

**Breakfast and After School Club Procedure**

**What is the purpose of this procedure pack?**

The purpose of this procedure document is to provide information on how the Breakfast (BC) and After School Club (ASC) at Curledge Street Academy operate, and the policies that are followed to ensure the service is sustainable, safe, inclusive, and of good quality.

**What are the key principles that underpin the management and organisation of the Clubs?**

We wish to ensure that the children of our school are provided with supervised play activities in a safe and stimulating environment. One need only look at our out of school provision to see how greatly we value this opportunity for our pupils in the development of personal, emotional, social, and intellectual capabilities.

**How do you book?**

All bookings must be made **at least 24 hours in advance** via ParentPay to ensure that a register is maintained. This also assists in the management of numbers attending and staff provision.

Fees apply if your child is sick or unable to attend for any reason. The charge relates to the place being held and not the actual attendance. This charge will be waived if cancellation is made before 24hrs.

Opening hours –

**Breakfast Club**

Monday to Friday 8am to start of the school day

**After School Club**

Monday to Thursday 3.15pm until 5pm

Fridays 3.15pm to 4pm

Please see Appendix A for the price per session and the additional charges for late collection from ASC.

A snack is included in the price of ASC.

**Who is responsible for the day to day running of the clubs?**

**Breakfast Club**

Leader Andrea Noad

**After School Club**

Leaders Jo Symons and Amber Downing

Both clubs have several Club Assistants who are available dependent on numbers attending each day.

### **How are these staff organised?**

The Leaders hold a Level 3 qualification appropriate to the post as well as valid first aid certificates and are trained in child protection. Staff training is vital to providing a high-quality service so further training is ongoing and updated.

### **Which children attend?**

Any child within our Nursery to Year 6 classes can make an application to attend both BC & ASC. As outlined, there are limited spaces per session depending on the number of staff available. Our staff to child ratio is 1:8.

### **How are parents and carers involved?**

Information is shared in a variety of ways: basic written information about admissions and hours, a regular newsletter, details of policies and procedures, contact information and activities. Notice boards and the school website hold ongoing information about forthcoming events. We intend to consult parents and carers on a regular basis to ensure quality of service and to hear views and comments. Staff treat parental concerns with discretion and confidentiality. Special arrangements are in place for sharing information on those children identified as "children in need".

### **Where do we drop the children off and pick up from?**

Children are dropped off for BC at the main reception from 8am. The safe departure of the children in our care is paramount.

Staff will ensure that an accurate record is kept of all children in the club, and that any arrivals or departures are recorded in the registers. The registers are always kept in an accessible location on the premises. In addition, regular headcounts are carried out during the session.

Collection from ASC will be from the single gate at the bottom playground, opposite the door of Old School House. There is a doorbell on the side of the gatepost.

### **What activities can we offer?**

With our session delivery focused on play and play work practice the aim is to provide a wide range of opportunities that promote child led activity. Activities can include, arts and crafts, cooking, model making, gardening, outdoor crafts, storytelling and much more.

### **Which resources do we have?**

BC operates from the main school hall and ASC operates from Old School House.

ASC has access to:

- a room which will be used for general indoor activities and snack
- Kitchen that will be used for food preparation and cooking activities
- Bottom school playground for outdoor activities
- School garden for outdoor activities
- Children and staff toilets

The facilities are welcoming, and we offer a range of activities to promote child development through play. We pride ourselves in being able to offer such an engaging environment where children can explore, discover, or create.

### **How do we ensure that we fulfil legal requirements?**

We meet the requirements of current legislation pertaining to After School Clubs according to The Children's Act Regulations. Our current Ofsted rating is Good.

### **How do we safeguard the health and safety of everyone at the clubs?**

The protection and safeguarding of children are our priority. At least one member of staff must hold a current First Aid certificate: at the time of writing all members of staff are in possession of this qualification. The administration of medicines is carried out only under advice and according to school policy. A First Aid box is clearly identifiable and accessible. The registered person takes steps to promote safety and ensure precautions are taken to prevent accidents and procedures are in place for recording incidents in their eventuality. Actions are taken to minimise risks, and the premises are kept clean. This is particularly important in food preparation where one member of staff must have possession of a Food Hygiene Certificate.

Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively and will liaise with the school's safeguarding team.

The clubs follow the school's Safeguarding Policy, in which a copy is available on the school website.

Children are secure and safe on the premises. Children are always supervised, the definition of supervision being within sight or hearing of a member of staff. Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. Access to the premises is controlled and visitors must sign in.

Risk assessments are completed before undergoing any risky activity. Copies of the risk assessments are available on request.

### **Are the children provided with food and drink?**

Children are provided with breakfast (Please see information and costings in Appendix A) and adequate food and drink at ASC, prepared on the premises by staff. Snacks are healthy, nutritious and comply with the School Food Standards. At ASC we encourage the children to take part in the preparation and the setting up of snack. At least one member of staff holds a Food Hygiene certificate (the Leader) and all food and drink comply with dietary and religious requirements and with the school's status as a "Healthy School". Parents submit an information form outlining religious requirements and allergies. Fresh drinking water is always available to children. Allergies are always taken into account.

### **What is our policy on Special Needs and Disabilities?**

We are proactive in ensuring that any appropriate action is taken when a child is identified as such. Their welfare and development are promoted so that they have equal access to the play provision. Staffing arrangements are considered to meet the individual needs of children who have special needs. The environment is organised so that these children have equal access to the facilities and activities available.

The special needs of children whatever their nature is treated with discretion, sensitivity and above all, confidentiality.

### **What is our policy on equal opportunities?**

Children's attitude to others is established during their formative years. At Curledge Street Academy we value the cultural diversity of our children, parents, and students. The governing body and staff actively promote true equality of opportunity and anti-discriminatory practice for all children. Every

one of us should feel respected and valued, and special care should be taken to make sure that the more vulnerable members of our school community have their needs addressed. Resources, activities and at ground level the language and behaviour of staff positively reflect racial, cultural, gender, socio-economic and religious diversity, and disability. We provide toys, games, displays and activities to challenge stereotypical roles.

### **What is our policy on behaviour?**

All Club staff are confident in managing a wide range of children's behaviour including the more challenging. The expectation will be that children will follow adult instructions and club guidelines, or certain sanctions will be employed. The environment and setting are such that good behaviour is encouraged and any negative behaviour is handled consistently and appropriately.

Staff are trained in dealing with bullying and more serious incidences i.e., of a homophobic, racist, or sexist nature, are duly recorded, investigated, and dealt with accordingly.

### **What if I have a concern or complaint?**

We want to make sure that our service is working for both you and the children who attend. If you have any concerns or wish to make a complaint, please speak with a Leader in the first instance or email [admin@cs-academy.com](mailto:admin@cs-academy.com) where the BET complaints procedure will be followed.

### **When were these procedures written and when will it be reviewed?**

These procedures were initially written in September 2019 and are reviewed annually.

### **Emergency contact**

The Breakfast Club Leader can be contacted via the Main Reception which is manned from 8am each day.

The After School Club Leader can be contacted when the school's reception is closed between 4pm and 5pm on 01803 221751.

Curlledge Street Academy

## **Appendix A**

### **Breakfast Club**

Monday to Friday 8am to start of the school day

With or without Breakfast £2.50 per session

### **After School Club**

Price per pupil £7.00 per pupil per session Monday to Thursday

Price per pupil £3.00 per pupil per session on Friday

The school has the right to withdraw provision of ASC for regular late collections beyond 5pm and a charge will be applied of £15 for the first 15 minutes late and £5 per every 5 minutes thereafter.

Please remember -

Fees apply if your child is sick or unable to attend for any reason. The charge relates to the place being held and not the actual attendance. This charge will be waived if cancellation is made before 24hrs.