Breakfast and After School Club Policy

Aims
- To provide a welcoming, safe, secure environment for pupils before the beginning of and at the end of the school day;
- To provide an affordable, early drop off and late pick up 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 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:
- There will always be a minimum of two Breakfast/After School Club Supervisors at each session. Further to this, staffing will follow the ratio of 1:8.
- Staff will be on site ready to open at 7:45 am. In addition to Breakfast Club staff, the site agent will be on site from 7:00 am.

Contingency Arrangements for Staff Absences and Emergencies:
- If a member of staff is absent, he/she must ring the Extended Services Leader who will arrange cover. Where available, cover will be provided from a list of staff.

Booking Arrangements:
- Staffing levels may need to fluctuate to meet the staff/pupil ratio therefore bookings will need to be made in advance so that staffing levels can be planned and appropriate.
- Booking forms will be available outside the school office, and bookings can also be made online through ParentMail. All bookings should be accompanied by payment in advance.

Use of Registers:
- Children will be registered by an adult (preferably a parent) as they are admitted by the main door by one of the BC/ASC staff on duty. The register will be kept in the Extended Services Room.

Late Collection:
- Parents will be charged a late fee to cover the cost of the staff that are legally required to stay.
- After 6:00pm, and after an attempt to contact everyone on the emergency contact list, staff will contact Social Care.

Preparing and Serving Facilities:
- The Extended Services Room will be used for preparation and serving food;
- Breakfast/After School Club have their own bowls, plates and cutlery which they will wash after use;
• One member of BC/ASC staff will be in charge of preparing and serving food and ensuring that facilities are left tidy.
• All paid BC/ASC staff will have Food Hygiene Certification.

Menus:
• Menus of what is available during the week should be made available to parents and should address any possible allergies. Menus will be displayed on the school notice boards and a sample menu is available on the school website www.southfieldprimaryschool.co.uk
• Allergy information should be updated regularly and BC/ASC staff have access to this.

Organisation
Breakfast club will be open to pupils from Nursery to Year 6 from 7:45 am – 8:45 am.
• Children will be admitted with an adult and registered at the main entrance and then should hang up their coats.
• Breakfast will be served as soon as the children arrive and will be brought to the table.
• Children will need to help with tidying up equipment used at 8:40am then one of the supervisors will take them to their classrooms.
• Breakfast is not served after 8.30am to allow time for clearing up and getting children to class.

After School club will be open to pupils from Nursery to Year 6 from 3:30 pm – 5:30 pm (two sessions of an hour each)
• Children will be brought to the club by their class teacher/teaching assistant to be signed in.
• A snack and drink will be provided at 3:45pm.

General:
• Children will only use the toilets situated in the Extended Services Room.
• Each child’s details, medical conditions, parent contact details and additional emergency contact information are kept in the contacts file in the Extended Services Room which is locked.
• Activities and resources are designed to suit/be adaptable for the full range of year groups.

Resources:
• Breakfast/After School Club resources are kept in the Extended Services Room. All electrical equipment is PAT tested before use.
• Resources must be cleared away as much as possible after use so that the room can be used by others in the school community during the school day.

Behaviour:
• Because the Breakfast/After School Club is run by the school, the existing School Behaviour Policy will be followed.

Communication with Parents:
• Staff will have verbal communication with parents/carers bringing children which may involve passing messages to classroom teachers. A note of these messages should be recorded in a message pad, a copy of the message will be given to the child’s classroom teacher.
• Written notes to parents from the Breakfast/After School Club Staff will be passed on via the child’s class teacher or directly when the child is collected from After School Club.
• Parents may make appointments with the Extended Services Leader and Breakfast/After School Club Staff to discuss matters/issues pertaining to the Breakfast / After School Club.
Safeguarding:
- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast/After School Club, either in a paid or voluntary capacity will have current DBS clearance. These records are held in the main school office.
- Breakfast/After School Club staff will follow existing school policies and procedures for safeguarding, staff handbook and the code of conduct.

Fire Procedure:
- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit.
- They will congregate at the agreed muster point.
- The club register should be taken outside and all names checked.
- There will be a fire practice once per year.

Medication:
- Inhalers are kept in the School Office. If a child needs an inhaler, the named first aider will administer the medication.
- All other medication administered will follow the existing school policy.

Risk Assessment:
- A separate risk assessment has been completed for Breakfast Club sessions and activities.

Confidentiality of Documents:
- Confidential documents are kept in the Main School Office or in the locked cupboard in Breakfast/After School Club.

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 text message will be sent to all parents and carers via ParentMail as soon as possible once a decision to close has been taken
  - During Adverse weather conditions school closure will be reported on the Local Authority Website www.luton.gov.uk/schoolclosures and the School’s website www.southfieldprimaryschool.co.uk and social media pages
  - Local radio stations will broadcast information regarding school closure that is showing on the local authority website.
  - Notices will be placed at entrances to the school advising that the school is closed.

Refunds:
- Due to the need to pay and book places in advance so that levels of staffing can be organised and food purchased, 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 week.

Complaints:
- All complaints notified in writing by a parent regarding the Breakfast/After School Club will be investigated in the first instance by the Extended Services Co-ordinator and a record kept of the outcomes.