



## BREAKFAST AND AFTER-SCHOOL CARE POLICY

JULY 2019

### **AIMS**

To provide high quality wraparound care on the school premises to reflect community demand and to meet the needs of parents and children wherever possible.

### **POLICY STATEMENT**

For the purposes of compliance with legislation Breakfast Club and After School Club form part of St Hugh of Lincoln Catholic Primary School and will follow all school's policies and procedures. The setting or organisation is St Hugh of Lincoln Catholic Primary School.

Breakfast Club and After School Club are run by St Hugh of Lincoln support staff and overseen by the Senior Leadership Team (SLT) and the school's Local Governing Committee. The day-to-day management of the clubs is by the Breakfast Club and After School Club Manager. The Headteacher will be referred to as required and a member of the SLT will be contacted in school or by phone in the event of an emergency.

### **REGISTRATION**

Breakfast Club and After School Club accept children aged 4 to 11 years who attend St Hugh of Lincoln Catholic Primary School. Breakfast Club operates daily from 7.45am to 8.45am during term time (except INSET days) and After School Club operates from the end of the school day, 3.15pm until 6.00 pm Monday to Friday, term time only (except INSET days and the last day of each full term).

All children must be registered with the club, by the named parent or carer, as per the school records, in order to attend. A registration form must be completed for each child. All records will be kept in line with the school's Data Protection Policy.

Copies of the booking and registration forms are available from the school office and the website.



# St Hugh of Lincoln Catholic Primary School



## **REGULAR BOOKINGS**

Regular bookings can be requested for any number/ combination of days, as required.

A waiting list system operates when the demand exceeds our capacity and parents will be contacted once a place becomes available.

Regular bookings are mainly taken on a first come first served basis. However, siblings of children already attending will have priority over new starters and the school reserves the right to take individual circumstances into account and use discretion to allocate places on the basis of need. In the event of a tie break in admission of siblings, greatest length of time on the waiting list will take priority.

Once parents have a confirmed school place for their child for the following school year, they may request a place at Breakfast Club/ After School Club and may be placed on the waiting list. Applications for places will not be accepted prior to a school place being offered and accepted.

Booking forms should be returned electronically via email to [wraparound@sthugh-of-lincoln.surrey.sch.uk](mailto:wraparound@sthugh-of-lincoln.surrey.sch.uk). Once booking forms have been returned and a child has been allocated a regular space, an invoice will be issued. Parents pay half-termly in advance. Payment can be made via Tucasi Scopay, bank transfer, and childcare vouchers can be accepted for schemes for which the school is registered. The school reserves the right to suspend a child's place at Breakfast Club or After School Club if payment is outstanding.

Refunds will not generally be issued unless, due to exceptional circumstances, the club is unable to run. Refunds will take the form of a credit for the next term's fees.

## **CANCELLATION OF REGULAR BOOKINGS**

Parents must give 10 working days' notice (term time only) via email for any cancellation. Parents will still be charged if a cancellation is not made within the 10 working day notice period. If a child's space is cancelled for more than two consecutive weeks then this will result in the child's space being cancelled permanently and offered to someone else. When 10 working days' notice of cancellation has been given via email, a refund will be issued in the form of a credit on account for the next term's fees. However refund/credit on account of childcare vouchers cannot not be issued in the final week of the academic year for a leaver. Childcare vouchers can be transferred to a sibling's extended school club account in the form of a credit. Refunds will not be given in the case of absence due to illness.

For residential visits we shall assume that Breakfast and After School Club spaces will not be required while the children are away, however we will assume that spaces will be required on the day of departure for Breakfast Club and After School Club on the day of return.



# St Hugh of Lincoln Catholic Primary School



## **AD HOC BOOKINGS**

Ad hoc bookings (where the child does not have a regular booking, but parents require a one-off space on a specific day) should be made via email to [wraparound@sthugh-of-lincoln.surrey.sch.uk](mailto:wraparound@sthugh-of-lincoln.surrey.sch.uk) but are subject to places being available. Requests for ad-hoc bookings must be made at least one full working day in advance of the day requested – ie ad hoc places for after-school club cannot be made on the day itself. A separate waiting list system operates for ad hoc bookings. Individual circumstances will be taken into account and priority spaces may be allocated according to need, otherwise a first come first served basis will apply. Sessions should be paid for in advance of the session booked. We have the right to refuse any family for non-payment of fees.

## **CANCELLATION OF AD HOC BOOKINGS**

Where an ad hoc space has been issued, parents must give notice of five working days (term time only) for any cancellation. Parents will still be charged if a cancellation is not made within the five day notice period. If a child's ad hoc space is taken up but then cancelled for more than two consecutive weeks then this will result in the child's name being returned to the bottom of the waiting list.

If an ad hoc space is offered with less than five working days' notice (term time only), parents will be required to pay for the session up-front, at the time of booking. Payments may be made via Tucasi Scopay, or bank transfer. Any cancellation made after this payment will not be refunded.

Refunds will not generally be issued unless, due to exceptional circumstances, the club is unable to run. Refunds will take the form of a credit on account for the next term's fees. However refund/credit of childcare vouchers cannot not be issued in the final week of the academic year for a leaver. Childcare vouchers can be transferred to a sibling's extended school club account in the form of a credit. Refunds will not be given in the case of absence due to illness.

## **PLAY**

Breakfast and After School Club is committed to providing quality play experiences for children aged 4 to 11 years. The clubs will endeavour to create a stimulating environment for children that will foster their independence and self-esteem whilst supporting the key components of 'Every Child Matters'.

Being healthy

Staying safe

Enjoying and achieving

Making a positive contribution

Achieving economic wellbeing



# St Hugh of Lincoln Catholic Primary School



As playworkers, staff support and facilitate children's play by incorporating the Playwork Principles into the club's ethos.

Children will be involved in setting the club's rules and ensuring they follow the school's rewards and sanctions, as outlined in the school's Behaviour Policy.

Children's comments and suggestions will be listened to and responded to accordingly.

Questionnaires will be sent home periodically for both parents and children to review the facilities that the club offers.

The children have an element of choice from the resources available of what they would like to do at the club both indoors and outdoors.

The children are allowed to choose toys and equipment, but also have the responsibility to put away any equipment they get out.

We celebrate all cultures and diversities and incorporate this into our planning.

We value every child and their achievements.

A quiet area for homework will be provided for children who wish to use it.

## **ARRIVAL AT THE CLUB**

It is our policy to ensure all children feel welcomed and secure throughout their time at the club.

### Breakfast Club

Parents or carers can drop children at Breakfast Club between 7.45am and 8.35am. The Breakfast Club runs from 7.45am to 8.45am, when children will be taken to class. Access to the club is via the school car park and the Key Stage 2 playground. Parents / Carers are asked to ring the buzzer on the gate, in order that a member of staff can let them in. Once greeted by a member of staff, parents/ carers are then asked to sign the child in at the entrance – for this reason each child is required to be 'handed over' to school staff by a parent / carer.

As at all other times the school car park is for staff and visitors only, and parents / carers will not be permitted to drive into the car park to drop children off. Parents are expected to use the same arrangements as in the rest of the school day: parking at Wickes, or The Surrey, or in other local roads.

### After School Club

Class teachers receive a weekly list of bookings for After School Club. Where a child has forgotten that they are due to attend After School Club, class teachers are able to remind them.

EYFS children will be taken to the club from their classroom. For all other children attending the club, children may make their own way to the club, within the school building, once dismissed by the classteacher. The club manager and staff will be waiting outside the After



## St Hugh of Lincoln Catholic Primary School



School Club rooms to greet them. Children attending extra-curricular clubs prior to attending the After School Club will be dropped off at After School Club by the club leader, once their first club has finished. Upon arrival they will be registered into the club.

On arrival at the After School Club the children are greeted by the club manager. EYFS and KS1 children will then be registered in one room and will put away their belongings. KS2 children will be registered in the opposite room and put away their belongings.

Any new children will be introduced to staff and shown where the toilets are. If a child on the register is not in attendance (where no absence has been communicated), the club manager will first establish the child's whereabouts with his/her class teacher and/or the office to establish if a message has been received. If this is not the case the parent will be contacted to ascertain the child's whereabouts. If the parent is unaware of the child's whereabouts the Headteacher/ member of SLT will be informed and a thorough search of the school grounds will be conducted. See Lost Child procedures (below) for further guidelines.

**\*\*Where a child has left the classroom after being dismissed by their teacher to attend After School Club, but has not arrived at After School Club as expected, the same procedures will be followed.**

A full report of the incident will be recorded and filed.

### **COLLECTION FROM AFTER SCHOOL CLUB**

It is the After School Club's Policy that all children are collected from the club by the appropriate named person.

Children can be collected from the club at any time from 3.30 – 6.00 pm.

As at all other times the school car park is for staff and visitors only, and parents / carers will not be permitted to drive into the car park to drop children off. Parents are expected to use the same arrangements as in the rest of the school day: parking at Wickes, or The Surrey, or in other local roads.

Parents or carers must sign out children as they are collected and the time of collection noted on the register for that day. If older siblings are sent to collect they must be aged 16 or older. No child will be allowed to leave the after-school club unaccompanied. The club operates a password system for collection by persons unknown to the club. A password will be identified on the registration forms for each child and kept securely at the club. If someone comes to collect the child who is not the known parent or carer they will be asked for the agreed password by staff. If staff have any doubts regarding collection of children it is their responsibility to attempt to contact the parents. If any issues arise they



## St Hugh of Lincoln Catholic Primary School



should speak to the child's class teacher or a member of the school's Senior Leadership Team and ask advice.

After School Club will refuse collection of a child if a parent or carer arrives and is deemed to be intoxicated with either drugs or alcohol. The decision will be made by the club manager to telephone the emergency contact number and to arrange for someone else to collect the child; the duty social worker will also be informed.

If the parent/carer becomes abusive or makes a nuisance of themselves, the police will be called.

After School Club has a duty to safeguard the welfare of the child, therefore no hesitation will be made when calling the police.

A full written report of the incident will be recorded and filed.

Emergency contact numbers

Surrey Children's Single Point of Access 0300 470 9100

Surrey Police 01483 571212

Emergency Services 999

If a parent or carer is late collecting their child a penalty of £5.00 per 15 minutes will apply. The time the parent/carer collects the child will be noted on the register. Payment is due within 14 days via Tucasi Scopay or bank transfer.

If a parent/carer fails to pay penalty charges on time or contact the club to come to an agreement about when they will pay, the school has the right to refuse a place at the club. If a parent or carer regularly abuses the 6.00pm deadline a written warning will be issued by the school encouraging them to collect their child on time. If late collections persist the booking will not be accepted for the following half term.

It is not the school's intention to penalise parents who regularly collect on time and penalties may be waived for exceptional circumstances if a parent or carer has communicated with the club. If a parent or carer is unexpectedly delayed, After School Club should be contacted on **MOBILE PHONE NUMBER TO BE CONFIRMED**.

### **UNCOLLECTED CHILDREN**

In the event that a child is not collected by an authorised adult at the end of a session, After School Club will put into practice agreed procedures. These will ensure the child is cared for safely. If possible the child will be cared for at school in order to cause as little distress as possible.

### Procedures

If a parent or carer is held up by unforeseen events and they are unable to collect the child by 6.00pm they must try and contact the club manager to explain the reason and advise of the collection time or alternatively advise of another person collecting and confirm the agreed password.



## St Hugh of Lincoln Catholic Primary School



If no contact is made the club manager will phone the contact numbers provided on the registration form.

If there is no reply the club manager will telephone any other emergency contact numbers on the registration form. Any person unknown to the club will be asked to provide ID when collecting the child.

If no contact has been made by 6.30 pm Surrey Children's Single Point of Access will be contacted on the numbers listed above.

A message will be left advising the parent of all action taken.

The incident will be recorded and filed.

### **LOST CHILD**

At Breakfast Club and After School Club a child's safety is maintained as the highest priority at all times. In the unlikely event of a child going missing the lost child procedure is followed.

#### Procedures

A lost child is defined as a child who has arrived and been registered at Breakfast Club or After School Club but has since gone missing, or a child who has been dismissed by the class teacher to attend the After School Club, but has not yet arrived at the club.

The club manager will immediately make contact with the school office to request assistance from a member of staff.

A member of staff will attempt to find out where the child was last seen and then carry out a thorough search of the premises.

Another member of staff will retake the register to ascertain if any other children are missing and reassure all remaining children.

If the child is found but unwilling to return to the setting a member of staff will remain with the child until the child's parents are contacted.

If the child is still unaccounted for the school office and Senior Leadership Team will be informed and all available members of staff will help with the search.

If the child isn't found the parents or carers will be contacted and alerted to the situation. With their agreement the police will be called and the child reported as missing.

If parents do not agree to the police being informed they will be requested to attend the school premises immediately in order to help locate their child. If they cannot attend then the police will be informed as a matter of course.

The search will continue until the child has been found or until advised by the police to stop.

If the parents or carers can't be contacted the emergency number will be called. If they can't be contacted the police will be called immediately and the child will be reported as missing.

The Headteacher (or other available SLT member) and Chair of Governors will be informed and will provide the point of contact for the parents/ carers, throughout the incident and immediately afterwards.

The Chair of Governors will carry out a full investigation into the incident or nominate a panel of governors to carry out a full investigation.



# St Hugh of Lincoln Catholic Primary School



The club manager will write a full report into the incident detailing:

The date and time of the incident

What staff / children were at the club

When the child was last seen

What has taken place before and since the child went missing

The estimated time that the child went missing

The club manager will also conduct a full risk assessment and report to staff the findings and any additional changes which are to be made.

If the situation warrants a police investigation all staff must fully co-operate.

The incident will be reported under RIDDOR arrangements (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

OFSTED will be informed of the incident in writing and the outcome of the report.

The insurance company will be informed of the incident.

## **PROCEDURE IN THE EVENT THAT THE CLUB IS UNABLE TO OPERATE**

Breakfast Club and After School Club will endeavour to operate at all times.

However in unforeseen circumstances it may be in the best interest of children's safety that the Breakfast/ After School Club does not operate. If the school is not open due to exceptional circumstances then the Breakfast and After School Club will also be closed.

If Breakfast/ After School Club cannot operate as much notice as possible will be given to parents or carers to ensure adequate childcare arrangements can be made. In the event that Breakfast/ After School Club cannot operate at short notice the club managers and Headteacher will instruct the school office to contact parents and advise them of the situation.

Fees will be credited if the club cannot operate (see above for full details).

## **FIRE SAFETY AND EMERGENCY EVACUATION**

St Hugh of Lincoln School premises present a low risk of fire by ensuring the highest possible standard of fire precautions. Staff are aware of current legal requirements and the school's emergency evacuation plan.

### Procedures



## St Hugh of Lincoln Catholic Primary School



Breakfast Club and After School Club is part of St Hugh of Lincoln Catholic Primary School and is therefore covered by the fire safety risk assessments and procedures.

The assembly points for children attending Breakfast Club and After School Club will be on the KS2 playground, adjacent to the school field.

The club leader will gather children and the register and proceed to the assembly point.

Staff members will be given fire marshal duties at the beginning of each session so that each staff member knows who is carrying out the following checks:

Sweeping the rooms to ensure all children and staff have evacuated

Checking the toilets

Picking up the contact details

Taking out the mobile phone and a first aid kit.

On arrival at the assembly point the register will be taken by Breakfast Club or After School Club Manager.

If a member of breakfast club or After School club staff discovers a fire, the nearest call point should be activated. The club leader should nominate a member of staff to go to the office and emergency services will be called.

Children will not be allowed back into the building until the Fire Marshal (in the case of a drill) or appointed Fire Marshal on the day (if false alarm) or the fire brigade have deemed it safe.

All fire drills will be timed and recorded in the Fire Risk Assessment folder by the Fire marshal.

### **ACCIDENT AND INCIDENT RECORDING**

A trained First Aider will always be available on site at Breakfast Club and After School Club. The following incidents will be recorded using the school standard forms.

Minor accidents and treatment given. Head injuries will be communicated with parents/ carers at collection from After School Club or will be recorded on head injury forms during Breakfast Club and communicated with teachers when the child joins the class at the start of the school day.

Forms for accidents which involve sending children for medical treatment.

Accidents without injury and near misses.

Behavioural incidents between children and/or child and staff member.

Damage to property

Theft of personal or the setting's property

An intruder gaining access to the premises

Any attacks on members of staff or parents

Any racial incident

Death of a child

A real or threatened terrorist attack

Any child protection issues including but not limited to those already mentioned above



# St Hugh of Lincoln Catholic Primary School



The following details will be recorded:

- The date and time of the incident
- Nature of the event
- Who was affected and what was done about it
- If it was reported to the police and if so a crime reference number
- Any follow up or insurance claim made
- Staff signature
- Parent or carer's signature

## **MEDICATION**

Any medication that is kept in school (eg inhalers or epipens) will be collected from the school office by Breakfast / After-School staff each day, and returned to the school office at the end of the session. Should any other medication need to be given to the school to administer this will need to be signed in at the point the child first arrives in school for the day.

## **HEALTH AND SAFETY AND SECURITY**

Breakfast Club and After School Club will follow the school's health and safety and security procedures set out in the relevant policies, including the administration of medicines.

In addition:

In the case of an emergency the school office/ Headteacher/ members of the Senior Leadership Team or available school staff will be called upon to attend immediately, unless already supervising children.

A mobile phone is available for parents to call during Breakfast Club and After School Club hours.