

St. Mary's Breakfast & After School Clubs



Procedures

For Parents, Carers
& Club Staff

Registration No. EY 321461

Contents

	Page
Admissions	3
Procedure for arrival at Breakfast Club	4
Procedure for arrival and collection from After School Club	5
Club Code of Conduct	6
Special Needs	6
Behaviour and Discipline policy	7
Complaints Procedure	7
Health & Safety	8
Emergency Procedures	9
Child Protection Policy	10
Missing Child	11
Contact number, Times and Fees	12

The Breakfast & After School Club uses all the School Policies and Procedures, those contained in this booklet are additions or highlight those needed to enable the children and members of staff to feel safe and happy whilst at the club.

The School policies are kept in the staff room and Breakfast & After School Club records, policies and procedures are stored in a locked cupboard in the library.

Admissions

- All children in attendance at St. Mary's, from Nursery to Year 6, are welcome to join the Breakfast and After School Clubs.
- Priority will be given to children with siblings on a first come first served basis.
- A waiting cancellation list is maintained.
- Children are welcomed on a regular or casual basis **ONLY IF** places are available and the registration forms have been completed and the fee has been paid.
- Should your child have any additional or special needs, please record this on the registration form; and speak to a member of staff to ensure your child is appropriately welcomed into the club.

Procedure for children arriving at the Breakfast Club

Parents or carers will use the front entrance of the school to drop children off. A walkie-talkie system will be in place in the school lobby to contact a member of staff for access to the Breakfast Club.

The adult bringing the child **must sign** the Breakfast Club register with the time of arrival. *Failure to do so will incur the maximum fee for this session.*

A member of staff will meet you at reception and will escort your child/children to the Breakfast Club.

A tub will be provided for the children to place all their belongings as they arrive at the Breakfast Club.

Breakfast will be provided for children attending the early session only, unless requested by parents or carers, and it will be charged for accordingly.

Early Years and KS1 will be escorted to class in time for registration, KS2 children are encouraged to be independent and make their way straight to class.

Procedure for children arriving at the After School Club

Early Years and KS1 children are escorted to the After School Club by a member of staff.

KS2 children are encouraged to be independent and make their way straight to the After School Club for registration.

A tub will be provided for the children to place all their belongings as they arrive at the After School Club.

A light snack, fruit and drinks will be provided.

Procedures for parents/carers to collect children from the After School Club

Parents or carers will use the front entrance of the school to collect children. A walkie-talkie system will be in place in the school lobby to contact a member of staff for access to the After School Club.

The parent or carer must inform the After School Club ASAP if they are not able to collect their child/children and give us the name of the person who will be collecting them.

The adult collecting the child **must sign** the After School Club register with the time of collection. *Failure to do so will incur the maximum fee for this session.*

Code of Conduct

**Aiming high,
dreaming bigger,
praying together,
growing in God's love.**

At the Breakfast and After School Clubs we are committed to providing high quality child care in a relaxed environment.

To maintain this we do expect all children to behave well and, therefore consider it necessary to have a clear code of conduct which is to be followed by everyone at the club.

- We praise and reward positive behaviour.
- We encourage children to respect each other and their achievements.
- Inappropriate behaviour is challenged and discussed with the child.
- Discussion with parents and carers is an important part of dealing with a child's inappropriate behaviour.
- Children and staff are treated with respect and care.

Special Needs

At the Breakfast & After School Clubs we recognise that all children are individuals and all have their own special needs.

We work closely with parents, school and other professional agencies in order to meet the needs of all children.

Behaviour and Discipline

At the Breakfast & After School Clubs we expect everyone to follow the clubs' code of conduct which is regularly reviewed with the children.

- Should an incident of inappropriate behaviour occur, a member of staff will talk to the child or children involved.
- Following a significant incident, or repeated instance of inappropriate behaviour, an incident report will be completed by the member of staff.
- Parents and carers will be informed at the end of a session of any incidents which involved their children, and will be asked to sign an incident report.
- The Club Leader has the authority to suspend a child from the club and may, at their discretion, contact the parents or carers and request that they come immediately to the After School Club to withdraw their child.
- Parents and carers may appeal to the Headteacher and Governor representative, whose decision is final.

Complaints Procedure

The Breakfast & After School Clubs welcome all kinds of feedback. If a member of staff, parent or carer has a complaint they should:

1. Speak to the Club Leader (we hope the complaint can be resolved at this stage).
2. Speak to the Headteacher.
3. Go to the Governing Body.
4. Should the complaint have not been resolved it should be made to OFSTED. Telephone number 08456404040.

Health and Safety

Saint Mary's Breakfast and After School staff reinforce safety rules daily.

It is very important for parents to stress to their children the rule that they must NEVER leave the School premises when attending the Breakfast & After School Clubs, unless accompanied by their parents/carers or a member of staff.

Emergency Procedures

One member of staff blows the whistle.

Children **stop** what they are doing, and pay attention to the member of staff, who then instructs the children on which safe exit to take.

A member of staff collects the register, phone and walkie-talkie, then follows the children from the building to the designated safety area.

THE JUNIOR PLAYGROUND BY THE PLAY EQUIPMENT.

At the sound of the whistle, another member of staff immediately:

Calls the emergency services by dialling 999

(collects the register, if it has not already been collected)

Checks the dining room, library and toilets to ensure no one from the club is in the building.

Joins the rest of the group at the designated safety area.

Once assembled at the designated safety area, the register is taken. Children are expected to stand quietly so the register can be taken quickly to ensure all children and adults are present and safe.

Child Protection Policy

The Breakfast & After School Club recognises that staff are in a position to notice changes in children's behaviour or hear them talking about experiences which may give cause for concern.

Confidentiality is of utmost importance for all involved.

The first responsibility of the staff is the well-being of any child, and members of staff will take action where concerns exist.

Prevention

Members of staff at the club will establish and maintain an atmosphere in which children feel secure and confident to talk to them. They will discuss concerns with the Club Leader and the School Designated Senior Lead.

Procedures

Play-workers will work within the School Child Protection procedures, the concern will be reported to the Designated Senior Lead and a written account will be made immediately, ensuring time, place and an accurate account of what has been said is noted and the member of staff will sign this. The child will not be asked any direct questions, but will be listened to and not made to feel uncomfortable or wrong. At no time will any member of staff discuss what they have heard outside of school.

The child confidentiality will be maintained at all times.

Once the matter has been handed to the Designated Senior Lead, the child will be treated as usual and the matter will not be mentioned by staff members unless the child confides in them again.

Missing Child Policy

Actions to be followed by staff if a child goes missing from the Breakfast or After School Clubs

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible.

If a child was found to be missing, we would:

- Check with the school office for any information which may have arisen to explain the child's absence.
- Take a register in order to ensure that all other children are present.
- Inform the Class teacher, Breakfast/After School Club Coordinator (dependent on where the child is based) and Headteacher or Assistant Headteachers.
- Open an incident form and record the time
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child. Note any relevant information.
- Arrange for one or more adults to search everywhere within the Foundation Stage, main school, Breakfast/After School Club, inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide.
- Check the doors and gates for signs of entry/exit.
- Check again with the school office for any further information which may have arisen to explain the child's absence.

STAFF CANNOT LEAVE THE SITE TO FOLLOW ANY CHILD, THEY NEED TO STAY ON SITE TO PROVIDE CARE FOR THE REMAINING CHILDREN.

All children and adults attending the club are listed on the Breakfast or After School Club register.

Contacting the Breakfast & After School Clubs

The Breakfast or After School Club can be contacted through the following:

- Bookings and cancellations 01763 246021 (option2)
- Mobile (during club hours) 07935 264968
- Email (bookings and cancellations only)

breakfastandasc@st-marys-royston.herts.sch.uk

Bookings and cancellations must be made before 12pm, as you will be charged if your child is booked in but does not attend.

Times & Fees

Breakfast Club

7.45am to 8.50am	£ 4.50 (Including breakfast)
8.30am to 8.50am	£ 2.50 (Not including breakfast)

After School Club

3.15pm to 5.15pm	£ 8.50
3.15pm to 6.00pm	£10.50

Late collection after 6pm will result in a late fee of £5 for the first 15 minutes and then £1 for every minute thereafter.

Yearly Registration Fee

Currently £15.00 per year.