



MICKLEOVER PRIMARY SCHOOL

Name of Policy: Before & After School Club Policy

Date of Policy: June 2019

Member of Staff responsible: L Gerver / L Powell

Review date: June 2021

Signature: _____

Chair of Governors

Date Approved: _____

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Statement of intent

Mickleover Primary Before & After School Club believes in creating a safe, welcoming and stimulating environment for all the pupils in its care. The school believes that a safe social atmosphere helps pupils of all ages to develop their social skills and confidence.

In order to help and support parents/carers, the school aims to provide an affordable and convenient wrap-around childcare service. Breakfast and after-school care clubs are made available to pupils aged 4 to 11, allowing parents/carers more flexibility with their working hours.

The clubs caters for up to approx. 40 pupils at a time, ensuring that there is an appropriate staff to pupil ratio at all times.

1. Legal framework

- 1.1. This policy has due regard to statutory legislation including, but not limited to, the following:
 - The Health and Safety at Work etc. Act 1974
 - The Children Act 2004
 - The Equality Act 2010
 - The Children and Families Act 2014
- 1.2. This policy has due regard to national guidance including, but not limited to, the following:
 - DfE (2014) 'Health and safety: advice on legal duties and powers'
 - DfE (2018) 'Keeping children safe in education'
- 1.3. This policy is used in conjunction with the following school policies and procedures:
 - Supporting Pupils with Medical Conditions Policy
 - Anti-Bullying Policy
 - EYFS Procedures
 - Complaints Procedure Policy
 - Health and Safety Policy
 - Behavioural Policy
- 1.4. The school ensures that a clear framework is established for the delivery of the provision, which includes the following information:
 - Aims and objectives
 - A description of the service
 - Pricing information
 - Arrangements for marketing and informing parents/carers

2. Admissions and fees

- 2.1. The Governors have the right to give notice on a pupil's place in club by providing one month's notice. Parents must provide the school with one months notice if they wish to leave club.
- 2.2. We reserve the right to cancel any places booked if there are fees outstanding in excess of £50
- 2.3. Mickleover Primary Before & After School Club admission policy is for :
 - priority to be given to pupils attending 6 or more sessions.
 - Sessions booked in advance in decreasing order from 6, with afternoon sessions prioritising morning sessions.

- Reduction in number of sessions may result in loss of place

When all the places have been filled, new applications are placed on a waiting list.

- 2.4. The staff to pupil ratio for Mickleover Primary Before & After School Club is 1:8 for under 8 and 1:20 for over 8
- 2.5. Before a pupil starts, parents/carers are given the following information:
 - **The Admission procedures and Fees**
 - **Mickleover Primary Before & After School Club Policy**
- 2.6. Parents/carers are required to complete and return the registration form before pupils attend the club.
- 2.7. The standard daily fee for attending the breakfast club is **£5.00**, the after-school care club is **£9.00**. The following conditions are also in place:
 - All fees must be paid **monthly**
 - Fees **must** be paid via the schools payment system (currently SCOpay)
 - No place will be given without prior payment
 - The clubs **accept** childcare vouchers
 - Fees are charged if attendance is booked and the child does not attend
 - There is a fee of **£9** per **15mins** for late collection of pupils

3. Club activities

- 3.1. Mickleover Primary Before & After School Club offers a wide variety of activities with the aim of developing pupils' social skills.
- 3.2. All activities are available to a mix of age groups, ensuring that pupils are given the opportunity to interact with others who have similar interests, rather than always being with classmates or small groups.
- 3.3. In order to ensure that pupils' interests and needs are met, pupils will be given the opportunity to contribute to the planning of extra-curricular clubs and activities.
- 3.4. Pupils partaking in the club are registered at the beginning and end of the session in order to ensure that nobody is missing.
- 3.5. Whilst clubs and activities are being conducted, the designated member of staff leading the club is responsible for the safety and welfare of all pupils.
- 3.6. Appropriately trained members of staff partake in clubs and activities where special educational needs and disabilities (SEND) provision is needed.

4. Arrivals and departures

- 4.1. Mickleover Primary Before & After School Club is fully committed to the safety and security of all the pupils in its clubs and on the school premises; therefore,

a number of procedures are in place for when pupils arrive and leave the school premises:

- Attendance is recorded in the register; the parents/carers of any pupil who was booked to attend, and is not present when the register is called, are contacted immediately.
- A member of staff is always present at the collection point to escort pupils to the designated areas.

4.2. At the end of the after-school care club, members of staff carry out the following checks to ensure the safety of pupils:

- Children are signed out by a member of staff when they leave the premises.
- Only registered individuals are allowed to collect the child. If someone other than the person registered is collecting the child, staff must be notified by the registered person no later than **half an hour** in advance.
- If the registered person is running late, staff must be notified before the end of the collection period by the registered person.

5. Involving parents/carers

5.1. Mickleover Primary Before & After School Club aims to achieve effective communication with parents/carers; therefore, it has the following protocols in place to ensure effective information sharing:

- Parents/carers are invited to visit the facilities before their child attends.
- All the club's policies are available on the Mickleover Primary's website, and hard copies are also available upon request.
- All members of staff take note of information from parents/carers that could affect the happiness and wellbeing of their child.
- Parents/carers are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.

6. Missing child procedure

6.1. Mickleover Primary Before & After School Club has procedures in place to ensure the safety and wellbeing of all the pupils in the school's care. If, at any time, a pupil cannot be located, the following steps are taken:

- All members of staff are alerted that a pupil is missing.
- Members of staff conduct a search of the premises and the surrounding area.
- At least one member(s) of staff stays with the other pupils involved in the club, in order to prevent further problems and keep a calm atmosphere.
- If the pupil is not located within 10 minutes, the police and the parents/carers of the pupil are informed.

- The search for the pupil continues until the police arrive.
- The Headteacher liaises with the police and the parents/carers of the pupil.

7. Health and safety

7.1. All members of staff at Mickleover Primary Before & After School Club are aware of their responsibilities and duties in regards to the Health and Safety Policy. All members of staff are responsible for:

- Recording incidents, accidents and near misses.
- Maintaining a safe environment for pupils and adults.
- Taking part in any relevant health and safety training.

8. Illness and injury

8.1. In the event of illness or injury, Mickleover Primary Before & After School Club acts in accordance with the Accident Reporting Procedure .

8.2. All members of staff at Mickleover Primary Before & After School Club are trained in first aid and are aware of their duties if a pupil is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:

- If a pupil becomes ill, the parents/carers are contacted and asked to collect their child
- If a pupil is complaining of illness, but the member of staff does not believe it is serious, they monitor the pupil until the end of the day
- If a pupil suffers a minor injury, first aid is administered and the pupil is closely monitored for the rest of the session.

8.3. If a pupil suffers a major injury or becomes seriously ill, the following procedures are implemented:

- If a pupil needs to go to the hospital, an ambulance is called and a member of staff accompanies them
- The parents/carers of the pupil are notified immediately
- Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future

9. Medication

9.1. Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy.

9.2. At Mickleover Primary Before & After School Club members of staff are aware of the importance of administering prescribed medication to pupils. The school

understands that parental consent is crucial. With this in mind, Mickleover Primary Before & After School Club has the following rules in place for administering medication to pupils:

- Before any medication is given, staff refer to the form completed by the parent/carer for dosage instructions.
- Time administered and staff initials are recorded on the pupil's medication form.
- If a pupil refuses to take the medication, the member of staff does not administer it. The parent/carer is notified immediately.
- If a certain medication requires training to administer, only members of staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, the changes are recorded on the medical forms. Parents/carers are required to sign the forms again before any change in procedure.

10. Behaviour

- 10.1. Mickleover Primary Before & After School Club is subject to the existing Behaviour Policy, disciplinary issues are reported to the parents/carers of the pupil.
- 10.2. Continuous bad behaviour and rule breaking may result in the pupil being barred from attending the clubs.
- 10.3. Any outstanding fees paid by the parent/carer are returned if a pupil is barred from attending the clubs.

11. Anti-Bullying Policy

- 11.1. Mickleover Primary Before & After School Club has a strict Anti-Bullying Policy which is to be implemented at all times.
- 11.2. Any pupil who is the victim of bullying is supported in a sympathetic and friendly manner.
- 11.3. If bullying is reported, it is noted by a member of staff and the parents/carers of both pupils are informed.
- 11.4. Mickleover Primary Before & After School Club defines bullying as repeated harassment of others, including psychological, physical, verbal or emotional abuse.
- 11.5. If it is discovered that bullying has taken place, the following procedures are adhered to:
 - Incidents are dealt with in a sensitive and thorough way
 - Victims have the chance to discuss what happened with a member of staff
 - Victims of bullying are reassured that the case will be taken seriously

- Victims of bullying are monitored to ensure further incidents do not occur
- If another pupil reported the incident they are reassured that they did the right thing
- The pupil who is accused of bullying is made to understand why their behaviour was wrong
- If the bullying persists, more serious action, such as exclusion, is considered
- All incidents are reported to the **Headteacher**, and incidents are recorded

12. Early years foundation stage (EYFS)

12.1. The EYFS coordinator for Mickleover Primary is Mrs Whittingham. In line with DfE guidelines, the EYFS coordinator has the following responsibilities:

- Ensuring that all members of staff have been given adequate EYFS training
- Identifying EYFS pupils when they join
- Assigning a key person for every EYFS child
- Setting up a communication book so that the clubs, staff, and parents/carers can discuss any concerns
- Meeting with the primary EYFS provider to discuss the status and progress of EYFS pupils

13. Uncollected children

13.1. Staff members at Mickleover Primary Before & After School Club do their best to ensure the effective communication between the school and parents/carers.

13.2. If the parent/carer is up to 15 minutes late, the following procedure is followed:

- A member of staff attempts to contact the parent/carer using the details provided on the registration documents
- If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts listed on the registration form
- For the duration of the wait, the child is supervised by members of staff
- A penalty notice will be issued for £9 per 15 minute period from 6pm onwards

13.3. If the parent/carer is more than 15 minutes late, the following procedures are followed:

- If a member of staff has not reached the parent/carer, or an emergency contact, they contact the local social care team for advice

- The pupil remains on the premises with a member of staff, or is placed with the local social care team
- If the pupil has left the premises with the local social care team, a note is left on the door to the club, informing the parent/carer of the pupil's location. A contact number and address is displayed

14. Emergency evacuation/closure

14.1. In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.

14.2. In the case of an emergency, the following procedures are followed:

- Emergency services are contacted
- All pupils are evacuated from the building and taken to the designated emergency assembly point – currently, this is the school playground
- A member of staff collects the register and checks that all the pupils are at the emergency assembly point
- If a pupil is missing from the emergency assembly point, the emergency services are immediately informed
- Parents/carers are contacted to collect their children
- All pupils remain at the emergency assembly point until they are collected by their parent/carer

14.3. If a pupil has not been collected after undergoing the emergency procedure, members of staff follow the uncollected child procedure.

15. Monitoring and review

15.1. This policy is reviewed every two years by the governing body.

The scheduled review date for this policy is June 2021.