

Dorothy Barley Infant School



Breakfast Club and After School Club Policy

This policy was updated: November 2022

This policy was ratified by the Governing Body on: TBC

This policy will be reviewed: November 2023

Frequency of review: Yearly or sooner if necessary.

Introduction

The before and after school club is run by Dorothy Barley Infant school and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.00am-8.50am and from 3.15-5.45pm term time, and current costs for each session can be obtained from the school office or the school website.

All parents must complete a registration form for each child attending the club.

Admissions

Only children attending Dorothy Barley Infant school or Dorothy Barley Junior Academy are eligible to attend Club.

All places are subject to availability.

The registration process must be completed prior to the child's commencement at the club.

All club staff are made aware of the details of a new child.

Children's attendance is recorded in a register.

Parents must ensure their ParentPay Account is topped up to cover the cost in advance of any session that they wish their child to attend.

Arrival and departure

Breakfast Club

Parents/carers are required to bring their child directly to the club to sign them in. You should enter the club via the external dining hall door, where staff will be present to greet you.

Children will be supervised leaving the club going to their year group classrooms at the end of the club session.

At 8.35 am the infant staff on duty in the club open the side door next to the kitchen and the junior children are taken into the junior playground by a member of DBI staff. (this is the DBJA start time for all junior year groups). Years 3,4 and 6 enter the junior school via the Year 3 entrance and Year 5 children enter the junior school via the Year 5 entrance.

After School Club

The EYFS children will be taken down to the Club by a member of the club staff. The Key stage One children will be taken down by another member of the club staff at the end of the school session.

Junior school children are brought to the side entrance of the dining room (next to the kitchen) by junior school staff at 3.15pm, and are handed over to the infant staff on duty in the hall.

The register will be taken of children in After School Club.

Departure:

When a child is collected at the end or during a session, they must be signed out by a parent/carer or named collector and the time recorded. This will be under the supervision of a staff member from the club.

Parents/ carers must ensure that any person who may collect their child is listed on the registration form and it is fully up to date.

If parents/carers wish someone aged 15-16 yrs. to collect their child, this will have to be requested in writing. The school will not let a child go with anyone younger than 15 yrs.

Behaviour

Whilst attending Club children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

First Aid

- All accidents will be recorded in the school accident book and accurately reported to the parents/carer upon collection . Bump note will also be issued for all head injuries and injuries which are more serious (for example, cuts)
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

Missing or Uncollected children

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has **not** been collected by 5.45pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Children's Services will be informed, as per Local Authority procedures.

Fees

Fees for Breakfast Club are as follows:

Cost: £3.50 per hour, per child (breakfast meal provided)

Fees for After School Club are as follows:

Cost: 3.15pm-5.15 pm £12.00 per child (flat rate per session).

All children **must** be collected by 5.45 pm at the latest as staff are no available to supervise children after this time and the school building is locked.

Fee collection- All payments are to be made in advance or on the day via ParentPay. If fees/fines are not paid, then the school will notify parents/carers that attendance will be suspended (Please see our debt policy for further details).

Related Whole School Policies:

- Safeguarding and Child Protection Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Behaviour Policy