area.
- At least one member of staff would stay with the other pupils involved in the club in order to prevent any other problems and to keep a calm atmosphere.
- If the pupil was not located within 10 minutes, the police and the parents/carers of the pupil would be informed.
- The search for the pupil would continue until the police arrive.
- The Head Teacher would liaise with the Police and the parents/carers of the pupil.

7. Health and Safety

All members of Anstey First School are aware of their responsibilities and duties with regard to the Health and Safety Policy. All members of staff are responsible for:

- Recording incidents and near misses
- Maintaining a safe environment for pupils and adults.
- Taking part in any relevant health and safety training

8. Illness and Injury

In the event of illness or injury, Anstey First School acts in accordance with the accident reporting procedure and first aid policy.

At least one member of staff with paediatric first aid training will attend each club.

In cases of minor illness or injury, the following procedure will be adhered to:

- If a pupil becomes ill, the parents/carers are contacted and asked to collect their child.
- If a pupil is complaining of illness but the member of staff does not believe it is serious, they monitor the pupil until the end of the day/session.
- If a pupil suffers a minor injury, first aid is administered and the pupil is closely monitored for the rest of the day.

If a pupil were to suffer a major injury or becomes seriously ill, the following procedures would be implemented:

- If a pupil needs to go to hospital an ambulance is called and a member of staff accompanies them

- The parents/carers are notified immediately
- Following the incident, members of staff would conduct a review of the incident in order to prevent any such incident from reoccurring.
- Follow County guidance in reporting the incident.

9. Medication

Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy.

10. Age Appropriate Membership

Clubs may not always be available to Reception children, depending upon the suitability of the activity.

Pupils in Reception are not automatically able to participate in extra-curricular clubs – preference will be given to older children. Reception children will be given a trial if there is space available; they can remain if they are happy and able to participate

11. Uncollected Children

Staff members of Anstey First School do their best to ensure the effective communication between the school and parents/carers. If a parent/carer is up to 15 minutes late, the following procedure is followed:

- A member of staff attempts to contact the parent/carer using the contact details provided.
- The parent/carer is reminded that they must notify a member of staff if they are running late
- The parent/carer is warned that repeated late arrival will result in penalty fees.

If the parent/carer is over 15 minutes late, the following procedure is followed:

- A member of staff attempts to contact the parent/carer using the contact details provided.
- If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts provided.
- For the duration of the wait, the child is supervised by 2 members of staff
- When the parent/carer arrives they are issued with a penalty notice of £5.00 per half hour

If the parent/carer is more than 30 minutes late, the following procedures are followed:

If a member of staff has not reached the parent/carer or an emergency contact, they contact the local social care team for advice.

The pupil remains on the premises with a member of staff or is placed with the local social care team and all the relevant contact details supplied.

If the pupil has left the premises with the local social care team, a note is left on the door to the school informing the parent of the number to call.

12. Emergency Evacuation/Closure

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illness, the clubs may be closed.

In the case of an emergency, the following procedures are followed:

- Emergency services are contacted
- All pupils are evacuated from the building and taken to the designated assembly point on the playground
- A member of staff collects the register and checks that all the pupils are at the assembly point
- If a pupil is missing from the emergency assembly point, the emergency services are informed
- Parents/carers are contacted to collect their children
- All pupils remain at the emergency assembly point until they are collected by their parent/carer

In the case of danger to children's welfare due to cold or inclement weather, staff and children will be removed to the alternative premises indicated in the Emergency Response Plan – The Village Hall.

If a pupil has not been collected, members of staff follow the uncollected child procedure.