

Out of Hours Childcare - Policy and Procedure

For school age children

AIMS:

- To provide an affordable childcare facility for parents and carers out of school hours.
- To provide a welcoming, safe, secure and calm environment for pupils before the beginning and after the school day has finished.
- To provide the children with a nutritious breakfast at the start of the school day. To provide a healthy snack to children attending after school care.
- To provide a wide range of structured activities for all age ranges, enabling the children to engage and learn with children from other year groups.
- To provide targeted families with the support of breakfast club and after school care (see Pupil Premium funding).

PROCEDURE

Breakfast Club:

- Breakfast club will open from 8am to 8.50am in the school hall
- The club is available for children who attend the school.
- Children's details: Medical conditions, parents contact details and emergency contact information is kept with the register of the Breakfast Club.
- Bookings are made online through the schools Wise Pay facility, which can be accessed on the school website. Bookings can be made up to 6 hours before the club opens.
- Children are registered on arrival and the register is kept either with the staff or in the school office.
- Breakfast Club parents may access the staff car park if dropping their child off by car only before 8.15am.
- If accessing the school by foot, access will be via the door near the green gate only. Families are not to access via the car park.
- Children who are new to the Breakfast Club cannot be left without the child's registration details being fully filled out and checked by the club staff. A form will be available online to download and also in reception.

After School Club:

- After School club will open from 3.15pm to 4.00pm.
- The club is available for children who attend the school. Children will be taken directly to the club from their class room at the end of the day.
- Children's details: Medical conditions, parents contact details and emergency contact information is kept with the register of the club.
- Bookings are made online through the schools Wise Pay facility, which can be accessed on the school website. Bookings can be made up to 30 minutes before the club opens.
- Children are registered on arrival and the register is kept either with the staff or in the school office.
- Parents accessing the school to collect their children must do so by foot.
- Children who are new to the After School Club cannot be left without the child's registration details being fully filled out and checked by the club staff.

Other Clubs:

The school may run other clubs from time to time. Information regarding these clubs will be detailed in a permission letter.

STAFFING:

- Staffing will follow the ratio of 1 adult to every 13 children.
- If any staff member is going to be absent, they will ring the Headteacher on the mobile number provided in the staff handbook by 7am or the night before if possible, in order for a replacement to be arranged.

SAFEGUARDING & HEALTH AND SAFETY

- In accordance with our safeguarding policy and procedure, all staff involved in the running of the clubs, either paid or voluntary capacity will hold a current DBS clearance. These records are held in the school office.
- The club staff will follow existing school policies and procedures for safeguarding, child protection, code of conduct and golden rules.
- Where ICT equipment is used; they will also follow the school's E safety policy and procedures.
- A separate risk assessment has been completed for the Breakfast Club and After School Club sessions and activities.

CATERING:

- All paid staff will hold a Food Hygiene Certificate.
- All regulations laid down by the Education (Nutritional Standards and Requirements for school Food) England (Amendment) Regulations 2011 are adhered to.

FIRE PROCEDURE:

In the event of a fire, children and staff will follow the normal school procedure, leaving the building in a calm and orderly way via the closest exit.

- We will congregate in the school playground.
- The relevant club register will be called outside and all names will be checked.
- There will be a fire practise at least once a year.

COMMUNICATION WITH PARENTS:

Breakfast Club staff will communicate with parents and carers bringing children to the club, this may involve writing messages in an information diary to pass onto classroom teachers. Parents can contact a member of the administration in the main school office.

MEDICATION:

- Inhalers are kept in the school staff room. If a child has an inhaler, a member of the club staff will make sure the child is sat down and safe and then collect the inhaler from the staff room and take it to the child. The member of staff will observe that the medication is taken correctly. The administering of medication will be recorded on the child's form.
- All other medication administered will follow the existing school policy.
- Allergy information should be updated regularly and staff will have access to this information.
- Medical information is kept in the staff room. Allergy and other medical information will be provided by parents, and will be on the registration forms.

COSTS - from June 2017

Breakfast Club £3.50

After School Club £5.00

These fees will be aligned from September 2017 to a sessional fee of £3.75.

CANCELLATION:

The only cause for cancellation will be a school closure due to adverse weather conditions or problems with the building e.g. no heating or water supplies.

In the event of a closure:

- A member of the Club staff will endeavour to contact the office manager; this will prompt a text to parents before 7.30am or the evening before.
- During adverse weather conditions, school closure will be reported directly to each parent by text and it will be on the L/A website

REFUNDS:

Due to the need to pay and book places in advance we will be unable to offer a refund if a child does not attend. However if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next weeks.

COMPLAINTS:

All complaints will follow the school's complaints policy. A copy can be found on the school website.

Monitoring and Evaluation

This policy will be reviewed annually by the Headteacher, staff and Governors.