CONKERS CLUBS

CHALKWELL HALL
BREAKFAST/
AFTER SCHOOL CLUB

Reviewed: March 2020
 Reviewed by: Governing Body
CHALKWELL HALL SCHOOLS CONKERS CLUBS POLICY

STATEMENT OF INTENT

At Chalkwell Hall Infant and Junior Schools we believe that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour. We believe that high quality care and education are promoted by providing children with resources and equipment that help to consolidate and extend their knowledge, skills, interests and aptitudes.

AIMS

We aim to provide high quality child care for children before and after school who attend Chalkwell Hall Infant and Junior School. We teach children to behave in socially acceptable ways and to understand the needs and rights of others. We also aim to ensure that all aspects of food and nutrition in breakfast and after school club promote health and well-being of all our children. We aim to provide children with safe, clean, attractive, age and stage appropriate resources, toys and equipment.

OPENING AND CLOSING TIMES

- The club is open during term time Monday to Friday;
- Breakfast club is open from 7.30am until 8.35am;
- After school club is open from 3.00pm to 6.00pm;
- All children must enter the breakfast club and leave the after school club via Rockleigh Road gate;
- Parents/carers must accompany their child to and from the entrance and wait for a member of staff;
- At 8.20am Junior children will go onto the playground;
- At 8.35am Infant children will go onto the playground;
- At 8.35am Reception children are escorted to their classes;
- At the end of the school day infant children will be escorted to the club by a member of staff;
- Lower school Junior children will also be escorted to after school club by a member of staff;
- Upper school children will make their own way to the club;
- Children will be registered immediately on arrival;
- Parents/carers must collect their child at or before 6pm. Parents/carers may be charged an additional amount to cover the cost of staffing if they are late picking up their children on more than one occasion within a half term. This charge is at the discretion of the Junior school Headteacher.

BOOKINGS

Places at breakfast and after school club must be booked and paid for in advance. Bookings must be made on line using the Kids Club HQ booking system. Parents/Carers can register by following this link: https://chalkwellhall.kidsclubhq.co.uk/rdr?u=home.

- Payment can be made at the Junior school office or directly to a member of staff working in the club. If a member of the Conkers Club staff take money, this is recorded, held in a locked tin and passed to the Finance Officer of the Junior school;
- Junior school families are able to pay for Conkers Clubs by using SIMs Pay. This is the preferred method of payment for Junior school families.
- Infant school families will need to pay by cash or cheque, made payment to Chalkwell Hall Junior School. Payment can be made directly to Conkers staff, or through the Junior school office.
- The cost of breakfast club is £4 per session, per child and after school club is £8 per session, per child;
- Payment can be made by Work Child Care Vouchers;
• The Government also have two schemes for help pay for child care; Tax Free Childcare [https://www.gov.uk/tax-free-childcare] and the Childcare Grant [https://www.ccgpay.co.uk];
• All parents/carers who would like to use the club facilities will need to register through the Kids Club HQ system. It is the parents’ responsibility to keep all details up to date on the system.
• When the child leaves the school the records of the children will be deleted from the system.
• Bookings for Infant pre-admission children will not be taken until the Infant parent meetings have been held which are held in June.
• Bookings for Junior pre-admission children will also not be taken until June.
• Existing contracts will be rolled over each term and take priority over new contracts.

CANCELLATIONS

• Cancellations must be made by 3pm the day before the booking. A full charge will be incurred if cancellations are made after this time;
• Cancellations can be made via telephone to the Junior school office or by email to the Extended Schools Club Manager: asclub@chalkwellhall-jun.southend.sch.uk;
• Any cancellations must be made by a parent/carer;
• Charges will not be incurred if the child is absent from school or sent home during the day.
• Infant parents/carers are requested to inform their child’s class teacher if they will not be attending their regular booking and to make the teacher aware of contract changes via the Infant Communication Book.

COLLECTION OF CHILDREN

In emergencies, when parents/carers or the persons normally authorised to collect the child are not able to collect the child, they give the name and telephone number of the person who will be collecting their child to the Extended Schools Club Manager. We agree with parents/carers how to verify the identity of the person who is to collect their child. This procedure involves a password system that is put in place and recorded on the Kids Club HQ system.

In the event that a child is not collected by an authorised adult at the end of a session, the after school club puts into practice the agreed procedures detailed below. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

In the event that a child is not collected from the club by an authorised adult, the staff cannot contact a parent/carer and all reasonable attempts have been made and staff can no longer supervise the child on our premises - we apply the following procedures:

• The child does not leave the premises with anyone other than those named on the Kids Club HQ system or those informed to the Extended Schools Club Manager;
• The Extended Schools Club Manager is Designated Safeguarding Lead or, in their absence, the Designated Safeguarding Lead of the Infant or Junior school depending on the school the child attends would be contacted;
• The child stays at the After School Club in the care of two members of staff until the child is safely collected either by the parents/carers or the Designated Safeguarding Lead, or the Designated Safeguarding Lead of the Infant or Junior school depending on the school the child attends;
• The Designated Safeguarding Lead or the Designated Safeguarding Lead of the Infant or Junior school will aim to find the parent or relative, if they are unable to do so, the child will be admitted into the care of the local authority;
• If the Designated Safeguarding Lead or the Designated Safeguarding Lead or the Infant or Junior school will make contact with The First Contact Team –Emergency Duty Services (01702 215007 or 534707 or out of hours: 0345 606 1212);
• Under no circumstances will staff go to look for the parent, nor take the child home with them;
• A full written report of the incident is recorded;
• Depending on circumstances and at the discretion of the Junior school Headteacher, we reserve the right to charge parents for the additional hours worked by our staff.

This policy should also be read in conjunction with Chalkwell Hall Junior School's Safeguarding Child Protection Policy.

SAFEGUARDING

• Any member of staff at the breakfast or after school club who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred must report it immediately to the Designated Safeguarding Lead or, in their absence, the Designated Safeguarding Lead of the Infant or Junior school depending on the school the child attends;
• If the matter needs to be dealt with urgently the Extended Schools Club Manager/Designated Safeguarding Lead or the Designated Safeguarding Lead of the Infant or Junior school they will make contact with The First Contact Team – Emergency Duty Services (01702 215007 or 534707 or out of hours: 0345 606 1212).

ATTENDANCE AT EXTRA CURRICULAR CLUBS

• Parents/carers will notify the Extended Schools Club Manager if their child is attending an extra-curricular club before or after school;
• During breakfast club a member of staff from the breakfast club will escort the child to the club and ensure the child arrives for the correct start time;
• The person responsible for the extra-curricular club must escort the children to After School Club and inform a member of staff of their arrival;
• If a parent/carer decides to collect the child directly from the extra-curricular club the Extended Schools Club Manager and a member of the Junior school office staff MUST be notified. A charge will be incurred for the session.

EQUIPMENT AND RESOURCES

We will:
• provide play equipment and resources that are safe and - where applicable – have a CE marking and therefore conform to the Toys (Safety) Regulation (2011);
• provide a sufficient quantity of equipment and resources for the number of children;
• provide resources that promote all areas of children's learning and development, which may be child or adult led;
• select books, equipment and resources that promote positive images of people of all colours, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping;
• provide play equipment and resources that promote continuity and progression, provide sufficient challenge and meet the needs and interests of all children;
• provide made, natural and recycled materials that are clean, in good condition and safe for the children to use;
• provide furniture that is suitable for children and furniture that is suitable for adults;
• repair and clean, or replace, any unsafe, worn out, dirty or damaged equipment;
• plan the provision of activities and appropriate resources so that a balance of familiar equipment and resources and new exciting challenges is offered.
FOOD

- Breakfast is served from 7.30am to 8.15am;
- Snack is served from 3.30pm to 4.30pm;
- A healthy breakfast is served to those children who attend the Breakfast Club, for example: cereals such as Weetabix, Rice Krispies, porridge, Shreddies and Cornflakes, croissants, toast with various toppings, apple or orange juice;
- Children who attend the After School Club are provided with a snack and a drink, for example: crumpets, toast with beans or spaghetti, Marmite, jam or cheese sandwiches, fruit, water or milk;
- Children are always reminded about the importance of hand washing before eating or handling food and to use individual cutlery, cups and plates. Good manners are expected at all times;
- The Breakfast and After School Clubs are allergy aware environments and avoid using products containing nuts;
- Children are only allowed to eat food provided by the club;
- All staff hold a food hygiene certificate.

This policy should also be read in conjunction with Chalkwell Hall Junior School's Food Policy.

BEHAVIOUR

We have a named person, Mrs Tracey Roe, Extended Schools Club Manager, who has overall responsibility for our programme for supporting personal, social and emotional development, including issues concerning behaviour.

We believe that good behaviour is important if we are all to achieve the potential we have within us, both in the school environment and in other areas of life. We strive to help our children to acquire self-discipline and self-control. We believe that these attributes help us to assume and fulfil our potential in society as a whole. We have an agreed set of standards that we work towards in breakfast and after school club.

We encourage a calm, purposeful and happy atmosphere within the club. Children are expected to foster a caring attitude to all. The best way to apply these values is to simply notice all good behaviour and effort and verbally praise this whenever seen.

To maintain the required behaviour standards we expect the named person, Mrs Tracey Roe, Extended Schools Club Manager to:

- Keep all staff up to date with legislation, research and thinking on promoting positive behaviour and on handling children's behaviour where it may require additional support;
- Ensure all staff have access to relevant sources of expertise and training on promoting positive behaviour for supporting personal, social and emotional development;
- Ensure all staff, volunteers and students provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.

If a child chooses inappropriate behaviour the following consequences will be used:

Consequence 1: They will be reminded of the correct standard required with an explanation of their actions.

Consequence 2: They will be sent to the Extended Schools Club Manager and removed from activities for an appropriate amount of time. Parents will be informed when the child is collected.

Consequence 3: If the inappropriate behaviour continues the parents will be contacted immediately and asked for the child to be collected from the club. If necessary staff will refer to the DfE guidelines on use of reasonable force. The Headteacher of either the Infant or Junior School will be informed.

There is some behaviour which will not follow the consequences procedure and will go straight to consequence 3, for example (not exhaustive):

- Verbal abuse to Staff and others, including swearing at an adult or racist verbal abuse;
- Verbal abuse to students including swearing or racist verbal abuse;
- Physical abuse /attack on Staff;
- Physical abuse /attack on pupils;
- Actual or threatened violence against another student or a member of staff;
- Indecent behaviour;
- Damage to property;
- Theft.

If a child’s behaviour is extreme or persistent there may be a need for parents/carers to be informed that their child cannot attend the club for a fixed period or, in very rare occasions, on a permanent basis. This decision will be made by the Extended Schools Club Manager and Headteacher.

**HEALTH AND SAFETY**

The Breakfast and After School Clubs operate within the requirements of Chalkwell Hall Junior School’s health and safety policies. It is a principal duty of all managers to actively maintain, and improve, the health, safety and wellbeing of all persons in their area of accountability. The Headteacher expects the full co-operation of employees at all times in this endeavour.

All staff are trained in basic first aid and a first aid box is available.

Accidents are dealt with in accordance with Chalkwell Hall Junior School’s Accident Recording and Reporting Procedure.

Once a term fire drills will be carried out to ensure children and staff follow the correct evacuation procedures.

**SICKNESS**

- If a child is ill whilst at the club the parent/carer will be informed and asked to collect the child;
- In line with the school policy, if a child has vomited or had diarrhoea they should not return for 48 hours.

**MEDICINES**

- Medical information is provided on the Kids Club HQ system when registering for Breakfast and After School Club;
- It is the responsibility of the parent/carer to provide information giving full details of: medical conditions, allergies, regular medication, emergency contact numbers, name of family doctor/consultants special requirements (e.g. dietary, disability). A copy of medical Care Plans are also kept at the club;
- Specific medical conditions of pupils are made known to relevant staff;
- Medication which is kept in school is collected by a member of staff before the start of Breakfast Club and at the start of After School Club.
- No pupil will be given medication at the club without the consent of a parent/carer;
- Care Plans will be collected with the medicines;
- If a parent informs a member of staff from Breakfast Club that a child has already had a dose of medication that morning, the required documentation needs to be completed and given to the relevant school.
- If the child suffers from a long term illness, this consent is reviewed annually. It is up to the parent/carer to update the school with any changes to medication doses. If a child is required to be given medication during club time the Infant or Junior office will inform the Extended Schools Club Manager and provide the required documentation.
Please refer to Chalkwell Hall Junior School’s Administering Medicines Policy.

**MAJOR INCIDENT**

In very exceptional circumstances, The Breakfast or After School Club may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- Serious weather conditions (combined with heating system failure);
- Burst water pipes;
- Discovery of dangerous structural damage;
- Fire or bomb scare/explosion;
- Death of a member of staff;
- Serious assault on a staff member by the public;
- Serious accident or illness.

In such circumstances, the Manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue – the blue shelter in the playground. If safe to do so, the lower hall in the Junior school will be used as temporary venue. Immediately a register will be taken.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are collected.

In the event of a school closure due to circumstances beyond our control, for example extreme weather, the Breakfast or After school club will also close. If children have already arrived at Breakfast club their parents/carers will be contacted to collect their children. A credit for a replacement session will be offered.

**COMPLAINTS**

If a parent /carer wishes to raise a concern about the breakfast or after school club, initially these should be discussed with the Extended Schools Club Manager. If the issue is not resolved satisfactorily, the concern should be raised with the Headteacher of the Junior school.

Policy approved by Governing Body: November 2019