

St Mary's Breakfast and After School Club Policy 2024-25

Policy Leader

Mrs McKinlay

Governor

Mr Simon Davis

Created

September 2023

Last Updated

December 2024

Date to Review

September 2025

1. Policy Statement:

St Mary's Catholic Primary School provides high quality out of school childcare for the children of St Mary's Primary in the form of Breakfast and After School Club. It provides a range of stimulating and creative activities in a safe environment. Our aim is to establish an Out of School Club where everyone is made welcome and valued. We are fully committed to working in partnership with parents/carers to provide high quality, safe and stimulating care, learning and play opportunities for children.

The **breakfast club** operates from 7.30am - 8.30am (term time only) and costs £4.50 per session. The **after-school** club operates from 3.00pm - 6pm (term time only) and costs £10.50 per session.

Emergency Telephone Numbers

In case of emergency whilst the club is running, please firstly contact the after-school & breakfast club mobile number on 0777 4496 483, the phone is manned term time Monday to Friday from 7.30am to 8.30am and 3pm to 6pm whilst the clubs are running. If there is no answer contact the school office on 01606 516171, please note the school office is open from 8am to 4pm Monday to Friday.

We provide care for children between the ages of 3 and 11.

Places are offered on a first-come first-served basis. If all places have been filled, a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week

A copy of this policy is provided to all parents of children attending the club and is also available on the website, with an up-to-date price schedule.

ADMISSIONS

- ☐ Only children attending St Mary's Primary School and St Mary's Nursery pupils are eligible to attend.
- ☐ Fees must be paid for agreed days, even if the child does not attend, (unless the place has been cancelled by the booking cut off time on ParentPay, see Bookings and Payment section)
- ☐ All places are subject to availability.
- ☐ Pupils can use the club on an ad hoc basis providing they adhere to the booking & payment terms and spaces are available.
- ☐ Children must be collected by 6pm, or a late fee will apply.
- ☐ All contagious diseases and allergies must be notified to staff in advance.
- ☐ We reserve the right to withdraw a place from a child who is felt to be a danger to other children or who impedes the effective running of the club.

UNACCEPTABLE BEHAVIOUR

- ☐ Whilst attending our club, children are expected to follow the school ethos, rules and behaviour policies at all times and the same rewards and sanctions apply.
- ☐ Staff will deal fairly but sympathetically with unacceptable behaviour.
- ☐ Parents will be told, if it has been necessary to discipline their child.
- ☐ All incidents will be treated individually, but serious incidents will be recorded on CPOMS by the club and reported to the Head teacher.
- ☐ Should unacceptable behaviour persist, a verbal warning will be given to parents.
- ☐ If a child's persistent inappropriate behaviour puts other children at risk, or makes it difficult/impossible for the clubs to function properly, as a final resort, Parents will be advised in writing, that the child can no longer attend St Mary's Out of School Clubs.

CONFIDENTIALITY POLICY

It is a legal requirement for the Before and After School Club to hold various items of information about the children who attend the clubs. The information is used to produce registers and to have emergency contact details readily available. All this information is stored securely. All Staff are aware that this information is confidential and is only used within the club setting. Parents' permission would be sought, prior to information about a child/children and/or their parents, being shared with anyone. However, if there is a concern or an issue arises concerning safeguarding children, our Child Safeguarding Policy will take priority over confidentiality.

ST MARY'S AFTER SCHOOL CLUB GENERAL INFORMATION

Behaviour Management: We recognise the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment.

We aim to help children to:

- ☐ Build caring and co-operative relationships with other children and adults;
- ☐ Develop a sense of caring and respect for one another;
- ☐ Develop a range of social skills and help them learn what constitutes acceptable behaviour;
- ☐ Develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Care, learning and play: The programme of activities and the atmosphere of our clubs aim to encourage confidence, independence and enjoyment. Our work has, at its core, the aim of enabling children to develop their emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover and be creative.

Equal Opportunities: Our clubs are committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community.

Health and Safety: Our clubs take the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. The clubs aim to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the clubs' activities and actual existence.

The following steps will be taken as a matter of course:

- Prevent accidents and cases of work-related ill-health;
- Create an environment that is safe and without risk to health;
- Use, maintain and store equipment safely;
- Ensure that all staff are competent in the work in which they are engaged.

Our Clubs are committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

Principles of Inclusion:

Our clubs are fully committed to the principles of inclusion. Inclusion is a process by which schools, clubs etc. develop their policies, culture and practices to include all young people. The interests of all children are safeguarded. Comments or acts expressing discrimination will be challenged sensitively but firmly.

Involving and consulting children:

Our clubs, and all our members of staff, are committed to the principle of involving and consulting children whenever decisions are made within the clubs that affect them. The involvement of children in decision making, we believe, is beneficial to children, staff and the clubs as a whole.

Partnership with parents and carers:

Our clubs recognise that parents/carers play the fundamental role in a child's development and this should be acknowledged as the basis for a partnership between the club and parents/carers. We want to work with parents/carers to ensure that our children are happy in the club and have an enjoyable and rewarding time with us.

Risk Assessment Policy

We understand the importance of ensuring that systems are in place for checking that our club is a safe and secure place for children, staff and other visitors. School risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their duties.

Special Needs: We are aware that some children have special educational needs and/or physical disabilities that require particular support and assistance. We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome and that our activities promote their welfare and development.

BOOKINGS AND PAYMENT

Parents must adhere by the terms and procedures outlined in this policy.

Parents are to book by ParentPay to ensure that a register is maintained. This also assists in the management of numbers attending and staff provision.

The cut-off date for Breakfast Club bookings is 11am the day before the booking.

The cut-off date for After School Club bookings is 11am on the day.

Users will be able to cancel and make changes to their booking up until the booking cut off time.

If a child is picked up late from After School Club a charge of £5 will be made for every 15 minutes beyond the collection time.

After the cut off time, if a child is booked into a club and does not attend, the fee will still apply as the charge relates to the place being held not the actual attendance.

Standard Bookings

Bookings should be made by ParentPay and payment queries should be made via email to schooloffice@stmrc.uk

Tax-Free Child Care

If you pay www.gov.uk/tax-free-childcare please notify us by email at schooloffice@stmrc.uk

So that we can manually book your child a place. These bookings will then be reconciled with the payments that school receives via the government tax free child care. This facility is only available to those families that have indicated that they wish to pay this way and you should notify Miss Meachin in the school office should you wish to pay this way.

Payment

Payment Fees are currently charged at £10.50 per session for After School Club and £4.50 per session for Breakfast Club. The Governing Body reserves the right to increase these charges as appropriate, the last increase was February 2024. **There is a sibling discount of £2 per sibling from the full session price of £10.50, e.g., two children from the same family will be charged £19. Three children from the same family will be charged £27.50.** There is no discount for Breakfast Club as the existing charge is low.

ARRIVALS AND DEPARTURES

The safe arrival and departure of the children in our care is paramount.

Staff will ensure that an accurate record is kept of all children in the Clubs, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition, regular headcounts are carried out during the session.

ORGANISATION OF CLUBS

Breakfast Club

Breakfast club opens at 7.30am. Entry is through the main door of the hall. A member of club staff will receive your child/children.

Parents/carers must wait until their child has been ticked off on the register and handed over to a member of club staff.

At 8.30am children will collect their belongings and go to their respective classrooms via the project court. Younger children or those who are identified as having difficulties will be escorted by staff.

After School Club

Class teachers will be made aware of which children are due to attend that evening.

Children will meet in the school hall where a member of staff will register them. Children of a younger age or identified as having difficulties will be collected from class and escorted to After School Club by a member staff.

Any children attending after school extra-curricular clubs will be brought to the After School Club once the activity has concluded and registered.

If a child is booked into the club but does not attend the club, we will check whether the child was present at school that day. If the whereabouts of the child are not known, staff will immediately inform the designated contact at the school and take the following steps:

- ☐ All staff on the school premises will conduct a thorough search of the premises and surrounding areas
- ☐ Contacts held for the child will be contacted
- ☐ Police may be notified

Parents/carers collecting children should collect from the hall door near the playground. After School Club staff will sign their child/children out of the club.

Children can only be collected by an adult who has been authorised to collect them on their registration form or by having knowledge of the pre-arranged password.

Parents/carers must inform the club in advance if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

Parents/carers must notify the club if they will be late collecting their child. A fee will be charged for a late collection.

If a child is picked up late a charge of £5 will be made for every 15 minutes beyond the collection time.

Children **will not** be allowed to leave on their own.

If a child is booked into After School Club and the place is no longer required but has not been cancelled by the booking cut off time on ParentPay (see Bookings and Payment section) the full amount will still be charged.

All parents/carers are requested to make sure their child/children are collected by 6pm. If you are unavoidably delayed, please contact the after-school club mobile number on 0777 4496 483

The Club closes at 6pm to enable the staff to tidy up. **There is no facility for an extension to this time.**

When collection after 6pm occurs regularly we reserve the right to withdraw access to the club.

Any queries regarding fees should be directed in the first instance to the office.

If the parents or carers are having difficulty making the payments, we recommend that they arrange a meeting with Mrs McKinlay as soon as possible to discuss arrangements for the payment of debt.

Where there is no explanation for repeated lack of payment, a formal warning may be issued informing the parent/carer that continued late payment will result in their child's place being withdrawn.

If the fees remain unpaid after all the above options have been explored, the cancellation of the child's place may take place.

FIRST AID

The school first aid and administration of medication policy applies at all times. Parents of a child who becomes unwell during club will be contacted immediately. If a child is sent home during school hours, the school office will inform the club of their absence.

SAFEGUARDING

The Breakfast and Afterschool club follow the school's Safeguarding Policy, a copy of which is on the website.

Our Club believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm. The Head Teacher is the Designated Safeguarding Lead, DSL. She has had considerable experience and extensive up to date training. She will be responsible for liaising with the club leaders, our local Children's Services, the local Safeguarding Children Board and Ofsted in any child protection matter. All our Club staff have been trained in safeguarding and child protection and their training is updated every three years. The Club is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to staff. All staff are carefully recruited, have verified references and have an up-to-date DBS before their appointment is confirmed. All staff are aware of the main indicators of child abuse and are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. Staff will have an open, positive response to disclosures by children.

All allegations or reports of child abuse will be taken seriously. The member of staff to whom the disclosure is made will:

- Listen fully to all the child has to say.
- Make no observable judgment.
- Ask open questions that encourage the child to speak in their own words.
- Ensure the child is safe, comfortable and not left alone.
- Make no promises that cannot be kept, such as promising not to tell anybody what they are being told. Report disclosure to the DSL.

Access to the school is through the playground. A doorbell is in place and no unauthorised or unaccompanied adults are permitted inside school when these clubs are in session.

In unforeseen exceptional circumstances, such as medical emergencies or road traffic accidents, when a parent is running slightly late to collect their child from school i.e., after 3.30pm then that child will be kept safe until the parents arrive. The parent must sign their child off the school premises. If there is space in the afterschool club and the child is placed into afterschool club, we reserve the right to impose a charge for those children depending on the time of collection.

MISSING OR UNCOLLECTED CHILDREN

In the event that a child goes missing, the following procedure will be undertaken:

- ☐ Senior staff including the DSL (Designated safeguarding lead) will be informed
- ☐ Club supervisors will search the club and building and an outside search will be conducted by other staff. If the child remains missing emergency services will be contacted.

If a child has not been collected by 6.00pm parents will be contacted. The additional contact details that parents have also given will be used. If these contacts are unavailable for approximately 1 hour after the close of their club, the police and Children's Social Care will be contacted.

OTHER POLICIES

The Breakfast Club and After School Club follow all other school policies.

- ☐ Safeguarding and Child Protection
- ☐ Equal Opportunities
- ☐ Health & Safety
- ☐ First Aid and Medicine Policy