

**ALL SAINTS CE (AIDED) PRIMARY SCHOOL & NURSERY**

**Breakfast and After School Clubs Wrap Around Care  
POLICY**

**ADOPTED BY GOVERNING BODY**



**Contents**

1	Policy Statement .....	2
2	Policy Aims .....	2
3	Admissions .....	2
4	Charges.....	2
5	Safeguarding .....	2
6	Child Protection .....	2
7	Medical (First Aid, Medicines, illness).....	3
8	Health and Safety.....	3
9	Fire Evacuation.....	3
10	Special Needs .....	3
11	Behaviour – Adults and children.....	3
12	Collecting Children .....	3



## 1 POLICY STATEMENT

The Breakfast and After School Clubs are run by All Saints CofE (Aided) Primary School and Nursery and exist to provide high quality wrap around care for our parents. Care is provided for children aged 4 to 11 who are pupils at the school.

## 2 POLICY AIMS

The aim of this policy is to provide clarity on how the club operates on key issues that are important to the school and to the parents of the children attending the club. The club aims to provide a safe, friendly, fun and relaxed environment for the children in our care. We endeavour to provide an atmosphere and activities similar to those found within the home. This provision will include structured activities which are both indoor and outdoor, weather dependent. The children will receive tasty varied snacks which link to the School Food Plan and standards.

Please refer to the club handbook for operational procedures.

## 3 ADMISSIONS

Our ratio is **1:8** and a waiting list is operational on a first come first served basis. Siblings and vulnerable children will take priority.

## 4 CHARGES

Details of charges and terms and conditions of payment are given in the club handbook. The school will provide parents/carers with a term's notice of any increase in fees.

## 5 SAFEGUARDING

Safeguarding children is everyone's responsibility and the safety of our pupils is our highest priority whilst they are in our care at school. All Saints School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We aim to promote equality of opportunity and a positive attitude to all pupils and staff. All staff who run the After School Club have level 1 safeguarding training. Please refer to our school safeguarding policy for further information.

The school operates a **password system for individuals collecting children who are unknown** to the staff.

Parents are asked to wait for their child to be handed over to them by a member of staff at the end of their session. We **do not permit parents/carers to walk into the club or the playground whilst the club is in session.**

If Parents/carers wish to go to the school office, they must exit the club and go around to the front door of the school.

## 6 CHILD PROTECTION

The school has a safeguarding lead and all club staff members are trained on identifying concerns in children and the referral process. Please refer to our school child protection policy for further information.



## **7 MEDICAL (FIRST AID, MEDICINES, ILLNESS)**

Staff at the club are able to administer medicine should this be necessary. Parents will need to complete an appropriate form collected from the Club Leaders. Only medicines prescribed by a GP should be provided, in an appropriate container with the dosage instructions detailed by the GP clearly labelled, will be accepted.

Medicine should be collected by a responsible adult and cannot be handed back to the child at the end of the session. During the breakfast club, the medicine can be handed to the Club Leader who will pass it to the office once the club session is completed. A record of all medicines will be retained and stored as directed in the school office. If information is incomplete, medicine cannot be administered and the parent/carer will be contacted.

Should a child have an allergy with an epipen, full details should be given to the Club Leader at the time of joining the club. Refer to the registration form.

Should a child refuse to take a dose of medicine, the parent or carer will be contacted to decide on further action.

## **8 HEALTH AND SAFETY**

Health and Safety underpins all school activity and ensuring our children are safe is our priority. The school Health and Safety Policy covers all aspects of the school's duty of care and staff responsibility areas and encompasses the practices of The Breakfast and After School Clubs. A risk assessment for the breakfast and after school club is in place and is subject to regular review.

## **9 FIRE EVACUATION**

Fire evacuation signs are clearly displayed in the central area and show how the school is evacuated through the school day. Should the fire alarm sound through the duration of the sessions for the breakfast and after school club, staff will ensure that all children are escorted from the building. They will gather on the upper rear playground where a register will be taken. In the event of a school closure due to fire, the building will be assessed and if unsafe, parents will be contacted.

Termly fire drills will be carried out and recorded.

## **10 SPECIAL NEEDS**

The school and the club welcomes children at the school who have special needs and will adapt any activities to allow children to access the benefits of the club. If any parent wishes to speak to the staff regarding specific needs, please make an arrangement for a telephone call or a meeting with the school office. A delay in admitting a child to the club may be necessary whilst we accommodate this.

## **11 BEHAVIOUR – ADULTS AND CHILDREN**

The club has specific rules for the children to adhere to and these are displayed clearly in the central area. The club will continue the principles of the school behaviour policy.

## **12 COLLECTING CHILDREN**

The school is committed to ensuring that all children are collected within a reasonable timeframe. Refer to the club handbook for operational details of children who are late being collected or do not arrive at the club. We are obligated to report to Social Services after 30 minutes of non-collection.



Charges apply for late collection. Two members of staff will supervise the children that are late being collected. The club has a process in place for children collected by other individuals other than those named on the registration form – please refer to Club handbook.

Please refer to other whole school policies

Safeguarding

Health and Safety

First Aid

Equality

Complaints