

Date Adopted: Propose September 2021

Author/owner: Caroline Gilbert, Headteacher

Date Reviewed: December 2024

Anticipated Review: December 2025

1. Introduction

1.1 At Fremington Primary School Breakfast & After School Club, our policy is to make our club inclusive to all children and families attending Fremington Primary School between the ages of 4 and 11.

1.2 Our aim is to provide a happy, safe environment for the care of children between the hours of 8am – 8.45am & 3.30 till 6pm

1.3 The children will experience a creative environment that fosters independence and supports their self-development. We involve the children in the planning of the club and seek their views on how they want the club to run. Activities planned are appropriate to the age and development of the individual children and are designed to encourage children to explore and engage in a variety of learning opportunities.

Activities include:-

- Art and craft
- Music and drama
- Preparing and eating food and learning about healthy food choices
- Sports and games
- Books and story telling
- Quiet time
- Homework sessions (for older children)

Before School Club and After School Club Policy

1

1.4 Information on children's learning will be passed onto the children's teachers to help inform their assessments, if appropriate.

2. Organisation

2.1 Fremington Primary School wrap around care meets the requirements for adult: child ratios

and ensures training and qualification requirements are met.

2.2 ● The Play leader ensures staff are deployed effectively within the premises to ensure the safety, welfare and development of the children.

- The Play leader plans for each session.
- The Play leader is responsible for ordering resources and food for each session.
- Children's information is held centrally by the school office.
- Teachers will inform the Play leader of incidences arising in school for these to be communicated to parents where appropriate.

3. Health and Safety

3.1 At Fremington Primary School wrap around care, we adhere to the guidance set out in the Health and Safety Policy. This includes considerations regarding allergies and dietary requirements. It is the responsibility of the Play leader to ensure that this policy is implemented.

3.2 There will always be a trained first aider present and any incidents are recorded and parents informed.

3.3 Fremington Primary School wrap around care adhere to the fire safety and evacuation procedures relevant to the club site. All fire doors are clearly marked and unobstructed. All smoke detectors/alarms and fire equipment conform to BSEN standards. Fire drills are routinely carried out to ensure all children understand the procedures including where the meeting points are.

3.4 In the event of the fire alarm sounding:-

- Children vacate the building via the nearest exit (the Studio Door)
- For the wrap around care, the assembly point is in the playground.
- The Play leader will ensure all staff are clear about their roles should the fire alarm sound.
- One Play worker will check the toilets to ensure no child is left; one Play worker will lead the children out of the building with the register. The register will be called when assembled at the meeting point. Whilst the club is relatively small, these responsibilities will fall to the Play Leader
- The fire brigade will be called by:
 - o The Play leader
- Children will not be allowed back into the building until the fire brigade has deemed it safe.

4. Accident and Incident Recording

4.1 Fremington Primary School wrap around care follows the guidelines for Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child Protection matters or behaviour incidents between children are NOT regarded as incidents and there are separate procedures for this (see Safeguarding Policy; Behaviour Policy).

Before School Club Policy 2

4.2 All staff must have a current First Aid Certificate.

4.3 Accidents are recorded in the accident book which is stored securely when not in use. The following details are recorded:-

- Date and time of accident
- Details of the accident
- Play worker's signature
- If the child sustains a head injury, the child is given a 'bumped head' wristband and a separate note is completed which is given to the parent/carer on collection.

4.4 Parents will be informed of any accident on collection.

4.5 The accident book will be reviewed termly by the Play leader and any trends or reoccurring causes of injury reported to the Headteacher.

4.6 If a child has a serious accident the Play leader will assess whether the child needs specialist medical treatment and phone for an ambulance or to arrange for parents/carers to collect them. If the Play leader is unable to contact parents/carers, the emergency contact will be informed. If the child needs emergency treatment the Play leader will accompany the child to hospital and a member of the Senior Leadership Team will take charge of the club. All relevant paperwork will be taken to the hospital.

5. Procedure for Staff Absence

5.1 In circumstances where a Play worker is unable to attend work due to illness, the play worker will contact the Headteacher and / or the Play leader. The Headteacher will then arrange cover for the absence by contacting the list of available staff members.

5.2 Where a Play leader is unable to attend work due to illness, the Play leader will contact the Headteacher who will arrange cover.

6. Other Policies and Procedures

6.1 Fremington Primary School wrap around care is run by Fremington Primary School and as such conforms to relevant school policies (see <http://www.fremington-primary.devon.sch.uk/>).

Terms and Conditions:

7 Registration

7.1 The club accepts children aged 3 to 11 years who attend Fremington Primary School. All children must be registered with the club in order to attend. A registration form must be completed for each child (see appendices). All records will be saved on our central system. We ensure that information about RCPA Breakfast is accessible to all families.

7.2 Copies of our booking and registration forms are available from the school office or via the school website.

8 Booking

8.1 The club accepts up to 24 children per session..

Before School Club and After School Club Policy

3

8.2 Bookings are made via MCAS. Priority will be given to those children attending every day. If the club becomes full for a particular session, children will be placed on a waiting list and parents/carers will be contacted once a place becomes available.

8.3 One off bookings can be made via the school office or via MCAS.

8.4 These places are subject to availability.

8.5 All bookings must be made and paid for in advance via MCAS.

9 Fees

9.1 Sessions can be paid for at the time of registration. Parents will be invoiced monthly in advance from the school office. Payment of fees must be cleared by the end of the month. All booked sessions must be paid for, even if not attended. The only exception will be for school related activities. In these cases, parents will be credited the amount towards the next invoice.

9.2 One off bookings must be paid for at the time of booking via the school office.

9.3 Payment can be made via MyChildAtSchool (MCAS). If you have not yet registered to make on-line payments, please contact the school office. We also accept childcare vouchers provided by employers. Please ask at the school office for further details.

9.5 The school retains the right to refuse any family for non-payment of fees or for any infringement of club terms and conditions.

9.6 For permanent cancellations four week's notice is required.

10. Other

10.1 The club reserves the right to exclude any child if he or she consistently misbehaves or is involved in a serious incident such as threatening verbal or physical behaviour towards other children or staff. Prior to a permanent exclusion, any issues will be discussed with the parent/carer in order to achieve a resolution. Please see the School Behaviour Policy.

10.2 Any accident or incident and resulting action will be recorded on an accident or incident form and the parent will be informed.

10.3 The club does not accept responsibility for the loss or damage of any personal

belongings. 10.4 Fremington Primary School is inspected and registered by Ofsted.

11. Wrap around care Procedures

11.1 Fremington Primary School wrap around care runs from the the Cocoon Classroom.

11.2 Breakfast Club runs from 8am until 8.45am. & After school club from 3.30 until 6pm

11.3 Parents can drop off and pick up at any time during these times. Children will be marked off against the session register. It is the parents' responsibility to ensure attendance at this club or to inform the school of any absence; the school will not contact parents if a child on the register does not attend.

Before School Club and After School Club Policy

4

11.4 Children in Reception and Key Stage 1 will be delivered/collected to their classrooms after/before Breakfast Club/afterschool club. (Children in Key Stage 2 will make their own way to their classrooms as directed by the Play leader)

Appendices

- Registration form
- Incident form Fremington Primary School wrap around care