



## Broadway Busy Bee Club

### Breakfast & After School Club Policy

Broadway Busy Bee Club provides high quality out of school childcare for the children of Broadway Primary School in the form of Breakfast and After School Club. It provides a range of stimulating and creative activities in a safe environment. The club is managed by Mrs Rita Connolly. 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 7.30am - 8.45am (term time only) and costs £5 from 7.30am until 8.45am or £4 from 8am until 8.45am.

The **after-school** club operates from 3.00pm – 6.00pm (term time only) and costs £7.00 until 5pm, £8.50 until 5.30pm or £10 until 6.00pm.

We provide care for children between the ages of 4 and 11.

***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 Broadway Primary School are eligible to attend.
- Fees must be paid in advance.
- The registration process and agreement forms must be completed before the child's commencement at the club.
- All parents will receive a paper copy of this policy and be able to view it on the website.
- Pupils can use the club on an adhoc basis provided booking, registration and agreement forms have been completed.
- Children must be collected by 6.00pm, or a late fee of an additional £10 will apply.
- If a child is not collected by the specified booking time, the next charge 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.
- 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 Broadway Busy Bee Club.
- Behaviour will be treated in line with the School Behaviour Policy which is available on the school website.

## **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. All 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/child 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.

## **BROADWAY BUSY BEE CLUB GENERAL INFORMATION**

**Behaviour Management:** 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.

**Equal Opportunities:** 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.

**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.

**Principles of Inclusion:** 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.

**Involving and consulting children:** 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.

**Partnership with parents and 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 Policy**

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.

### **BOOKINGS AND PAYMENT**

Parents must complete a registration form and a club agreement form before their child/children can attend. These are available from either the school office or directly from the club.

All bookings must be made via Scopay to ensure that a register is maintained. This also assists in the management of numbers attending and staff provision.

#### **Childcare Vouchers**

We accept Childcare Vouchers for payment. Please contact Mrs Yates, the School Business Manager who will register you as a voucher payer. If you pay by Childcare Vouchers, you should still book your sessions via the Scopay site. Once the voucher payment has been received, the payment will be registered for you.

Bookings for Breakfast Club and Afterschool club can be made/cancelled or amended on Scopay in advance in accordance with the booking deadline of *midnight on the day before*.

#### **Payment**

Fees must be paid in advance for the week ahead via Scopay.

### **ARRIVALS AND DEPARTURES**

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**

#### **Breakfast Club**

Breakfast club opens at 7.30am. Entry is through the main door of school. There is a doorbell situated in the entrance to alert staff and gain entry. A member of club staff will answer the doorbell and meet you and your child/children with their belongings to the club.

At 8.45am the children will collect their belongings and go directly to their classroom.

#### **After School Club**

Class teachers will be issued with a copy of the register for Afterschool Club each afternoon and will be aware of which children are due to attend that evening.

The children will be taken into the school hall where a member of staff will register them.

Any children attending after school extra-curricular clubs will be collected by After School Club staff once the activity has concluded. On their return to After School Club they will be registered.

Any child not collected from school by 3.15pm will be registered with Busy Bee's Club and a full session charge will apply.

Parents/carers collecting children should ring the doorbell in the main entrance and a member of club staff will bring the children out to meet them.

Children can only be collected by an adult who has been authorised to collect them. Parents/carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

All parents/carers are requested to make sure their child/children are collected by 6.00pm. If you are unavoidably delayed, please contact the club as soon as possible. The Club closes at 6.00pm to enable the staff to tidy up and finish on time. **There is no facility for an extension to this time.**

### **BEHAVIOUR**

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

### **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. No charge will be incurred if a child has missed their session through illness.

### **SAFEGUARDING**

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 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 and will report any disclosure to the DSL (Designated Safeguard Lead).

Gates will remain locked during the Club session times and access to the school is through the main entrance only. A doorbell is in place and no unauthorised or unaccompanied adults are permitted in school when these clubs are in session.

### **UNCOLLECTED CHILDREN**

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.

### **OTHER POLICIES**

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

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

