Be Your BEST

Believe - Excellence - Safe - Team

Breakfast & After School Club

Policy Owner:	Head Teacher
Amended:	July 2024
Reviewed by SLT:	May 2026
Approved by Finance and Resources Committee:	May 2026
Next Review:	May 2025

1. AIM: The aim of The Pines School Breakfast & After School Club (B&ASC) is to provide good quality affordable childcare in a safe, happy and caring environment. Activities will be fun, varied and stimulating, and will be presented in accordance with the play working principles set out in section 21. They will consider the different needs and abilities of the children. Any child wishing to spend time doing homework will be encouraged and supported.

2. SESSION FEES: Fees will be reviewed and set by the School Governors annually Parents / carers will be advised of the new fees and the governors will endeavour to give at least half a terms notice.

Current Fee's from September 2024:
Breakfast Club: £6.50
After School Club: £13.50

Payment is due at the time of booking via the school gateway. If you choose to pay with Tax Free childcare payments, you will be able to book without paying on the school gateway however payment is still due at the time of booking – please make arrangements for this to be paid to the school on booking. Should your child's account becomes more than £300 in arrears, then you will be asked to clear the balance before your child is able to attend further sessions.

3. OPERATING HOURS: The Pines School Breakfast & After School Club will operate during term times only, but excluding those non-pupil days / inset days occurring within The Pines School calendar (and any other days that the Primary School is closed). Normal hours for breakfast club are Monday to Friday 7:30 – until school start time and after school club is Monday to Friday from the end of school to 6pm, with exception of the last days of the Autumn, Spring & Summer terms when the afterschool club will close at 5pm. Sessions must be booked and paid for in advance.

4. ATTENDANCE RECORDS: A daily register will be completed. It is the responsibility of B&ASC staff to sign the children in, and the responsibility of parents (or authorised adults) to give the correct password for the child in order to sign them out.

5. ARRIVALS: A daily register of all children booked to attend the B&ASC will be produced~~,~~ to ensure that staff know exactly who is due to attend each day. In the event of a child turning up for a breakfast club where they haven't been booked on, we will allow the child to attend if there is space and payment will be expected by the end of the day. If the child is expecting to go to afterschool club and is not booked on the parent will be contacted immediately and asked to collect the child. If a child will not attend a club for any reason, please delete the booking before 10pm the night before. If this is not possible due to illness please contact the school office who can process this for you. All other absences are chargeable if not cancelled before 10pm the night before a booking. Parents must not leave it to the sibling of an absent child to inform the B&ASC.

Parents must advise the school office by email if a child is returning to school after an offsite activity or trip. the end of the school day B&ASC children will be collected from their classroom and taken to the upper hall by a member of the B&ASC team. A member of the B&ASC team will sign them in on the daily register. Once in B&ASC they cannot return into school to collect forgotten belongings. Children arriving after 3.20pm due to Extra Curricular Activities or Trips, Children attending after school activities will be taken to the B&ASC by the activity leader and will be registered.

6. DEPARTURES: Children must be collected no later 6pm, although children may be collected at any time prior, by a parent or other person authorised by the parent(s) by informing the school office. Any person

collecting a child from the B&ASC must be 16 years or over and know the specific password for the child they are collecting. They must give the B&ASC staff member their name and password for the child, the staff member will then sign child out. If the person who arrives to collect a child is not known to the B&ASC Team does not have the correct password, the child will only be released into the keeping of this person once the parent/main contact has been contacted and the collection verified. No child will be released into the care of anyone not identified without verbal confirmation by the parent/main contact. Children will not be allowed to leave the B&ASC by themselves. If a situation arises whereby a child is unhappy being in the B&ASC, the staff will talk with the child and take all possible measures to resolve this. This may include phoning the parent/carer or emergency contact, if the parent is unavailable, in order for them to talk with the staff and child to overcome the problem. The parent/carer may be requested to collect the child.

7. LATE COLLECTION: A late collection fee will be charged at the rate of £5 per 10 minutes or part thereof after 6pm. Persistent offenders will result in their registration being cancelled and their usage of the B&ASC being withdrawn. If a child is not collected at 6pm two members of staff must remain while there are any children on the premises. If no-one has contacted the B&ASC about the child, the staff will attempt to contact a parent or other person authorised on the school records. When an authorised person arrives, the time will be recorded and a late collection fee added to the gateway. If a child is still uncollected by 6.30pm, regardless of contact with a parent or other authorised person, the staff will contact the Headteacher, who in extreme circumstance may contact Social Services. If a child has to be removed from the premises, a notice will be left on the door indicating the child's whereabouts.

8. RECORD KEEPING: Children's Records are the responsibility of the Parents/Carer to ensure that:

- The school office is notified of any change of contact details immediately to ensure records held are accurate and up-to-date.

9. HEALTH AND SAFETY: The B&ASC will follow all of the relevant school Health and Safety policies.
B&ASC staff will be responsible for taking all reasonable steps to ensure the B&ASC offers a safe and healthy environment at all times. These will include:

- Processes to ensure and maintain the hygiene and cleanliness of the setting and equipment;
- Raising the children's awareness of good hygiene practices;
- Staff being informed about and able to carry out good hygiene practices (e.g. access to latest recommendations etc.).
- Activities will be planned with the appropriate level of supervision and suitability for the age group/abilities of the children involved.
- Equipment will be monitored to ensure it is continually safe and being used in the appropriate fashion.
- Damaged or unsafe equipment will be removed immediately for disposal or safe repair.
- If outdoor play is scheduled, the appropriate staff level to monitor this activity will be observed.
- Animals will not be permitted to enter the setting, unless authorised as part of a planned activity (e.g. visit of guide dog etc.).
- Staff will hold an up-to-date First Aid Certificate, which will be renewed upon expiry.
- COSHH documentation will be maintained for all hazardous substances, i.e. cleaning products in use at the club, and this will be freely available for reference by B&ASC staff.

10. FIRST AID AND ACCIDENTS: The B&ASC have access to a first aid box and will record accidents/incidents on medical tracker. All accidents, no matter how slight will be fully recorded on medical tracker and a notification will be sent home. Records will be kept of any children registered with the B&ASC who suffers

from asthma, epilepsy or any other form of illness/disability and be easily accessible. Medicines will be administered in accordance with the Schools Administering Medicines Policy. All major accidents will be dealt with by a qualified on-site First Aider and will be fully recorded on medical tracker. A list detailing the designated First Aiders will be displayed. The emergency services will be called in cases requiring their assistance.

11. ILLNESS: Illness during a session, it is our policy that if a child should present with any of the following symptoms we will contact the parent/carer as soon as possible to arrange for the child to be collected. In an emergency, the person in charge will seek medical advice for the child and inform the parents/carer as soon as possible. The person in charge will notify other families about exposure to infectious diseases. Where an outbreak of an infectious disease does occur, Berkshire Health Authority will be informed by the person in charge.
Symptoms and illnesses that require a child to be excluded:
• Diarrhoea
• Measles
• Vomiting
• Mumps
• Fever of 101oF/40oC or above
• Meningitis
• Chickenpox
• Hepatitis
If a child becomes unwell with an illness that requires them to be excluded, he or she will be allowed to rest away from the other children, but within contact of an adult until a parent/carer can collect them.

12. ADMINISTERING MEDICATION POLICY: See school policy. The club supervisor will liaise with the school office to ensure that we meet the needs of the child within the remit of our policy. Inhalers and auto-injectors will be kept in the child's class to which B&ASC have access, in accordance with school policy.

13. FOOD AND HYGIENE: The B&ASC will offer light refreshments to all children. Any special dietary needs / allergies will be taken into account in line with the information supplied on child's medical records. Children will not be permitted to bring food and drink supplied by their parents/carers to be consumed on the premises, except in special circumstances, e.g. providing food because of allergies. However, this must by prior arrangement with the school office. The B&ASC will observe local environmental health department guidance and regulations regarding food hygiene, registration and training. The B&ASC will promote a healthy diet. No food containing nuts will be kept in the B&ASC as far as this is possible to oversee. Drinking water will be available to children at all times.

14. FIRE DRILL: Staff will alternate responsibility for carrying out regular fire drill procedures to ensure awareness of the procedure for evacuation/emergency exits/fire extinguisher locations. In the event of a fire, a member of staff will raise the alarm without panic, to alert the children and other staff members. The following procedure will be followed:
• Staff will follow procedures set down by the school for the children;
• Fire Services will be called;
• A roll call will be taken and an incident report written for the records.

15. NO SMOKING POLICY: The Pines School is a non-smoking site and this extends to the B&ASC its staff, users and those collecting children.

16. EQUIPMENT: Equipment will be checked on a daily basis as part of the Health & Safety checks to ensure that it is safe and suitable for children's use. Any equipment found to be unsafe or unsuitable will be either repaired or disposed of. Equipment purchased for the B&ASC will aim to be fun, support children's development, provide challenges and stimulation, and show positive images of people of all races, cultures, abilities and genders, as well as avoiding stereotypes.

17. STAFFING: The B&ASC will appoint staff in accordance with rigorous recruitment procedures applied by the school. Volunteer helpers will be welcomed, their role, responsibilities and attendance will be agreed with the Headteacher. Contingency arrangements for staff absences and emergencies should be in place. Where there is staff absence or an emergency occurs, suitable arrangements must be in place to minimise the disruption to children and parents.

18. BEHAVIOUR See school policy.

19. EQUAL OPPORTUNITIES See school policy

20. SPECIAL NEEDS: See school SEN policy. The B&ASC will endeavour to support both children and adults with special needs. At the time of registration, parents/carers should inform the B&ASC of any special needs their child has that they feel may affect his/her ability to take part in any B&ASC activities. Staff will receive any necessary training on aspects of special needs. If additional staff/volunteers/resources are required to meet specific special needs then provision will be subject to securing additional funding and/or resources, an option could be that the parents are asked to cover the fees of employing additional staff.

21. PLAYWORKING POLICY: The After-School Club is run by playworkers who use the Play work Principles as a framework for their work with children. These principles are as follows:

1. All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and wellbeing of individuals and communities.
2. Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play by following their own instincts, ideas and interests, in their own way for their own reasons.
3. The prime focus and essence of play work is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.
4. For playworkers, the play process takes precedence and playworkers act as advocates for play when engaging with adult led agendas.
5. The role of the playworker is to support all children and young people in the creation of a space in which they can play.
6. The playworker's response to children and young people playing is based on a sound up-to-date knowledge of the play process, and reflective practice.
7. Playworkers recognise their own impact on the play space and also the impact of children and young people's play on the playworker.
8. Playworkers choose an intervention style that enables children and young people to extend their play.

All playworker intervention must balance risk with the developmental benefit and wellbeing of children. These principles establish the professional and ethical framework for play work, and describe what is unique about play and play work, and provide the play work perspective for working with children and young people. They are based on the recognition that children and young people's capacity for positive development will be enhanced if given access to the broadest range of environments and play opportunities. By providing these opportunities, the After School Club recognises Article 31 of The United Nations Convention on the

Rights of the Child, which states that children have the right to play and free time. In practice, we will make every effort to ensure children feel they are the 'owners' of the club and that they have a valuable contribution to make to the running of the club. We do not run set activities that all children have to take part in. They are free to choose from the wide range of opportunities on offer and we will try to accommodate any suggestions they make.

22. SAFEGUARDING CHILDREN POLICY: See school policy.

23. USE OF MOBILE PHONES/CAMERAS POLICY: The use of personal cameras and/or video recording equipment (including use of mobile phones for the same purpose) is prohibited. The B&ASC will have access to the school list of children whose photographs cannot be taken. It is the parents/carers responsibility to ensure that the school office is advised of any change in their preference. As a precautionary measure, all B&ASC staff will place any cameras and mobile phones in a cupboard for the duration of the session. Parents/carers collecting children may bring their personal mobile phones onto the premises but must not use them.

24. Online Safety See school policy.

25. COMPLAINTS See school policy