

Breakfast and After School Clubs Policy

Date	Review Date	Coordinator	Nominated Governor
1 st November 2020	1 st November 2021	Sean Flood Theresa O'Hagan	Julian Vennis (Vice-chair)

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Education Act 1996
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Education Act 2011
- Children and Families Act 2014
- Special Educational Needs and Disability (Detained Persons) Regulations 2015

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges 2020 (DfE)
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years. Statutory Guidance for Organisations Who Work With and Support Children and Young People with Special Educational Needs and Disabilities (DfE) and (DoH)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We acknowledge the government protective measures guidance that outlines what needs to be in place to reduce the risk of infection and transmission of coronavirus in breakfast and after school clubs and out-of-school activities.

We have in place the following key measures:

- Good hygiene procedures are in place with staff and children encouraged to regularly wash and sanitise their hands:
 - ☐ before leaving home;
 - ☐ on arrival at school;
 - ☐ after using the toilet;
 - ☐ after breaks and sports activities;
 - ☐ before cooking and eating

Our Lady and St Joseph School

- A thorough cleaning regime ensures that:
 - ☐ all surfaces and equipment are cleaned by using household products such as detergents, bleach and bacterial wipes;
 - ☐ all surfaces that are frequently touched such as door handles, handrails, table-tops, play and learning equipment, toys and electronic equipment are regularly cleaned;
 - ☐ toilets and washrooms are cleaned more often
- Pupils are discouraged to:
 - ☐ share equipment such as pens, pencils, rulers and other equipment;
 - ☐ touch their eyes, nose or mouth with unwashed hands;
 - ☐ not share a cup or bottle that has come into contact with their mouth
- Pupils are aware that if there is a need to cough or sneeze then they should:
 - ☐ catch it with a tissue;
 - ☐ bin it (all bins are regularly emptied);
 - ☐ kill it by washing their hands with soap and water or hand sanitiser
- Creating an environment that allows social distancing and minimising contact and mixing between groups of children as much as possible. Siblings will be in the same group unless requested.

We are offering good quality childcare at our breakfast and after school clubs for children of working parents in a safe, clean and welcoming environment. We accept children from the ages of 4 to 11 year olds.

Breakfast club takes place in school and after school care takes place in the Community Centre located at 168 Culford Road.

During breakfast club we provide pupils with the opportunity of receiving a healthy breakfast at school each day. We believe that by providing children with a healthy start to school we are helping to reduce health inequalities arising from poor diet. Likewise at after school club we provide health snacks before children are collected and go home for their evening meal

Recent research has shown that children who attend breakfast clubs show a far more positive attitude towards school, their friends and their teachers. We can see that eating breakfast sets children up for the day and gets them interacting and thinking better.

During both clubs we provide a variety of stimulating and exciting play opportunities for children of all abilities that will enhance their learning, promote their physical development and develop and maintain positive social relationships with other pupils and staff. Also, children have the opportunity to work with the play workers to do their weekly homework.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Our Lady and St Joseph School

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide quality provision by offering a range of play activities that meets the social, physical, intellectual, creative and emotional needs of each individual child.
- **To allow parents to work, seek work and provide respite - RA update November 2020.**
- To help children develop and maintain positive social relationships with other pupils and staff.
- To help children develop a more positive attitude towards school and to integrate better into the school community.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be the Senior Play worker who will deal with all day to day issues;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
 - ☐ determining this policy with the Governing Body;
 - ☐ discussing improvements to this policy during the school year;
 - ☐ organising surveys to gauge the thoughts of all pupils;
 - ☐ reviewing the effectiveness of this policy with the Governing Body

Our Lady and St Joseph School

- nominated a link governor to:
 - ☐ visit the school regularly;
 - ☐ work closely with the Headteacher and the Senior Play worker;
 - ☐ ensure this policy and other linked policies are up to date;
 - ☐ ensure that everyone connected with the school is aware of this policy;
 - ☐ attend training related to this policy;
 - ☐ report to the Governing Body every term;
 - ☐ annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- promote the breakfast and after school club with pupils and parents;
- work closely with the Breakfast and After School Club committee who will oversee the organisation, management and development of the both clubs:
 - ☐ School Business Manager
 - ☐ Senior play workers.
- ensure risk assessments are:
 - ☐ in place and cover all aspects of this policy;
 - ☐ accurate and suitable;
 - ☐ reviewed annually;
 - ☐ easily available for all school personnel.
 - ☐ risk assessments are Covid-19 secure
- have in place the following health and safety control measures:
 - ☐ Facilities well maintained, well resourced and kept to a high standard of cleanliness.
 - ☐ Facilities large enough to accommodate an appropriate number of children.
 - ☐ School personnel trained in line with current guidelines and legislation.
 - ☐ Staffing levels in line with the number of pupils attending either breakfast or after-school clubs.
 - ☐ School security risk assessment in place
 - ☐ Parents register their children in advance of attending.
 - ☐ School personnel aware of the pupils who will be attending each session.
 - ☐ Pupil contact details kept up to date.
 - ☐ Parents asked to inform school to any changes to their children's contact or medical details.
 - ☐ Well stocked first aid box in place.
 - ☐ School personnel have access to the medical room facilities.

Our Lady and St Joseph School

- ☐ All school personnel trained in first aid and qualified to administer medications.
 - ☐ Asthma inhalers and Epipens available to those pupils who require them.
 - ☐ School personnel trained to administer medications.
 - ☐ Parents inform school caterers of their children's dietary requirements and allergies to any kind of foods.
 - ☐ All electrical equipment annually PAT tested.
 - ☐ All faulty equipment repaired or replaced.
 - ☐ Equipment checked before every session and taken out of use if faulty.
 - ☐ Equipment annually maintained or when the need arises.
 - ☐ Fire safety equipment conforms to current guidelines and regulations.
 - ☐ All school personnel trained in fire safety procedures.
 - ☐ Fire safety equipment annually maintained and checked every week.
 - ☐ Monitoring and review procedures in place to ensure safe procedures continue.
- provide leadership and vision in respect of equality;
 - make effective use of relevant research and information to improve this policy;
 - provide guidance, support and training to all staff;
 - monitor the effectiveness of this policy by speaking to school personnel, pupils and parents;
 - annually report to the Governing Body on the success and development of this policy.

Role Senior Play Worker and staff

The Senior Play Worker will:

- deal with all day to day management and organisational issues;
 - deal with:
- ☐ **Admissions:** Places are limited to 15 for both clubs. All places are obtained on a first come first served basis. Sessions must be booked and paid for in advance and can be booked for any number of days within the week. Subject to review.
 - ☐ **Organisation:** A daily register is kept together with information about each child's individual needs and emergency contact numbers.
 - ☐ **School administration:** All providers of after school clubs and care will inform the co-ordinator of any relevant changes before proceeding. Including changes of hours, times and fees.
 - ☐ **Contract and registration:** All children must be registered with the club before admittance.
 - ☐ **Fees:**
 - All fees are payable in advance and accepted as cheques, cash or by Parent Pay.
 - Receipts will be given on receipt of payment.
 - Itemised bills will be sent out to parents/carers who are late in making a payment.
 - Prior warning will be given to parents if they fail to comply with the payment of fees policy.
 - Parents/carers will be charged a penalty if they are late in collecting their child.
 - ☐ **Policies:** Both clubs will use the appropriate school policies

Our Lady and St Joseph School

- ☐ **Premises and equipment:** The premises are designed not to restrict mobility for any individual. All equipment is periodically checked and replaced if necessary.
- ☐ **Parents:** Parents are encouraged to comment on the club or talk to staff about any aspect of their child's needs or involvement.
- ☐ **Activities:** All activities are planned to cover a wide range of abilities, interests and ages. Children have a free choice of activities.
- ☐ **Staffing:** All staff are experienced and attend training sessions when required.

- lead the development of this policy;
- work closely with the Breakfast and After School Club staff and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- report to the Governing Body on the success and development of this policy.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as weekly newsletters and of end of half term newsletters;
-
- Headteacher reports to the Governing Body;
- Information displays in the main school entrance;
- Text messages
- Email

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - ☐ All aspects of this policy
 - ☐ Risk Management and Risk Assessment
 - ☐ Safeguarding and Child Protection
 - ☐ Equal opportunities
 - ☐ Health and Safety
 - ☐ Inclusion
 - ☐ First Aid
 - ☐ Novel Coronavirus (COVID-19)
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

Our Lady and St Joseph School

Headteacher:	Sean Flood	Date:	2 nd November 2020
Vice-Chair of Governing Body:	Julian Vennis	Date:	2 nd November 2020