WHITEHALL PRIMARY SCHOOL

BREAKFAST CLUB

AND

AFTER SCHOOL CLUB

POLICY

Content Pages

1. Introduction
2. Location of Breakfast Club and After School Club
3. Charges and Payments
4. Enrolment
5. Admission
6. Absence
7. Adults to Child Ratios
8. Aims/Objectives
9. Routine
10. Overview of activities
11. Behaviour
12. Health and safety measures
13. Emergency Procedures
14. Medication
15. Safeguarding and child protection

Introduction

This policy provides an overview of the aims of the philosophy and procedures for our Breakfast and After School Club. Whitehall Breakfast Club (BC) and After School Club (ASC) aim to provide high quality childcare for the children and to provide a safe and stimulating environment and a nutritious breakfast, which encourages children to learn, grow and develop their confidence. Staff are trained and motivated, supporting children as individuals and through play, encouraging them to think creatively and imaginatively. ASC was rated outstanding by Ofsted in October 2016. The Food Standards Agency rated both clubs with a 5-star rating in June 2023.

Staff:

There are three members of staff in Breakfast Club:

Mrs Varsha Pankhania (Breakfast Club Leader)
Mrs Rubina Daud
Mrs Shareen Patel

There are three members of staff in After School Club:

Mrs Charlaine Kenyon (After School Club Leader)
Mrs Rubina Daud
Mrs Mezabin Ahmed

All staff and volunteers are DBS checked and have had appropriate training. The ratio of staff to children is in line with Government recommendations. We work together to ensure children have a positive outcome of the day with fun and creative activities to join in with. Staff are identified by a lanyard with their photo and name.

Location of Breakfast Club and After School Club

Breakfast Club and After School Club sessions are held in our mobile classroom situated within the school playground. We also have a kitchen facility in there to prepare the food. There are also toilet facilities available within the mobile.

Charges and Payments

Opening Hours:

- **Breakfast Club:** Monday – Friday 7:55am - 8:35am
- **After School Club:** Monday – Friday 3:15pm - 5:15pm

Charges: (will be reviewed annually)

- **Breakfast Club:** Monday – Friday 7:55am - 8:35am £5.50 per day
- **After School Club:**
  - Monday – Friday 3:15pm - 4:15pm £6.00 per day
  - Monday – Friday 3:15pm – 5:15pm £9.50 per day

Families who are eligible for pupil premium will receive fully funded places.

For paying families, children who are enrolled in the after-school club will be charged the applicable after-school club fee, even if they are attending extra-curricular activities during the after-school club period.

Payment is required via ParentPay through your Weduc account; the expectation is that it is made no later than the end of the current month. If a payment has not been received within 5 working days, the office will notify you that a late payment fee of £8.00 will be added.

If by the 7th working day (2 days after the notification from the office) there is still no payment and no explanation, your child's name will be withdrawn and they will not be able to attend the club.

After the official closure of the ASC at 5:15pm, in the event of a child being collected late, a charge of £2.00 for every 5 minutes will be charged.

Enrolment

Before we are legally allowed to undertake the care of any child, a registration form must be completed. If any information of the children or parents/carers happens to change, for example the home address or contact number, it is vital that the Breakfast Club and After School Club team are made aware and the appropriate forms are altered.

Admission

Here at Whitehall Primary School we provide a Breakfast Club and After School club for working parents.

Places are allocated to children as shown.

- Current children already attending
- Siblings
- First come first served

- As and when sessions and places become available.

We aim to provide a safe, clean and welcoming environment for children in our care. Health and safety are a high priority in our setting, and this includes carrying out regular risk assessment checks and ensuring that there is always a qualified first aider on site. We aim to allow and cater for children of all abilities to have access to our planned play activities. As Whitehall is a multi-cultural School, we do not discriminate on the grounds of sex, race, ethnic origin, nationality, religion or colour. This therefore allows any children between the ages of 4-11 to be entitled to attend Breakfast Club and After School Club. Any parent/guardian with a child that has any additional or special needs should record these on the registration form. This is so that any child can be appropriately welcomed and supported into the clubs.

If there are no current places available, parents are put onto a waiting list. Parents should still complete a registration form even if they are on the waiting list so that as and when a place becomes available, names can be taken from the list in a collective order.

Absence

If your child /children do not attend a session, **you will still be charged £5.50 for breakfast club and £6.00 for after school club per child.** If your child is not at school due to illness or is on a school trip, you will not be charged.

If you have specified days your child/ children will be attending, these days need to be kept to. Any days no longer needed will need to be amended, by the parents/carer as soon as possible, to free up days to be offered to others on the waiting list.

Adults to Child Ratios

•In Breakfast Club and After School Club we have two groups of children: Under 8's and Over 8's.

•As the Ofsted registration states, the legal ratio for adults to children under the age of 8 is 1:8.

Maximum capacity up to 30 children in Breakfast Club and After School Club.

Aims/Objectives

The BC and ASC will employ staff members who are suitability trained and committed to the safety and welfare of the children.

•The purpose of BC and ASC are to provide high quality childcare for the children of parents within our school community.

•To meet the required adult: child ratios.

• To undertake staff training where appropriate.

•To provide activities that enhance children's knowledge and play opportunities to develop children's emotional, physical, social and intellectual capabilities.

•To ensure premises are safe, secure and suitable for their purpose with proper precautions taken to prevent accidents.

• To provide appropriate equipment, which create a safe and stimulating environment and conforms to safety standards.

•To take appropriate measures towards promoting hygiene and limit the spread of germs.

•To manage behaviour appropriately, in a way which promotes children's welfare and development.

•To comply with local child protection procedures and to ensure that all adults employed to work at the club are able to put the procedure in practice.

•To provide children with a healthy, nutritious breakfast/snacks under the supervision of qualified staff in a relaxed and supervised environment (in accordance with Enhanced Healthy Schools Status).

Routine

•Children should enter Breakfast Club and After School Club via the front door of the mobile classrooms.

•Children will be registered on arrival.

•Children will be offered a choice of breakfast/snacks.

•Once they have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed up by a member of staff in the kitchen area.

•During their time at the club they will have the choice of planned activities or free play activities in which they may wish to participate in.

•Children will only use the mobile school toilets.

•Children will help tidy up equipment at the end of the club.

•At the end of sessions Breakfast Club staff will take children to their classrooms. After School Club children will be dismissed to their parents/carers and parents to sign them out.

Overview of activities

In Breakfast Club and After School Club we provide a range of different activities for the children to participate in. We provide activities that enhance children's knowledge. This

includes, Arts and Crafts, Physical activities, Construction and Homework Help which are appropriate to the ages and interests of the children attending. When the weather is nice, we take the children out into the playground to play with outdoor sports equipment. Physical education encourages children to wellbeing, gain confidence, independence and develop their relationships and imagination.

Behaviour

The BC and ASC follows Whitehall's behaviour policy. Children are encouraged to become independent and to take responsibility for their actions. Children who display inappropriate behaviour are subject to the same system of sanctions as used within the school, which follow the school's Behaviour policy. If this behaviour re-occurs on a regular basis, the Club Leaders or the Head Teacher will raise concerns to parents/carers. The children are encouraged to respect themselves, each other, adults and property throughout the sessions.

Health and safety measures

Health and safety regulations are adhered to and all the member of staff are trained to understanding of them. All Children are supervised at all the times whilst under our care. Please do not drop your child on the school's main gate. Parent/carer are responsibility to bring your child to the Breakfast Club area. Parent/Carer are not allowed to bring the car in the school carpark. After School Club children will need to be collected by designated adult written on the collection forms and must be 16 years or over. **It is crucial that you inform the ASC if somebody other than who is on our list is collecting your child. If we have not been notified, we will not allow them to take your child with them, even if your child knows them.**

Emergency Procedures:

•It is vital that the Breakfast Club Leader/ After School Club leader or a member of the teams is informed of any changes of information of the child/children.

•In event of a fire, the children will be taken out through the responsive fire exit and escorted onto our school playground where the register will be called to ensure all children are present. Then the Breakfast Club/ After School Club Leaders will call the Fire Brigade from a mobile phone.

•If a child falls ill whilst under the care of Breakfast Club/ After School Club, the parents/carers will be contacted and informed, then arrangements will be made for the child to be collected.

• Breakfast Club/ After School Club staff have all received first aid training and they are all able to administer any first aid when needed. Appropriate actions must be taken then parents/carers are to be informed.

•If any child needs an ambulance, the Breakfast Club/ After School Club Leader will contact the emergency service and then parents/ carers of the child will be contacted.

•In the case of an external emergency that prevents children from leaving school premises, children will be kept together as a group and parents/carers will be updated.

• In severe weather condition before breakfast club opening parents will be need to check school website for any closer if weather deteriorate during the day, the ASC leader will contact parents to inform you to collect child/children early.

Medication

Any children with long term medical needs are to be identified on the suitable medical registration sheet. Any children that suffer with Asthma or have an Allergy need to be acknowledged. The child's inhaler or medicine can be found in the medical room in the result of BC/ ASC not having a given one.

If a parent wishes for a member of Breakfast Club to administer medicine for any short illnesses, the correct medical form will have to be completed outlining the dosage. This will then be stored in the medical room clearly labelled with the child's name and class number on. All staff have had appropriate training to deal with all first aid issues.

Safeguarding & Child Protection

The Breakfast/After School Club is committed to safeguard and promote the welfare of all the children by fostering an honest, open, caring and supportive climate. The children's welfare is of paramount importance. Both clubs fully support and endorses the safeguarding policy and guidelines.

Whitehall Primary School fully recognises the contribution it can make to protect children and support pupils in school. Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. To fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. Our establishment has a culture of vigilance, we take a whole school approach to safeguarding and promoting the welfare of children and we consider, at all times, what is in the best interest of the child and young person. We endeavour to identify concerns early, provide help for children, promote children's welfare, take into consideration the child's lived in experience and prevent concerns from escalating. The aim of this policy is to safeguard and promote our pupil's welfare, safety and health by fostering an honest, open, caring and supportive climate and our staff members working with pupils to maintain an attitude of 'it could happen here' where safeguarding is concerned. This policy sets out how the school and the governing body discharges its

statutory responsibilities relating to safeguarding and promoting the welfare of children who are pupils at the school. Safeguarding and promoting welfare of children is defined as protecting children from maltreatment.