



Breakfast and After School Club Policy  
2022-2023



## POLICY STATEMENT

Badbury Park Primary School provides high quality out of school childcare for pupils of the school in the form of Breakfast and After School Club. It provides a range of stimulating and creative activities in a safe environment. Our aim is to establish wrap around care 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 7.45am - 8.45am (term time only) and costs £4 per session. The after-school club operates from 3.00pm – 4.00pm or 5.00pm (term time only) and costs £5/£8.50 per session. Places are offered on a first-come first-served basis. There is a maximum of 20 places currently.

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 (see Annexe 1)

## ADMISSIONS

- Only children attending Badbury Park Primary School are eligible to attend.
- The registration process and agreement forms must be completed before the child's commencement at the club.
- Sessions must be booked and paid for in advance on the ParentPay website by Wednesday 12pm of the previous week.
- All places are subject to availability.
- 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 **promptly by 5:00pm**.
- 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.

## BEHAVIOUR MANAGEMENT

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

## **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 Headteacher.
- 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 Badbury Park Primary School After 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 and 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.

## **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.

## **PARTNERSHIP WITH PARENTS/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**

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.

## **BOOKINGS AND PAYMENT**

Parents must complete a registration form and a club agreement form before their child/children can attend. These are available from the school office and on the website. All bookings 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. Bookings need to be made by midnight on the preceding Wednesday, but can be booked up to 100 days in advance. If you require a space at either club after the cut-off, you may telephone school to check availability and if we have capacity in terms of staff ratios then we may be able to book you in.

N.B: Please do not just turn up at the clubs 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.

Fees are currently charged at £5.00/£8.50 per session for After School Club and £4.00 per session for Breakfast Club. 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.

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 the school's bank account, an email must be sent to school notifying 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 [admin@badburyparkprimary.co.uk](mailto:admin@badburyparkprimary.co.uk) detailing your child's name and the amount to be credited to breakfast and after school club 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

## **DROP OFF & COLLECTION**

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.

After School club closes at 5.00pm to enable the staff to tidy up and finish on time. There is no facility for an extension to this time. If children are routinely collected late from a club, parents will be contacted to discuss the situation. After School Club staff have the same duty of care as at the end of the school day; they will inform the school office if children are collected late. This could result in a child being prevented from remaining in or attending a 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. All our Club staff have been trained in safeguarding and child protection level 1 and this is updated yearly. Any concerns will be reported to the schools Designated Safeguarding Lead, Mrs Louise Dance, or one of the deputy safeguarding leads. All staff are carefully recruited, have verified references and have an up-to-date DBS before their appointment is confirmed.

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 3.30pm then that child will be kept safe until the parents arrive. If there is space in the afterschool club and the child is placed into afterschool club we reserve the right to impose a charge for those children depending on the time of collection.







## Badbury Park Primary School

### Registration form for Wrap Around Care

#### 1. Child's Personal Details

Surname	First name
	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth	Class

#### 2. Child's Parents/Carers Details

Emergency contact details- first priority		Emergency contact details- second priority	
Title	First Name	Title	First Name
Surname		Surname	
Relationship to Child		Relationship to Child	
 Mobile		 Mobile	
 Home	 Work	 Home	 Work
Email		Email	
Name, contact details and relationship to child of person(s) regularly dropping off/collecting child if different from above			

#### 3. About your child

Please detail any additional/special needs your child has: (please provide full details)
Please detail any dietary requirements / food allergies for your child: (please provide full details)
Requested food substitutes for allergies e.g. soya milk
Does your child have any medical conditions that we should be aware of?    Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes", please provide details
What are your child's favourite activities?
Is there anything your child doesn't like (food, games etc.) or is scared of?



# Badbury Park Primary School

## Registration form for Breakfast Club



### Preferred Sessions Required

Requested start date \_\_\_\_\_

<p><b>Regular attendance:</b> Please indicate which days your child will attend the breakfast club by ticking the boxes below.</p> <p><input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri (please select)</p> <p><b>Casual attendance:</b> If you are not expecting your child to attend the breakfast club regularly, please indicate how you would like to use the service.</p>	
<p>Will you be using Childcare Vouchers? If yes, please confirm the childcare voucher provider's name and details.</p>	
<p>Will you be using the tax free childcare scheme to pay for Breakfast Club</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

***Breakfast Club Consent***

- *I agree to pay £4 per session in advance on ParentPay.*
- *I understand that Payment will not be refunded for non-attendance*
- *I consent to my child receiving medical treatment in an emergency*
- *I agree to see my child onto the premises and ensure they are registered with staff*
- *I agree to inform the school office of any change to the information supplied on the Registration Form.*
- *I agree that my child will adhere to the same rules of behaviour and conduct apply in Breakfast Club as at school.*

**I have read, understood and agree with the above .....(signed)**

.....(date)



## Badbury Park Primary School Registration form for After School



Requested start date \_\_\_\_\_ \*

*\*Please note that After School Club is not available to book for Reception children until their first full week in school.*

**Regular attendance:** Please indicate which days your child will attend After School Club

Mon  Tues  Wed  Thurs  Fri (please select)

**Casual attendance:** If you are not expecting your child to attend After School Club regularly, please indicate how you would like to use the service.

Will you be using Childcare Vouchers? If yes, please confirm the childcare voucher provider's name and details.	
Will you be using the tax free childcare scheme to pay for After School Club?	<input type="checkbox"/> Yes <input type="checkbox"/> No

***After School Club Consent***

- *I agree to give up-to-date information about my child/children, including any change of emergency contact details*
- *I agree to pay £5/£8.50 on ParentPay in advance (If paying by tax free childcare or childcare vouchers, Parentpay is credited once you have made a payment)*
- *I agree that my child will adhere to the same rules of behaviour and conduct apply in After School Club as at school.*
- *I understand that payment will not be refunded for non-attendance*
- *I will ensure that my child is collected before or at 5pm every day*
- *I agree to Inform the school if my child/children are to be absent from After School Club*

I have read, understood and agree with the above .....**(signed)**

.....**(date)**