

Before & After School Club Policy



September 2021

Thorpe Primary School welcomes our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity.

We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.

We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

Introduction

Thorpe Primary School's Before and After School clubs exist to provide quality out-of-school hours childcare for our parents.

The purpose of this policy is to describe how the school delivers before and after school childcare facilities which are affordable, sustainable and of quality.

Our provision is broken into 2 parts, as follows:

Breakfast Club: 7:45am to 8:30am every day in term-time only.

After School Childcare: 3pm to 5:30pm every day in term-time only.

Admissions

- Only children attending Thorpe Primary School, in years Reception to Year 6 are eligible to attend.
- All places are subject to availability and there are limited spaces per session.
- Parents will receive a copy of this policy and sign an agreement to register their child for a place.

Booking

- Please book all spaces in advance.
- A service of emergency ad hoc child can be provided if the school office is contacted by 12pm on that day **and there is availability on that occasion.**

What activities are on offer?

Breakfast Club: activities on offer include some aerobic activities, reading, drawing and colouring or watching something suitable on the large screen. Children in Years 5 and 6 can access their school iPads.

After School Club: a range of activities will be made available to children including art, cooking, sport and games, board games and puzzles, music and drama, reading and storytelling, imaginative play and help with homework. The age of the children is considered so that the activities are appropriate and children in Years 5 and 6 can access their school iPads.

Where do the clubs take place?

The breakfast club runs in the main hall with the addition of the small hall space if health and safety measures require this, e.g. for social distancing.

The base for the after school club is the main hall. Other areas used include the computer suite, the courtyard area, the playground and the field.

There are adequate toilet facilities available to children attending the clubs.

The food technology room will be used to store drinks and snacks and they will be distributed via the counter window into the hall.

How do we safeguard the health and safety of everyone at the club?

The protection and safeguarding of the children is our number one priority. At least one member of staff must hold a current First Aid certificate. The administration of medicines is carried out in accordance with the school policy.

Staff are trained in Safeguarding and Child Protection procedures and follow the procedures outlined within our school Safeguarding and Child Protection Policy.

Children are safe and secure on the premises and will be supervised at all times, the definition of which is *within sight or hearing of a member of staff*.

Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly.

Access to the premises is controlled and visitors must sign in and out accordingly.

Arrival and Departure

Breakfast Club

- Parents/Carers are required to bring their child directly to the club via the KS2/Large hall entrance. There is a doorbell to alert a member of staff if the door is closed.
- Reception children will be escorted to their classes ready for the start of the school day.
- KS1 children are escorted to their classes ready for the start of the school day.
- KS2 children will make their own way to their classes apart from the year group that is based in the Bungalow, who will be escorted.

After School Club

- All children attending the after school club will be escorted to the after school club base (the main hall).
- The club staff will take a register of all contracted children and will liaise with the class teacher/ school office to determine any reason why a child is not accounted for at the point of registration.

Departure

- When a parent/carer or named collector comes to collect a child, they should go to the KS2 hall entrance doors and ring the bell.
- Children *must* be signed out by a parent/carer or named collector and the time must be recorded.
- Parents must ensure that whoever comes to collect the child is on the child's information record.
- Parents must inform the school if their child is going to be absent from the club.

Children with Special Education Needs or Disabilities

The staffing arrangements, environment and activities on offer are designed to be inclusive for all children. The specific needs of children will be discussed with parents and the child's current class teacher to identify the best way to support the child's personal growth and develop during the club sessions.

Behaviour

Whilst attending the breakfast and/or after school club, children are expected to:

- abide by our three rules: **Ready, Respectful, Safe**
- use socially acceptable behaviour;
- respect one another, accepting differences of race, gender, ability, age and religion;
- choose and participate in a variety of activities;
- ask for help if needed;
- enjoy their time at the club.

Positive behaviour is encouraged by:

- staff acting as positive role models;
- praising appropriate behaviour;
- informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Staff will follow the expectations within our Behaviour and Ethos Policy.
- Difficult and/or unsociable behaviour will be addressed in a calm, firm and positive manner.
- Persistent disruptive behaviour may require a personalised plan and/or a risk assessment to secure consistency in how the adults approach the predictable behaviours.

If, after consultation with the parents and the Headteacher and the implementation of behaviour management strategies a child continues to display inappropriate behaviour, they may be excluded from the breakfast club or after school club or both.

First Aid

- All accidents/injuries will be recorded in the school accident recording book.
- Parents/Carers will be notified of any injury which has occurred during their time at the club.
- There will be a qualified first aider on site during the hours of the club.
- A First Aid base will be situated in the main hall.

Parents of any child who becomes unwell during the club sessions then the parents will be called and asked to come and collect them straight away.

If a child is sent home during school hours then the office staff will notify the after school club leader.

Missing Children

In the event that a child goes missing, the following procedure will be undertaken:

- The club leader will delegate two members of staff to search for them, 1 for inside the building, 1 for outside.
- If the child remains missing, a Senior member of staff must be notified and the emergency services will be contacted.

Late Collection

Children must be collected by 5:30pm at the latest. A charge will be levied for late collection as follows:

- £3 for the first 5 minutes
- £1 per minute for minute 6 and onwards

Payment of Fees

- Payment for the sessions to be attended, should be paid in advance.
- It is possible to pay fees via ParentPay, Cash or BACS Payment.
- If a parent is facing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrive for discussions in private.
- Four weeks' notice must be given to reduce the number of sessions your child attends at the after school club.
- Four weeks' notice must be given to resign your child's place.

Are the children provided with food and drink?

Children are provided with a snack and drinks, prepared on the premises by staff. At least one member of staff holds a current Basic Food Hygiene certificate. Fresh drinking water is available to children at all times.

Who is responsible for the day to day running of the clubs?

Breakfast Club:

After School Club:

How many other staff work in the clubs?

Breakfast Club:

After School Club:

Related Whole School Policies:

- Safeguarding and Child Protection
- Behaviour and Ethos
- Health and Safety