



Killinghall CE Primary School Before/After School Club

Policy and Procedures

Aims

- To provide a welcoming, safe, secure environment for pupils before and after the school day;
- To provide an affordable childcare facility for parents/carers;
- To continue to build positive links/relationships with parents;
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment;
- To provide children with a nutritious snack after the school day;
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

Procedures

Staffing

The Club will be staffed appropriately with one or more teaching assistants each morning from 7:45am and each evening from 3.30pm. Other staff are on site from 7:45am each morning and until 5.30pm each evening.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they must ring the Headteacher as early as is practicable for cover to be arranged, this will usually be the Headteacher.

Registration Form

Before attending a Club session, parents/carers must fill out a registration form and sign the Parent/Carer agreement. Children cannot be admitted to the Club until a completed registration form has been received.

Booking Arrangements

Regular bookings (for example, every morning, every Monday night) must be agreed in advance and a booking form completed so that the appropriate arrangements and food purchases can be made. The club will endeavour to provide places for all parents wishing to book sessions for their child/ren. However, places are offered on a first come, first served basis and only where there is space available.

Booking forms will be available in the following places:

1. From the club leader.
2. In the school office.

Booking forms should be returned to the school office no later than each Friday; advance payment must be made on parent Pay. Registers are then collated for that week.

Due to the costs incurred to employ staff and purchase provisions, all booked places will be charged, unless a child is ill or taking part in a school organised activity (eg trip, sporting event). Where the Club has been cancelled by the school due to staff illness or unforeseen circumstances, no charge will be made.

Use of Registers

Children will be registered by the Club leader as they arrive. These registers are then filed to be kept as part of the Club's accounts for audit purposes.

Food Preparation:

- Staff hold the relevant Food Safety and Allergen Awareness Certificates and these are maintained within the required timeframes.
- An uncomplicated yet appetising and nutritious breakfast of cereals, toast, fruit and a drink will be freshly prepared each morning, following Food Standards for Schools.
- An uncomplicated yet appetising and nutritious snack and a drink will be provided after school, following Food Standards for Schools.

Parents may provide their child with a small snack if they wish.

Allergies and Medical Considerations:

- Parents/carers are required to inform the school of any allergies and dietary requirements children have before they commence attending Club.
- Medication may be administered at the discretion of the Club leader and only when the school's policy on Administering Medicines is followed. With respect to the school's policy, only prescribed medicine will be administered if accompanied with a medicine form completed and signed by a parent/carer.
- If inhalers are needed during the course of a Club session, the leader is aware of where these are kept in school. The nominated member of staff is informed (usually the Headteacher) and parents are notified when inhalers are administered.

Communication with Parents

- As part of their role, the Club leader passes on any relevant information to the class teacher (e.g. a child's concerns, feeling unwell, etc). It remains the responsibility of the parent/carer to provide instructions in writing of changes in pickup arrangements.
- Parents/carers may make appointments with the Club leader in the first instance to discuss matters/issues pertaining to the Club. Where parents/carers are not satisfied that their issue has been adequately dealt with, they may arrange to speak to the Headteacher.

Safeguarding

- In accordance with Safeguarding arrangements, all staff involved in the running of the Club, either in a paid or voluntary capacity will have enhanced DBS clearance. DBS information is recorded on the school's Single Central Record.
- The Club leader will follow the school's policies and procedures for child protection and safeguarding.
- Where ICT equipment is used, they must also follow the school's Internet Safety and Cyber Bullying Policy.

Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly way via the Fire Exit.
- They will line up at the playground assembly point to be registered.
- The club register is taken outside and all names called.
- There will be a fire practice once per term.

Risk Assessment

A full and detailed risk assessment is in place and covers all aspects of Club provision. A 'working copy' of this risk assessment is kept in the Club file and is reviewed as part of the Club leader's meetings with the Headteacher, which take place at least termly. This risk assessment does not include pupil specific

measures. If pupils who attend the club have specific needs (medical, dietary, medical) a separate risk assessment is written.

Confidentiality of Documents

The following confidential documents filed securely in the school office after each session:

1. Contact details
2. Children's medical information
3. Payment details
4. Copies of all correspondence to parents/carers.

Charging

All charges made to parents/carers for the use of our Club are calculated to facilitate the smooth and efficient running of the facility. The school is not permitted to make a loss on such provision (i.e. the school's allocated education budget cannot be spent on subsidising before school care) and therefore reserves the right to review charges in light of attendance, change in cost of food provisions or the need to employ additional staff. Charges may be revised up or down and where this is the case, at least one month's notice will be provided. The Club will endeavour to make no more than 2 changes to the pricing structure within any one academic year (September to July). A surcharge of £5 will be applied to ParentPay for any parent collecting their child late from the Club.

Cancellation

Due to the size of our school, it is not possible to call upon a bank of staff to run the Club should the Breakfast Club leader be ill. It therefore may be necessary to cancel the club. On rare occasions, this may be at short notice. Where possible, parents will be notified the day before that the club has been cancelled. No charge will be made for cancelled sessions. Parents will be notified via text message and any alternatives communicated as early as is practicable.

Refunds

Parents/carers book and pay for places at Club in advance. We will be unable to offer a refund if a child does attend unless this is due to illness. However, if the school cancels the club and a charge has already been made, a credit will be offered for a future session.

Complaints

The school's Complaints Procedure, which is posted on the school website, will be followed should a parent/carer have a complaint about any aspect of our Club provision.

Sarah Bassitt

Date: April 2016

Review Date: April 2017