



Delves Lane Primary School

Breakfast/After School Club and Childcare Policy

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Approved by:	Governing Body

Breakfast and After School Club/Childcare Policy

Delves Lane Primary School provides out of school child care, for the pupils at our school, in the form of Breakfast, After School Club and Childcare provision. The clubs and childcare provide a range of stimulating and creative activities in a safe environment.

Our aim is to provide Out of School provision 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 7.50am - 8.40am (daily during term time)

The **After-School** clubs operate from 3.10pm – 4.00pm (Monday to Thursday during term time only)

The **After-School Childcare** operates from 3.10pm – 5.30pm (Monday to Thursday during term time only)

Emergency Telephone Numbers

In case of emergency please contact the school office number 01207503984.

We provide After School Club and Childcare for children between the ages of 4 and 11.

We provide care for Nursery, aged 3+ for Breakfast Club ONLY.

Places are offered on a first-come first-served basis, with a capacity of up to 20 children per session in Breakfast and After School Clubs. We offer up to 16 places in our After School Childcare provision.

We request that bookings are made by midnight on a Thursday, for sessions the following week. If all places have been filled, a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club or childcare
2. Those requiring the greatest number of sessions/hours per week

All parents must complete an electronic weekly booking form for each child attending the club and sign an agreement to adhere to the terms of this policy.

ADMISSIONS

- Only children attending Delves Lane Primary School are eligible to attend.
- **FEES ARE PAYABLE IN ADVANCE**
- Fees must be paid for agreed days
- All places are subject to availability
- The registration process and agreement forms must be completed before the child's commencement at the club/childcare
- All parents will receive a copy of this policy and be able to view it on the website
- Pupils can use the club on an ad-hoc basis provided booking, registration and agreement forms have been completed and there are spaces available
- Children must be collected by 5.30pm from Childcare, 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 manage a child's behaviour, because it has caused concern.

- All incidents will be treated individually, but serious incidents will be recorded on the school's CPOMS system by the club leader/childcare leader 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 or Childcare to function properly, as a final resort, Parents will be advised in writing, that the child can no longer attend Delves Lane Primary School Out of School Club/Childcare.

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/Childcare. 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/Childcare will undoubtedly forge relationships with both the children who attend the Club/Childcare 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/Childcare 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.

DELVES LANE PRIMARY OUT OF SCHOOL CLUB/CHILDCARE 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 Clubs/Childcare 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 Clubs/Childcare 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/Childcare takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance.

The Club/Childcare aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the Club/Childcare 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/Childcare 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/Childcare 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/Childcare, and all our members of staff, are committed to the principle of involving and consulting children whenever decisions are made within the Club/Childcare that affect them. The involvement of children in decision making, we believe, is beneficial to children, staff and the Club and Childcare as a whole.

Partnership with parents and carers:

Our Club/Childcare 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/Childcare and parents/carers.

We want to work with parents/carers to ensure that our children are happy in the Club/Childcare 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/Childcare 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 AND PAYMENT

Parents must complete an electronic booking form before their child/children can attend. Please contact the school office via email clubbookings@delveslane.co.uk and the link will be emailed to parents.

All bookings for activity clubs **must** be made via Parent-Pay to ensure that a register is maintained. This also assists in the management of numbers attending and staff provision.

All bookings for Breakfast and After School Childcare must be made weekly completing an electronic booking form. **This must be completed by midnight on the preceding Thursday before the following week but can be made in advance of that day.**

Confirmation of your booking will be emailed on Friday each week.

Please note, if your booking follows a school holiday, the form will be available until midnight on the preceding Friday before the start of the new term/half-term, when children return to school. Confirmation of these bookings will be emailed to parents on the first afternoon when school opens.

Childcare Vouchers

If you pay by Childcare Vouchers you should book your place as above for standard bookings. As voucher payments are transferred directly to our school bank account, then an email must be sent to school notifying us of your payment as soon as you have made it, so that we can credit your club accounts and the bookings won't be cancelled. An email should be sent to clubbookings@delveslane.co.uk detailing your child's name and the account to be credited to breakfast, after school club or childcare to cover your specific bookings. If we do not receive this information we will not know how much to credit each club with and your bookings will be cancelled.

These bookings will then be reconciled with the Voucher payments that school receives via each supplier. This facility is only available to those families that have indicated that they wish to pay by Childcare Vouchers. You should notify the admin team in the school office should you wish to pay this way.

Please do not just turn up at the clubs or childcare if you have not reserved a space. For breakfast club we will have no option but to refuse entry to the club. For after school club we will telephone you to collect your child who will be kept safely outside of the after-school club. We reserve the right to charge an administration fee should this occur.

Other Payment Methods

If you need to pay by an alternative method e.g. invoice or government funding, please contact the school office to make these arrangements.

Payment

Fees are currently charged at £7.00 per session for After School Childcare and £1 per session for after School Clubs. Breakfast Club costs £2.00 per day. The Governing Body reserves the right to increase these charges as appropriate. **There is no sibling discount. Fees must be paid in advance via Parentpay.** If on the morning of a club, there is no credit in the club on Parentpay, then the place will automatically be cancelled off the system.

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/Childcare, and that any arrivals 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 club session.

ORGANISATION OF CLUBS

Breakfast Club

Breakfast club opens at 7.50am. Parents/carers must escort their child to the club leader. The club leader will mark the child off on the register. Parents and carers must 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 email the school office as soon as possible clubbookings@delveslane.co.uk. 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 8.40am children will collect their belongings and go to classes with a member of staff to class (infants) and make their way to classes (juniors). Younger children or those who are identified as having difficulties will be escorted by staff.

Children not booked into breakfast club will be refused entry.

After School Club

Class teachers and Teaching Assistants will access the register for Afterschool Club and Childcare each afternoon and will be aware of which children are due to attend every afternoon.

Children will be collected from classes in the juniors by identified members of staff and escorted to the junior hall. They will be registered in the hall.

Once Club Leaders have seen their own classes out, will go along to the hall to collect their club children. Club leaders will register their children when in classroom/hall (wherever the club is being held). Children in the infant building and those identified as having difficulties will be collected from class and escorted to After School Club by a member of staff. They will also be registered at their infant club by the club leader.

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

All After School Club staff will escort children to the main office (juniors) when club has finished and ensure that children are collected by an adult on the school's contact list. Any children with written walking home consent will be allowed to leave the premises.

Parents/Carers - Please note there is no crossing patrol at 4.00pm when clubs finish.

All After School Club staff in the infants will hand children to an adult at the classroom door, or main infant reception outside of infant hall. Infant children must be collected and cannot walk home from school.

After School Childcare

Class teachers and Teaching Assistants will receive an email and a paper copy of children attending childcare every day from Monday to Thursday each afternoon and will be aware of which children are due to attend that evening. If teachers require a second copy of the list then they must contact the school office before the end of the school day.

Children will be collected from classes in the juniors by identified members of staff and escorted to the junior hall. They will be registered in the hall.

Childcare leaders will register their children when in Childcare. Children in the infant building and those identified as having difficulties will be collected from class and escorted to After School Childcare by a member staff. They will also be registered by childcare leader.

All children will be escorted to childcare by a member staff.

If they have any queries or concerns they can contact the main office until 4.00pm and a member of the School Leadership Team at any time.

Any children attending after school extra-curricular clubs before Childcare will be escorted to Childcare once the activity has concluded. On their arrival at After School Childcare they will be registered by the Childcare Staff.

Registers – Clubs and Childcare

If a child is booked into a Club/Childcare but does not attend registration, we will check whether the child was present at school that day. If the whereabouts of the child are not known, staff will immediately inform the designated contact at the school and take the following steps:

- All staff on the school premises will conduct a thorough search of the premises and

- surrounding areas
- Contacts listed on the registration form will be contacted
- Police may be notified

It is the responsibility of the Class Teacher or PPA cover Teacher/Teaching Assistant to ensure they check that all children on registers for clubs and childcare attend the after-school provision unless the child is absent from school. Junior class teachers will ensure that club and childcare children are ready to be collected from class by 3.05pm each day. Children will be collected by identified members of staff and escorted to the school hall.

It is the responsibility of the Club Leader/Childcare Leader to take the register for their club/childcare and alert the main office immediately if children are missing from the club/childcare.

Parents/Carers Collection from After School Clubs

Parents/carers collecting children from after school clubs should collect from classroom doors in the infant building or main reception area into Infant Hall for PE clubs. Parents/carers collecting children from after school clubs in the juniors must collect all children from main school reception. Parents and carers must wait outside the school building and children will be handed to their adults.

Children can only be collected by an adult who has been authorised to collect them on their registration form or by having knowledge of a pre-arranged password.

Parents/carers must inform the After-School Club in advance if someone who is not listed on the registration form is to collect the child. **Parents and Carers must contact the school office before the end of the school day to share this information.** Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

Parents/Carers Collection from Childcare

Parents/carers collecting children should knock at the door to Childcare building and a member of childcare staff will ensure the child is escorted to the door for parent/carer. Parents/carers must sign their child/children out of childcare.

Children can only be collected by an adult who has been authorised to collect them on their registration form or by having knowledge of the pre-arranged password.

Parents/carers must inform School Office prior to the end of the School Day 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 Childcare if they will be late collecting their child by contacting the Childcare Mobile Number - 07443930365. If the Childcare 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.

All parents/carers are requested to make sure their child/children are collected by 5.30pm. If you are unavoidably delayed, please contact the Childcare Mobile Number: 07443930365.

The Club closes at 5.30pm 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 £5.00 per child will be imposed. This will be added to the next invoice on Parent Pay.

This charge is to discourage people from arriving after 5.30pm and should not be seen as a charge permitting late collection. When collection after 5.30pm occurs regularly we reserve the right to withdraw access to childcare.

Any queries regarding fees should be directed in the first instance to Admin Team in the school office.

If the parents or carers are having difficulty making payments we recommend that they contact the school office as soon as possible.

Where there is no explanation for repeated lack of payment, the parents/carers will be contacted to discuss payment options. 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 or childcare, children are expected to follow the school ethos, rules and behaviour policies at all times and the same rewards and sanctions apply. Our school rules are displayed around our school site.

FIRST AID

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

SAFEGUARDING

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

Our After-School Clubs and After School Childcare 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. She has had considerable experience and extensive up to date training. She will be responsible for liaising with the club leaders, Childcare Leaders, School Operations Manager and Admin Team, our Social 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 Clubs and Childcare are 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.

Doors will remain locked during the Club/Childcare session times and access to the school is through the main school entrance (junior clubs), classroom doors (infant entrances) or Childcare Building (Childcare). 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 i.e. after 3.15pm then that child will be kept safe until the parents arrive. If there is space in the afterschool childcare and the child is placed into afterschool childcare we reserve the right to impose a charge for those children depending on the time of collection.

MISSING OR UNCOLLECTED CHILDREN

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

- Senior staff including the DSL (Designated safeguarding lead) will be informed
- Club supervisors will search the club/childcare and building and an outside search will be conducted by other staff. If the child remains missing emergency services will be contacted.

If a child has not been collected by 4.00pm from After School Club OR 5.30pm from childcare then 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