



# SACRED HEART CATHOLIC PRIMARY SCHOOL

**BISHOP HOGARTH CATHOLIC EDUCATION TRUST**

## **OUT OF SCHOOL CLUB POLICY**

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# OUT OF SCHOOL CLUB POLICY

## BREAKFAST CLUB

## MUNCHKINS AFTER SCHOOL CLUB

BREAKFAST CLUB	7.45am – 8.45am	£3.00 per day
	8.30am – 8.45am (no breakfast)	£1.00 per day
MUNCHKINS	End of the school day – 5.30pm	£6.50 per day

Out of school clubs are administered by Sacred Heart Catholic Primary School. The Headteacher has overall responsibility for the monitoring and running of the clubs and delegates the day-to-day running to a number of teaching assistants employed by the school.

The clubs are open to all full-time pupils whose parents are in employment, to facilitate their working hours. Pupils starting school in Reception are not allowed to attend the clubs until their second week of full-time education, even if they already have an older sibling attending. Children starting school need a period of adjustment to the long days they spend at school and at this age are often very tired at the end of the day.

We offer a place that is safe and secure for your child whilst in our care, staff who have the relevant qualifications and experience, the right to equal opportunities and fair treatment for both you and your child and children's activities planned to offer fun play opportunities and quality play equipment.

### WHAT WE EXPECT FROM PARENTS/CARERS

1. Parents are asked to complete a registration form, which must be returned to the school office.
2. During the registration process parents are asked to give clear and accurate information regarding their child in order to identify any areas which may affect the level of care they need to be given and specifying which days are required or if a shift pattern applies.
3. Parents may change their booked days only after consulting the office staff. A booking form will be sent out at the end of each month to parents who have indicated that they work shifts or vary the days they work each week. This enables office staff to compile the Booking-In Register for the following month and ensure that the maximum number of places on offer are not exceeded (in line with Health & Safety Guidelines).
4. Payment should be made on a **Monday morning** even if a child is only attending on a Friday. All payments need to be made in Scopay. Parents would be paying in advance and the full charges for the previous week will show on Scopay on the following week.
5. Payments must be received **in advance** to secure the child's place and **not** paid on a daily basis.
6. **Payment must be made for all days pre-booked and any late cancellations will be charged** as we have to arrange, in advance for an adequate number of staff to cover each day. Refunds will only be given if the child is absent due to illness or sufficient notice that a child is not attending has been

received. If parents do not require the place on a particular week, they need to inform the office as soon as possible, preferably with at least a week's notice. Any credits will be carried forward to the following week. Parents need to telephone the school office or email the admin email address. Please do not use Class Dojo to communicate with the school office.

7. Parents are asked to complete a new registration form if any of their child's medical or dietary needs change.
8. All members of staff hold a Food Safety Certificate and First Aid Certificate and are aware of any relevant medical conditions, allergies and dietary requirements of pupils attending. This is updated termly. Staff and pupils are encouraged to observe general personal hygiene procedures, including hand-washing.
9. To observe the general terms stated when registering a child within our care, concerning undertaking activities within the venue. These must be agreed and information and contacts documented before commencing. This enables rapid contact with parent in the event of illness or mishaps.
10. To keep the school informed of any situation or circumstance, which may have an impact on childcare. Any such information will be treated in a confidential manner.
11. Parents/carers, who may misuse the service through the consumption of alcohol or being under the influence of substances when collecting their child, will not be tolerated. In such instances staff are under instruction to notify the named emergency contact or local Social Services Department. They will not allow the child to be taken unaccompanied.
12. The above applies in the event of a child's failure to be collected from Munchkins and after following the procedure set by the Headteacher.

**FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN THE WITHDRAWAL OF THE  
CHILDCARE PLACE.**

We always aim for improvement and therefore welcome any suggestions for developing the way we deliver our service. We achieve this through questionnaires and are grateful for parents taking time to complete these. All information is confidential.

## **FACILITIES**

The clubs are committed to taking every possible step to ensure that all children have equal access to facilities, activities and play opportunities; including children with special educational needs and/or disabilities (for further details see the Special Educational Needs & Disabilities Policy).

The premises comply with all the requirements of the Disability Discrimination Act 2005 and all other relevant regulations and guidance.

The out of school clubs use the food technology area, computer suite, Main Hall and the PE Hall. The room used will be determined by which activities the children are doing. We also have access to the school's playground and field, which we use for our outdoor sports and activities.

The staff are responsible for ensuring that the club's premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature. Daily risk assessments are carried out to ensure that the facilities are maintained in a suitable state of repair and decoration.

Any outdoor play will take place in safe, secure and well-supervised spaces. A thorough safety check and risk assessment will take place before any outdoor activities commence.

Clubs offer a range of activities:

- study support;
- reading;
- games;
- videos;
- board games;
- art activities;
- weekly use of the computer suite.

## **FIRST AID**

- Each club has a minimum of at least one designated member of staff responsible for first aid. This person has an up to date first aid certificate and are responsible for administering basic first aid when necessary and appropriate.
- The clubs require all parents/carers to complete and sign a Registration Form to participate in the club and included on this form is a section for emergency medical treatment. This enables the Headteacher or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the club.
- In the event of such an event, the following procedures will apply:
  - i. in the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action;
  - ii. the First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent to arrive;
  - iii. if the child needs to go straight to hospital, an ambulance will be called. The parent will also be contacted. A member of staff will accompany the child to the hospital and will consent to medical treatment being given;
  - iv. if the child does not need to go straight to hospital but their condition means they should go home, the parent will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision;
  - v. parents/carers will be made fully aware of the details of any incidents involving their child's health and safety and any actions taken by the club and its staff;
  - vi. all such accidents or incidents will be recorded in detail and logged in the Accident Record Book. Parents will be informed of any incident or accident and any action taken by the club and its staff either by telephone or when they collect their child.
- The Headteacher and other relevant members of staff will consider whether any accident or incident occurring during an out of school club highlights any actual or potential weaknesses in the club's policies or procedures and act accordingly, making suitable adjustments where necessary.

## **MEDICATION**

Wherever possible, children who are prescribed medication should receive it at home. If it is necessary for medication to be taken during sessions at the club, parents/carers need to discuss such situations at the earliest possible opportunity with office staff and decide together on the best course of action.

Staff may only administer medication to the child if it is prescribed by a GP/Practising Pharmacy and it needs to be taken four times a day. Parents/carers can make such a request by completing and signing the relevant medication forms in accordance with the Health and Safety Guidelines.

Staff have the right to decline such a request from a parent if they are in any way uncomfortable with this. The club is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training.

## **CLOSING THE CLUB IN AN EMERGENCY**

In very exceptional circumstances, the club may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- serious weather conditions (combined with heating system failure);
- burst water pipes;
- discovery of dangerous structural damage;
- fire or bomb scare/explosion;
- death of a member of staff;
- serious assault on a staff member by the public;
- serious accident or illness.

In such circumstances, the Headteacher and staff will ensure that all steps are taken to keep both the children and themselves safe.

Steps will be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected. In the first instance contact will be via the school communication network on Class Dojo and this may be followed up, where necessary, by a telephone call.

## **CHILD PROTECTION/SAFEGUARDING**

The Headteacher, Deputy Headteacher and an Assistant Headteacher act as the Safeguarding Children Leads in school. These officers have suitable experience, training and expertise and will be responsible for liaising with Social Services Hartlepool Children's Safeguarding Board in any safeguarding children matter.

All staff employed by the school undergo Safeguarding and Child Protection Training.

All policies relating to the school apply to the out of school clubs and are available on the school website or from the school office on request.

## **TIMES OF CLUBS**

### **BREAKFAST CLUB**

The club will run from 7.45am until 8.45am every morning.

**Children should not arrive before 7.45am or any later than 8.20am.**

Parents need to accompany children to the PE Hall entrance to ensure their safety.

If parents do not need to drop their child as early, they can pre-book to drop their child at the school office at 8.30am. Parents are asked to pay £1 and children will join Breakfast Club but will not receive any food.

## **MUNCHKINS**

Reception and Key Stage 1 pupils will be collected at the end of the school day from their classroom and taken to the food technology room. Key Stage 2 pupils make their way to the food technology room themselves at the end of their school day.

Anyone collecting a child from Munchkins who is not a parent/guardian will need a password before children are allowed to leave the premises. It would be preferable if parents informed the school office on the morning if someone different is expected to collect their child that day.

Parents need to ensure that all children are collected promptly. The club closes at 5.30pm.

If children are not collected by 5.30pm, school will implement a minimum charge of £10, followed by a further £10 for each 30 minutes thereafter. These costs will cover overtime paid to staff operating the club.

All incidents of late collection will be recorded by the teaching assistants on duty and if repeated could result in the withdrawal of your childcare place.

## **FOOD**

Children attending Breakfast Club will be provided with a choice of breakfasts each day and a drink:

- cereals;
- toast;
- fresh fruit juice;
- milk;
- water;
- hot chocolate (winter months);
- porridge (winter months).

Those attending Munchkins will be given a healthy snack each day after school. The menu is posted in the food technology room. We have a notice situated in this room, highlighting any children's needs, cultural requirements or allergies. Hand washing and general personal hygiene are encouraged by both children and staff.

The children eat in the food technology room and if they dislike the snack on offer they will be given a basic alternative (parents will be informed on collection whether their child may be hungry because of this). During summer periods children quite often sit outside for a picnic if the weather permits.

The children are encouraged to have a say in what they eat and are asked regularly what they would like. They can help to prepare the menu by using questionnaires and suggestion sheets.

Snacks and meals are varied, nutritious and chosen to reflect the cultural and religious backgrounds of the children. Meal and snack times are treated as a social occasion with staff joining children at the table and sharing the experience.

Sacred Heart also participates in the Tees Valley Food Hygiene Award Scheme and the school currently holds 5 stars.

## **ACCESS TO BUILDING**

Our clubs are committed to providing care and learning for children in a safe and secure environment. All staff have an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all children at the clubs.

Breakfast Club children need to be accompanied to the PE Hall door each morning and are not expected to be left in the school yard to make their own way to the door.

Children attending Munchkins may be in one of a number of different areas of the school when parents arrive to collect them. Parents are asked to go to the school office where they can ring the school mobile phone number (displayed outside of the school office) and a member of staff will bring their child to the office. All children need to be signed out by the adult collecting them.

## **UNCOLLECTED CHILDREN**

At the end of every session, the club will ensure that all children are collected by a parent or designated adult. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

1. If a parent or designated adult is more than 15 minutes late in collecting their child, the Headteacher will be informed.
2. Staff will call the parent and use any other emergency contact details available in order to try to ascertain the cause for the delay and find out how long it is likely to last. Messages will always be left on any answer phones requesting a prompt reply.
3. While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
4. If after repeated attempts no contact is made with the parent and a further period of 30 minutes has elapsed, the Headteacher will call the local Social Services Department for advice.
5. In the event of the Social Services being called and responsibility for the child being passed to a child protection agency, the Headteacher will attempt to leave a further telephone message with the parent or designated adults' answer phone.
6. Under no circumstances will a child be taken to the home of a member of staff or away from the club's premises unless necessary in the course of waiting for them to be collected at the end of a session.
7. The child will remain in the care of the club until they are collected by the parent or alternatively placed in the care of Social Services.
8. Incidents of late collection are recorded by staff and discussed with parents. Late collection will result in the imposition of a £10 fine for each child for every 30 minutes he or she is late. It could also lead to the loss of their child's place at the club.

## **POLICY REVIEW**

The term 'parent' used throughout this policy includes carers, guardians and those legally responsible for the pupil.

This policy will be reviewed regularly and amended when necessary.