



## SOHO PARISH PRIMARY POLICY Breakfast and After School Club 2022-2025

<b>Most recent review</b>	<b>Sep 2022</b>	<b>Next review due</b>	<b>Sep 2025</b>
<b>Governor committee responsible</b>	<b>FGB</b>	<b>Written by</b>	<b>Louise Ritchie</b>

### POLICY STATEMENT

Soho Parish CE Primary School provides high quality out of school child care for the children of Soho Parish 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 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 8.00am – 9.00am (term time only) and costs £5 per session.

The **after-school club** operates from 3.30pm - 5:30pm (term time only) and costs £5 per hour.

### EMERGENCY TELEPHONE NUMBERS

In case of emergency please firstly contact the school mobile phone on **07383 560 101** when the office is closed or in an emergency if that number is unavailable.

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, also on a first-come, first-served basis.

A copy of this policy is provided to all parents of children attending the club and is also available on the website, with an up to date price schedule. 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 Soho Parish School are eligible to attend.
- FEES ARE PAYABLE IN ADVANCE

- Fees must be paid for agreed days, even when a child is absent.
- 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 an emailed 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, 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 Soho Parish Out of School Club.

## DATA PROTECTION

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 in line with the school Data Protection policy and staff are expected to treat all information confidentially.

## OUT OF SCHOOL CLUB GENERAL INFORMATION

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### *BEHAVIOUR MANAGEMENT*

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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. We follow the school behaviour policy.

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### *EQUAL OPPORTUNITIES*

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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, in line with the school's Equality policy.

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### *HEALTH AND SAFETY*

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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. We follow the school Medical Conditions and First Aid policies.

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#### *PRINCIPLES OF INCLUSION*

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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.

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#### *INVOLVING AND CONSULTING CHILDREN*

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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.

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#### *PARTNERSHIP WITH PARENTS AND CARERS*

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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.

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#### *RISK ASSESSMENT POLICY*

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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.

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## *BOOKINGS AND PAYMENT*

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Parents must purchase their breakfast, extra-curricular and play club sessions either in advance for the full term or in advance of an ad hoc session. We do not require a registration form, as club staff have access to contact and medical details through school systems. All bookings must be made by payment in full via Parentmail at the start of the long term to ensure that a register is maintained. This also assists in the management of numbers attending and staff provision. Bookings and payments should be made on Parentmail under 'payments', 'shop'.

Parents who use childcare vouchers should contact [sbm@sohoparish.co.uk](mailto:sbm@sohoparish.co.uk) with a list of clubs they wish their child to attend.

Children eligible for free school meals may attend two specialist / extra-curricular clubs (not play club) free of charge. In addition they may attend choir for free.

Parents may book a one-off place in play club any time before 12 noon on the day they wish their child to attend. This can be done by calling the office to check whether there is availability. If this is confirmed, they should make a one-off payment via parentmail.

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## *CHILDCARE VOUCHERS*

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If you pay by Childcare Vouchers you should book your place with the office and we will invoice you. As voucher payments are transferred directly to LCC's bank account, then 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 [office@sohoparish.co.uk](mailto:office@sohoparish.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. These bookings will then be reconciled with the Voucher payments that school receives via LCC. This facility is only available to those families that have indicated that they wish to pay by Childcare Vouchers.

Bookings for Breakfast Club and Afterschool club are usually made at the start of term by a given deadline in the first week for standard days each week. This enables us to plan our staffing in advance. Cancellations are not possible and refunds not given if your child is ill. Bookings can also be made on an ad hoc basis, only if staffing ratios are sufficient. To do so, call the office no later than 12 noon on the day you wish your child to attend.

After the deadline, we will have arranged staffing based on those numbers and therefore fees will apply if your child does not attend for whatever reason. The charge relates to the place being held and not the actual attendance. 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.

Payment Fees are currently charged at £5.00 per hour for After School Club and £5.00 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 Parentmail.

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## ARRIVALS AND DEPARTURES

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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

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### *BREAKFAST CLUB*

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Breakfast club opens at 8.00am. Entry is through the red door, which is staffed from 8.00am. At 8.45am children will collect their belongings and go straight to their classroom. 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*

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Class teachers will be issued with a copy of the register for After school Club at the start of term and will be aware of which children are due to attend each session. Children will be 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. We reserve the right to charge an administration fee should this occur. Any children attending after school extra-curricular clubs will be delivered to After School Club staff once the activity has concluded. On their return to After School Club they will be registered. If a child is booked into the Club 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

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### *COLLECTION*

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Parents/carers collecting children should wait at the red door. To collect their child at times other than 4.30 or 5.30, parents should call the school mobile phone. Children can only be collected by an adult who has been authorised to collect them on their school 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 (via the school office or play club mobile phone). Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

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### *LATE COLLECTION*

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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. All parents/carers are requested to make sure their child/children are collected by 5.30pm. If you are unavoidably delayed, please firstly contact the school mobile phone kept in the club. The Club closes at 5.30pm. There is no facility for an extension to this time. If a parent/carer is late more than twice to collect their child/children a charge of £5.00 per child will be imposed. When collection after 4.30pm or 5.30pm (depending on hours purchased) occurs regularly we reserve the right to withdraw access to the club.

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### *FEE PAYMENT*

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

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### *BEHAVIOUR*

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Whilst attending our club, children are expected to follow the school ethos, rules and behaviour policies at all times.

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### *FIRST AID*

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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.

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### *SAFEGUARDING*

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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 Designated Safeguarding Lead. There will always be a DSL or DDSL on site or, in rare circumstances, contactable by phone. The DSL will be responsible for liaising with the club leaders, 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 annually. 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.

Gates / doors will remain locked during the Club session times and access to the school is through the red door on Archer Street only. 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. 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.



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### *MISSING OR UNCOLLECTED CHILDREN*

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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 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 6.00pm 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.

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### *OTHER POLICIES*

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

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