LANDKEY COMMUNITY PRIMARY ACADEMY

STRIVING FOR EXCELLENCE - CARING FOR ALL

BEFORE SCHOOL AND AFTER SCHOOL CLUB POLICY

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1. Introduction

1.1 At Landkey Community Primary Academy Breakfast and After School Club, our policy is to make our club inclusive to all children and families attending our school between the ages of 4 and 11.

1.2 Our aim is to provide a happy, safe environment for the care of children between the hours of 7.30am – 9.00am and 3.15pm – 6.00pm during term time.

1.3 The children will experience a creative environment that fosters independence and supports their self-development. We involve the children in the planning of the club and seek their views on how they want the club to run. Activities planned are appropriate to the age and development of the individual children and are designed to encourage children to explore and engage in a variety of learning opportunities.

Activities include:

- Art and craft
- Music and drama
- Preparing and eating food and learning about healthy food choices
- Sports and games
- Books and story telling
- Quiet time
- Homework sessions (for older children)

1.4 Information on children's learning will be passed onto the children's teachers to help inform their assessments, if appropriate.

2. Organisation

2.1 Landkey Before and After School Club meets the requirements for adult:child ratios and ensures training and qualification requirements are met.

2.2

- The Play leader ensures staff are deployed effectively within the premises to ensure the safety, welfare and development of the children.
- The Play leader plans for each session.
- The Play leader is responsible for ordering resources and food for each session.
- Children's information is held centrally by the school office.
- Teachers will inform the Play leader of incidences arising in school for these to be communicated to parents where appropriate.

3. Health and Safety

3.1 At Landkey Breakfast and After School Club, we adhere to the guidance set out in the Health and Safety Policy. This includes considerations regarding allergies and dietary requirements. It is the responsibility of the Play leader to ensure that this policy is implemented.

3.2 There will always be a trained first aider present and any incidents are recorded and parents informed.

3.3 Landkey Breakfast and After School Club adhere to the fire safety and evacuation procedures relevant to the club site. All fire doors are clearly marked and unobstructed. All smoke detectors/alarms and fire equipment

conform to BSEN standards. Fire drills are routinely carried out to ensure all children understand the procedures including where the meeting points are.

3.4 In the event of the fire alarm sounding:-

- Children vacate the building via the nearest exit (the Main Door or the Key Stage 2 Playground Door)
- For the Breakfast Club, the assembly point is on the School Field
- For the After School Club, the assembly point is on the School Field
- The Play leader will ensure all staff are clear about their roles should the fire alarm sound.
- One Play worker will check the toilets to ensure no child is left; one Play worker will lead the children out of the building with the register. The register will be called when assembled at the meeting point.
- The fire brigade will be called by:

  o The Play leader – Breakfast Club

  o The school – After School Club during office hours

  o The Play leader – After School Club when office is closed

- Children will not be allowed back into the building until the fire brigade has deemed it safe.

4. Accident and Incident Recording

4.1 Landkey Breakfast and After School Club follows the guidelines for Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child Protection matters or behaviour incidents between children are NOT regarded as incidents and there are separate procedures for this (see Safeguarding Policy; Behaviour Policy).

4.2 All Play Leaders must have a current First Aid Certificate.

4.3 Accidents are recorded in the accident book which is stored securely when not in use. The following details are recorded:-

- Date and time of accident
- Details of the accident
- Play worker's signature
- If the child sustains a head injury, the child is given a 'bumped head' wristband and a separate note is completed which is given to the parent/carer on collection.

4.4 Parents will be informed of any accident on collection.

4.5 The accident book will be reviewed termly by the Play Leader and any trends or reoccurring causes of injury reported to the Headteacher.

4.6 If a child has a serious accident the Play leader will assess whether the child needs specialist medical treatment and phone for an ambulance or to arrange for parents/carers to collect them. If the Play leader is unable to contact parents/carers, the emergency contact will be informed. If the child needs emergency treatment the Play leader will accompany the child to hospital and a member of the Senior Leadership Team will take charge of the club. All relevant paperwork will be taken to the hospital.

5. Procedure for Staff Absence

5.1 In circumstances where a Play worker is unable to attend work due to illness, the play worker will contact the Headteacher and / or the Play Leader. The Head Teacher will then arrange cover for the absence by contacting the list of available staff members.

5.2 Where a Play leader is unable to attend work due to illness, the Play Leader will contact the Head Teacher who will arrange cover.

6. Other Policies and Procedures

6.1 Landkey Breakfast and After School Club is run by Landkey Community Primary Academy and as such conforms to relevant school policies (see www.landkey-primary.devon.sch.uk).

Terms and Conditions:

7 Registration

7.1 The club accepts children aged 4 to 11 years who attend Landkey Community Primary Academy. All children must be registered with the club in order to attend. A registration form must be completed for each child. All records will be saved on our central system. We ensure that information about Landkey Breakfast and After School Club is accessible to all families.

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

8 Booking

8.1 The club accepts up to 26 children per session.

8.2 Bookings are made via the school office. Priority will be given to those children attending every day. If the club becomes full for a particular session, children will be placed on a waiting list and parents/carers will be contacted once a place becomes available.

8.3 One off bookings can be made via the school office.

8.4 These places are subject to availability.

8.5 All bookings must be made in advance via the school office.

9 Fees

9.1 Sessions can be paid for at the time of registration. Parents will be invoiced monthly in advance from the school office. Payment of fees must be cleared by the end of the month. All booked sessions must be paid for, even if not attended. The only exception will be for school related activities. In these cases, parents will be credited the amount towards the next invoice.

9.2 One off bookings must be paid for at the time of booking via the school office.

9.3 Payment can be made via MyChildAtSchool (MCAS). If you have not yet registered to make on-line payments, please contact the school office. We also accept childcare vouchers provided by employers. Please ask at the school office for further details.

9.4 We charge £5.00 for every fifteen minutes or part thereof for late collection of children after 6.00pm. This is to contribute towards staffing costs.

9.5 The school retains the right to refuse any family for non-payment of fees or for any infringement of club terms and conditions.

9.6 For permanent cancellations four weeks' notice is required.

10. Other

10.1 The club reserves the right to exclude any child if he or she consistently misbehaves or is involved in a serious incident such as threatening verbal or physical behaviour towards other children or staff. Prior to a permanent exclusion, any issues will be discussed with the parent/carer in order to achieve a resolution. Please see the School Behaviour Policy.

10.2 Any accident or incident and resulting action will be recorded on an accident or incident form and the parent will be informed.

10.3 The club does not accept responsibility for the loss or damage of any personal belongings.

10.4 Landkey Community Primary Academy is inspected and registered by Ofsted.

11. Breakfast Club Procedures

11.1 LCPA Breakfast Club runs from the Hall.

11.2 Breakfast Club runs from 7.30am until 9.00am.

11.3 Parents can drop off at any time during Breakfast Club hours using the rear entrance doors to the hall (through the playground gate). Children will be marked off against the session register. It is the parents' responsibility to ensure attendance at this club or to inform the school of any absence; the school will not contact parents if a child on the register does not attend.

11.4 Children in Reception will be delivered to their classrooms after Breakfast Club. Children in Years 1 to 6 will be escorted to their respective playgrounds to line up with the other children in their class. They will be left in the care of their teachers.

12. After School Club Procedures

12.1 Landkey After School Club runs from the Hall. The children will have use of the room and the outside play area.

12.2 Children from EYFS / KS1 attending ASC will be taken to the Library by a member of staff from their classroom. Children from KS2 will make their own way to the Library. They will be collected from the Library by a Play Leader / Worker.

12.4 Registration:

- A register will be taken at 3.25pm to allow time for all children to arrive. The Play Leader will be made aware by the school office of any child who is absent.
- If a child does not turn up at the club who is due to attend, the Play Leader will seek to ascertain the whereabouts of the child. If the Play Leader is unable to do this, the Headteacher and school office will be informed and parents contacted.
- If a child attends whose name is not on the session register, the parent/carer will be contacted to clarify arrangements. If the parent/carer cannot be contacted, the school will work through the emergency

contacts. The child will remain at the club until alternative arrangements are made. The Head teacher will be informed and a report of the incident will be recorded and filed.

12.5 Collection:

- Children can be collected from the club located in the Hall using the rear entrance doors to the hall (through the playground gate) at any time up until 6.00pm.
- Parents/Carers must sign out children as they are collected and the time of collection noted on the register for that day.
- If a child is being collected by a different adult, club staff must be informed; details of this person will be taken and added to the contact list. If this procedure is not followed, club staff will contact the parent/carer to confirm collection. Children must be collected by an adult unless by prior agreement with the Headteacher.
- Club staff will refuse collection of a child by an unauthorised adult.
- If a child is deemed unwell, the parent/carer will be asked to collect the child early.

12.6 Late collection: This will incur a penalty charge of £5.00 per 15 minutes or part thereof after 6.00pm for the additional overtime of staff. The time the parent/carer collects the child will be noted on the register. An invoice will be issued with payment due within 14 days. Failure to pay could result in the school refusing the family use of the club.

- If a parent/carer is held up by unforeseen events and is unable to pick up by 6.00pm or arrange an alternative adult to collect, they must try to contact the school/Play Leader to advise of the collect time.
- If the 6.00pm deadline for collection is regularly abused, the following procedure will be initiated:
    - the club administrator will issue a written warning
    - if the situation does not improve, the Headteacher will write to the family withdrawing use of the club from a specified date

12.7 Non collection - In the event that a child is not collected and the club has had no contact from the parent/carer, Landkey After School Club will put into practice agreed procedures. These will ensure the child is cared for safely and by an experienced and qualified Play worker who is known to the child. The club will ensure the child receives a high standard of care in order to cause as little distress as possible.

● The following procedure will be initiated:

o The Play Leader will inform the Headteacher of the non-collection and phone the contact numbers provided on the registration form.

o If there is no reply, the Play Leader will phone the emergency contact numbers. If the person is unknown to the club but is listed on the registration form, they will be asked to bring proof of identity.

o If all lines of communication are exhausted, social services will be informed; in the meantime the child will remain in the care of the school and on school premises.

o A message will be left for the parent/carer advising them of action taken. A full report of the incident will be recorded and filed. A meeting with the Head teacher will be arranged if required.