**The Holy Spirit Catholic Primary School**

**Breakfast and After School Club Policy**

**2020 - 2021**



The Holy Spirit Primary School

Cotterill

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The Holy Spirit School provides high quality out of school child care for the children of The Holy Spirit Primary in the form of Breakfast and After School Club. It provides a range of stimulating and creative activities in a safe environment. The club is led by Miss. A. Monaghan. Our aim is to establish an Out of School Club where everyone is made welcome and valued. We are fully committed to working in partnership with parents/carers to provide high quality, safe and stimulating care, learning and play opportunities for children.

The **breakfast club**operates from 8.00 - 8.45am

The **after-school**club operates from 3.10pm - 4:30pm

Clubs are free of charge but a charge will be made if children are not picked up on time.

**Emergency Telephone Numbers**

In case of emergency please firstly contact the school 01928 563148 when the office is closed or in an emergency if that number is unavailable please ring “club out of hours school mobile on 07495013189

We provide care for children between the ages of 4 and 11.

Places are offered on a first-come first-served basis. If all places have been filled a waiting list will be established, with the following order of priority:

1. Working parents
2. Families in vulnerable circumstances

3 Siblings of children already attending the club

4 Those requiring the greatest number of sessions/hours per week

A copy of this policy is provided to all parents of children attending the club and is also available on the website,

***All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.***

**ADMISSIONS**

* Only children attending The Holy Spirit Primary School are eligible to attend.
* places are booked via Gateway
* school must know if your child will be absent from club
* All places are subject to availability.
* The registration process and agreement forms must be completed before the child’s commencement at the club.
* All parents will receive a paper copy of this policy and be able to view it on the website.
* Pupils can use the club on an adhoc basis provided booking, registration and agreement forms have been completed and there are spaces available.
* Children must be collected by 4.30pm, or a late fee will apply.
* All contagious diseases must be notified to staff in advance.
* We reserve the right to withdraw a place from a child who is felt to be a danger to other children or who impedes the effective running of the club.

**UNACCEPTABLE BEHAVIOUR**

* Staff will deal fairly but sympathetically with unacceptable behaviour.
* Parents will be told, if it has been necessary to discipline their child.
* All incidents will be treated individually, but serious incidents will be recorded on CPoMS by the club and reported to the Head teacher.
* Should unacceptable behaviour persist, a verbal warning will be given to parents.
* If a child’s persistent inappropriate behaviour puts other children at risk, or makes it difficult/impossible for the Club to function properly, as a final resort, Parents will be advised in writing, that the child can no longer attend The Holy Spirit “Out of School Club”.

**CONFIDENTIALITY POLICY**

It is a legal requirement for the Out of School Club to hold various items of information about the children who attend the Club. The information is used to produce registers and to have emergency contact details readily available. All this information is stored securely. The Staff at the Club will undoubtedly build positive relationships with both the children who attend the Club and their families and therefore learn more about them. All Staff are aware that this information is confidential and is only used within the Club setting. Parents’ permission would be sought, prior to information about a child/children and/or their parents, being shared with anyone. However if there is a concern or an issue arises concerning safeguarding children, our Child Safeguarding Policy will take priority over confidentiality.

**The Holy Spirit, OUT OF SCHOOL CLUB GENERAL INFORMATION**

**Behaviour Management:**We recognise the importance of positive and effective behaviour management strategies in promoting children’s welfare, learning and enjoyment.

**We aim to help children to:**develop a sense of caring and respect for one another;

• build caring and co-operative relationships with other children and adults;

• develop a range of social skills and help them learn what constitutes acceptable behaviour;

• develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

**Care, learning and play:**The programme of activities and the atmosphere of our Club aim to encourage confidence, independence and enjoyment. Our work has, at its core, the aim of enabling children to develop their emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover and be creative.

**Equal Opportunities:**Our Club is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community.

**Health and Safety:**Our Club takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. The Club aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the Club’s activities and actual existence.

**The following steps will be taken as a matter of course:**·

* Create an environment that is safe and without risk to health;
* Prevent accidents and cases of work-related ill-health;
* Use, maintain and store equipment safely;
* Ensure that all staff are competent in the work in which they are engaged. Our Club is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

**Principles of Inclusion:**Our Club is fully committed to the principles of inclusion. Inclusion is a process by which schools, clubs etc. develop their policies, culture and practices to include all young people. The interests of all children are safeguarded. Comments or acts expressing discrimination will be challenged sensitively but firmly.

**Involving and consulting children:**Our Club, and all our members of staff, are committed to the principle of involving and consulting children whenever decisions are made within the Club that affect them. The involvement of children in decision making, we believe, is beneficial to children, staff and the Club as a whole.

**Partnership with parents and carers:**Our Club recognises that parents/carers play the fundamental role in a child’s development and this should be acknowledged as the basis for a partnership between the Club and parents/carers. We want to work with parents/carers to ensure that our children are happy in the Club and have an enjoyable and rewarding time with us.

**Risk Assessment Policy**

We understand the importance of ensuring that systems are in place for checking that our Club is a safe and secure place for children, staff and other visitors. School risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their duties.

**Special Needs:**We are aware that some children have special educational needs and/or physical disabilities, that require particular support and assistance. We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome and that our activities promote their welfare and development.

**BOOKINGS**

Parents must complete a registration form and a club agreement form before their child/children can attend. These are available from either the school office or the Club Manager, Miss A. Monaghan.

All bookings **must**be made via Gateway to ensure that a register is maintained. This also assists in the management of numbers attending and staff provision. Booking need to be *made at least a day in advance,****please note places can be booked in advance***

**Payment**

There are no fees at present (March 2021) however this may change in the future

**ARRIVALS AND DEPARTURES**

The safe arrival and departure of the children in our care is paramount.

Staff will ensure that an accurate record is kept of all children in the Clubs, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition regular headcounts are carried out during the session.

**ORGANISATION OF CLUBS**

**Breakfast Club**

Breakfast club opens at 8am. Entry to the school is through the side gate to the main entrance, children will ring the bell to be allowed access

Parents/carers must sign their child in on the sheet in the entrance to the club and wait until their child has been handed over to a member of club staff. If a child is registered to attend the club and does not attend for any reason please contact the breakfast club staff as soon as possible. Where no explanation is available for a child’s absence a telephone call will be made to the parent/carer in advance of the usual first day of absence calls made following school registration.

At 8.45am children will collect their belongings and access their classroom through the school courtyard. Younger children or those who are identified as having difficulties will be escorted by staff.

Children not booked onto breakfast club will be refused entry.

**After School Club**

Class teachers will be issued with a copy of the register for Afterschool Club each afternoon and will be aware of which children are due to attend that evening.

Children of a younger age or identified as having difficulties will be collected from class and escorted to After School Club by a member staff.

**If a child that is not booked on to after school club presents themselves at the club, their parent will be telephoned to collect them and they will be kept safely but outside of after school club.**

Children can only be collected by an adult who has been authorised to collect them on their registration form

Parents/carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

Parents/carers must notify the Club if they will be late collecting their child. If the Club is not informed, our policy for uncollected children, which is contained within our Safeguarding Policy, will be followed and a fee may be charged for a late collection.

Children **will not**be allowed to leave on their own.

If a child is booked into After School Club and the place is no longer required but has not been Please let staff know so the place can be offered to another child.

All parents/carers are requested to make sure their child/children are collected by 4.30pm. If you are unavoidably delayed, please contact the school

The Club closes at 4.30pm to enable the staff to tidy up and finish on time. **There is no facility for an extension to this time.**

If a parent/carer is continuously late to collect their child/children a charge of £2.50 per child will be charged, this will need to be paid before the child can return to breakfast club.

This charge is to discourage people from arriving after 4.30pm and should not be seen as a charge permitting late collection. When collection after 4.30pm occurs regularly we reserve the right to withdraw access to the club.

If the parents or carers are having difficulty making the payments for these charges we recommend that they arrange a meeting with Mrs Connolly as soon as possible.

A formal warning may be issued informing the parent/carer that continued late payment will result in their child’s place being withdrawn.

If the fees remain unpaid after all the above options have been explored, the cancellation of the child’s place may take place.

**BEHAVIOUR**

Whilst attending our club, children are expected to follow the school ethos, rules and behaviour policies at all times and the same rewards and sanctions apply. Our rules are displayed in the club

**FIRST AID**

The school first aid and administration of medication policy applies at all times. Parents of a child who becomes unwell during club will be contacted immediately. If a child is sent home during school hours, the school office will inform the club of their absence.

**SAFEGUARDING**

The Breakfast and Afterschool club follow the school’s Safeguarding Policy, a copy of which is on the website.

Our Club believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm. The Head Teacher is the DSL and is the Child Protection Officer will be responsible for liaising with the club leader Miss A Monaghan, our local Children’s Services, the local Safeguarding Children Board and Ofsted in any child protection matter. All our Club staff have been trained in safeguarding and child protection and their training is updated every three years. The Club is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to staff. All staff are carefully recruited, have verified references and have an up to date DBS before their appointment is confirmed. All staff are aware of the main indicators of child abuse and are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. Staff will have an open, positive response to disclosures by children. All allegations or reports of child abuse will be taken seriously. The member of staff to whom the disclosure is made will:

- listen fully to all the child has to say.

- make no observable judgment.

- ask open questions that encourage the child to speak in their own words.

- ensure the child is safe, comfortable and not left alone.

- make no promises that cannot be kept, such as promising not to tell anybody what they are being told.

Report disclosure to the DSL.

Main School Gates will remain locked during the Club session times and access to the school is through the side gate entrance only. A doorbell is in place and no unauthorised or unaccompanied adults are permitted in school when these clubs are in session.

In unforeseen exceptional circumstances, such as medical emergencies or road traffic accidents, when a parent is running slightly late to collect their child from school ie after 3.30pm then that child will be kept safe until the parents arrive. The parent must sign their child off the school premises. If there is space in the afterschool club and the child is placed into afterschool club until parents arrive

**UNCOLLECTED CHILDREN**

In the event that a child is not collected and no contact has been made by a parent, the following procedure will be undertaken:

• Senior staff including the DSL (Designated safeguarding lead) will be informed

If a child has not been collected parents will be contacted. The additional contacts parents have also given will be used. If these contacts are unavailable for approximately 1 hour after the close of their club, the police and Children’s Social Care will be contacted.

**OTHER POLICIES**

The Breakfast Club and After School Club follow all other school policies.

* • Safeguarding and Child Protection
* • Equal Opportunities
* • Health & Safety
* • First Aid and Medicine Policy