

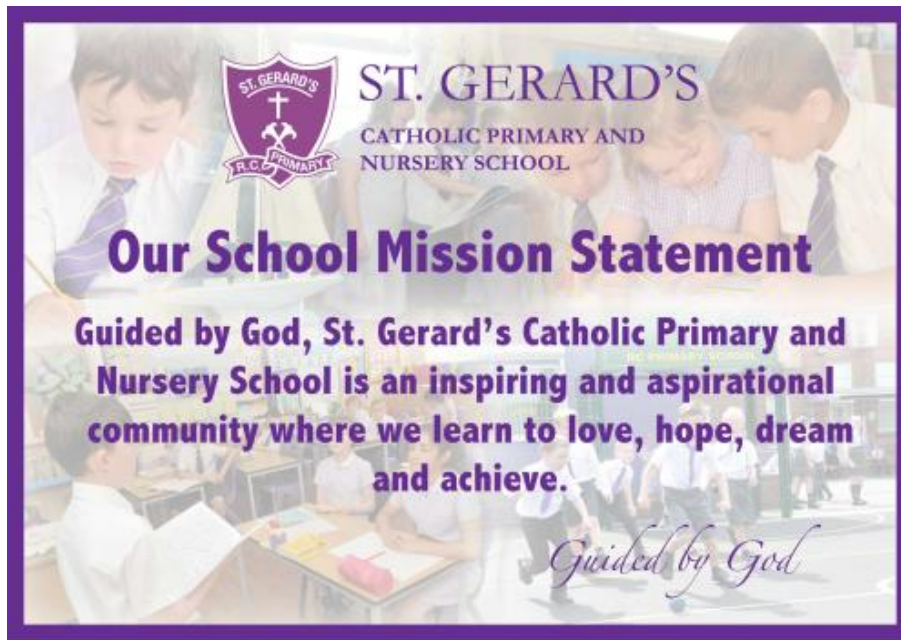


# St Gerard's Catholic Primary and Nursery School



## After School and Breakfast Club Policy

Agreed by Governors: Autumn 2017  
Signed (Chair of Governors) Ms Sharon Miller



## SAFEGUARDING STATEMENT



***“St Gerard’s Catholic Primary and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”.***

## Breakfast and After School Club Policy

### Aims

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

### Organisation

- ◆ The Breakfast Club is open Monday – Friday 7.45 am – 8.45 am;
- ◆ The After School Club is open Monday to Friday from 3.15 pm – 5.00 pm;
- ◆ The clubs are available for all children from Nursery – Year 6 in our school;
- ◆ The clubs are located in the School Hall. Parents/Carers are asked to collect their children via the link corridor entrance, using the doorbell provided for After School Club;
- ◆ Parents/carers are asked to sign a registration document for both clubs prior to booking;
- ◆ A mobile phone has been purchased for the After School Club and the number is regularly given to parents/carers on the school newsletter

### Breakfast Club

Children will get a choice of cereals, toast and fruit 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 the 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
- ◆ Comics or books
- ◆ Computer activities
- ◆ Craft, drawing, puzzles
- ◆ Or, at the request of parents/carers, be heard reading or getting help with homework.

At the end of the session, children will be taken to their respective classrooms by the Breakfast Club Supervisor.

### After School Club

Children up to the end of Year 2 will be collected directly from their classrooms by the After School Club Leader. Children from Year 3 to Year 6 will make their own way to the School Hall.

Following registration, any child attending a separate after-school club activity will join the other children in the After School Club.

The children will be offered a light snack and drink.. Snacks may be biscuits or fruit. Only snacks will be provided not tea. Parents/carers are responsible for informing the After School 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
- ◆ 'chill out' area where books and comics will be available
- ◆ Lego and construction
- ◆ Board games
- ◆ Help with homework, reading or other learning

Parents/carers may donate toys and games to the After School Club but children should not bring anything valuable from home.

The Breakfast Club and After School Clubs are not responsible for the loss or damage to any items brought from home.

## **Procedures**

### **Fees and payments**

#### **Breakfast Club Fees:**

7.45 am – 8.45 am                Free

#### **After School Club Fees:**

3.15 pm – 5.00 pm                £1.50 – from January 2018 After School Club Fees are increasing to £2.00 per child per session

### **Staffing**

There will always be a minimum of three members of staff at each session. Staff will be on site from 3.00 pm to set up ready to open at 3.15 pm

### **Contingency Arrangements for Staff Absences and Emergencies**

If a member of staff is absent, they must ring the Headteacher who will arrange cover. Cover will be provided by a member of school staff, 24 hours' notice needs to be given.

### **Admission form**

Parents/Carers will be asked to complete a registration forms which includes school rules, action for unacceptable behaviour safeguarding, medical history any allergies and emergency phone number.

### **Use of Registers and payments**

Children will be registered as they are admitted by the main door by a member staff on duty. The register will be kept by the After School Club Supervisor. Payments for the club must be made every evening when the children are collected, or on the School Gateway app.

### **Cooking and Serving Facilities:**

- ◆ The school kitchen will be used for preparation and serving food;
- ◆ School have purchased bowls, plates and cutlery which they will sterilise after washing;
- ◆ Both members of staff will be in charge of preparing and serving food and ensuring that kitchen facilities are left tidy.
- ◆ Allergy information should be updated regularly and staff have this information on the registration form.

### **Behaviour**

- ◆ We aim to provide safe and stimulating play, whilst encouraging fair play within a sharing and caring environment.
- ◆ Because the After School Club is run by the school, the existing school Behaviour Policy will be followed.
- ◆ We reserve the right to exclude any child on a temporary or permanent basis if their behaviour is deemed to be unacceptable. This includes physical or verbal acts of aggression towards other children or staff.
- ◆ In the event of any exclusion the Headteacher will inform the child's parents stating the reasons for and the length of exclusion, verbally and by letter

### **Communication with Parents**

- ◆ The Supervisor will have verbal communication with parents/carers collecting children
- ◆ Parents may make appointments with After School Club Supervisor to discuss matters/issues pertaining to the After School Club.

### **Safeguarding and Health & Safety**

- ◆ In accordance with Safeguarding arrangements, all staff involved in the running of the After School Club, either in a paid or voluntary capacity will have current DBS clearance.
- ◆ Staff will follow existing school policies and procedures for child protection and the code of conduct.
- ◆ Where ICT equipment is used, they must also follow the schools E-Safety policy and procedures.
- ◆ Children are not allowed to wonder around school alone they do not need to leave the school hall.
- ◆ The supervisor must carry or have on her person the entrance/exit bell chime at all times on collecting their child the parents/carers will wait at the door while the supervisor/play worker returns with their child. (no adult should be in school).
- ◆ All children should be collected by an adult
- ◆ A separate Risk Assessment has been completed for the Breakfast Club and After School Club.

### **Fire Procedure**

- ◆ In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly manner via the closest exit.
- ◆ They will congregate on the school playground at the fire assembly points.
- ◆ The club register should be taken outside and all names checked.
- ◆ There will be a fire practice once per term.

### **Medication**

- ◆ Inhalers are kept in the child's classroom. If a child needs an inhaler, a member of the staff will escort the child to the classroom and observe that the medication has been taken correctly.
- ◆ All other medication administered will follow the existing school policy.
- ◆ In September 2014 new rules about medication were brought into practise, this means no member of staff can give medication to any child unless they are fully trained.

### **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 book filled in.

### **Training**

This includes safeguarding children, first aid, medication, asthma & allergy training.

### **Risk Assessment**

A separate risk assessment has been completed for After School Club sessions and activities.

### **Confidentiality of Documents**

Confidential documents are kept in the school office in a locked filing cabinet.

### **Cancellation**

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

### **In the event of closure:**

- ◆ A member of school staff will endeavour to contact parents/carers by the text messaging service.
- ◆ During Adverse weather conditions school closure will be reported by the text message service.

### **Complaints**

All complaints notified in writing by a parent regarding the After School club and the Breakfast Club will be investigated by a member of the management committee and a record kept of the outcomes.

### **After School Club Staff**

Miss A. Carter – Supervisor

Ms S. Crank - Play worker

Mr E. Edwards – Sports Coach

### **Signed**

Headteacher .....  
Mr K. Landrum

Date: .....

Chair of Governors .....  
Mrs S. Miller

Date: .....