



Ashby Willesley Primary School

Breakfast Club Policy

2018-2020

(effective from 28th August 2018)

This policy is reviewed every two years and was agreed by the Governing Body of Ashby Willesley Primary School in June 2018 and will be reviewed again in the Summer Term 2020

Signed: _____ Chair of Governors

Date: _____

Non-Statutory Policy

Ashby Willesley Primary School

Breakfast Club Policy

School Vision Statement

These statements were agreed with all staff and Governors. They reflect our values now and for the future and are rooted in a non-negotiable desire to improve and build on our current successes.

- The Willesley family (governors, staff, parents and pupils) are driven in their 'pursuit of excellence'.
- We are hungry for improvement with high hopes and expectations
- We want to become masters of our subjects, gaining expertise and sharing our knowledge
- We are a school that is embedding and evaluating all that we do; taking stock and making measured reforms
- Measuring and monitoring our targets and test results are a key priority

Our vision statement is for all: pupils, staff, governors and parents.

Rationale

Children have a core entitlement in terms of the curriculum. Whenever possible we make this broad, interesting and relevant. However, there are areas of learning that are not within the scope of the usual school day but which we recognise as being beneficial to our children. We aim to offer these extra opportunities through various types of provision delivered by school staff, external providers and independent clubs – all with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life.

Therefore, the governors of Ashby Willesley Primary School have agreed that to complement existing local childcare provision, a selection of the following clubs will operate at the school during term time:

Breakfast Club: operated by the school and runs from 7.30am to 8.45am

After School Club: operated by an external business and runs from 3.15pm to 6.00pm

After School Activities: operated by staff members and normally run from 3.20pm to 4.20pm

After School Activities: operated by external agencies and normally run from 3.20pm to 4.20pm.

(This policy does not apply to externally operated clubs/activities – please contact specific providers).

Employment and staffing

Our Breakfast Club staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring Service in accordance with statutory requirements. Staff recruitment follows guidelines laid out in the school policy. Staff have regular performance management reviews.

Bookings and Payment

- A booking form must be completed for each regular booking. These are available on the school website and from the office.
- Places booked will be repeated every week until the parent notifies the school, in writing, to cancel the whole or part of the booking (10 working days' notice).
- Once places are booked, fees will be charged even in the event of non-attendance.
- Places may be cancelled in writing (email acceptable with read receipt) with 10 working days' notice.
- Places are strictly limited to 40 to adhere to safeguarding and Health & Safety policies.
- Children must not attend without having their place confirmed through the booking system.

- Ad-hoc bookings can be made with 1 working days' notice, provided spare places are available. A booking form must still be completed for pupils new to the Club.
- Payment is due for each half term **in advance**. Other payment schedules may be considered in agreement with the School Business Manager.
- Ad-hoc bookings should be paid in advance as soon as possible following confirmation.
- Payment must be made via Tucasi Scopay (online payments) or by a recognised Childcare Voucher Scheme.
- Fees must be paid in full before the next half term commences, otherwise places may be withdrawn temporarily or permanently at the Executive Headteacher or Head of School's discretion.

Safeguarding Children

- **Children's rights and entitlements**
- We promote children's right to be *strong, resilient and listened to* by creating an environment in our setting that encourages children to develop a positive self-image.
- We promote children's right to be *strong, resilient and listened to* by encouraging children to develop a sense of autonomy and independence.
- We promote children's right to be *strong, resilient and listened to* by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- We help children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
- The nominated persons for safeguarding are the Executive Headteacher/Head of School or the Deputy Headteacher.

Safeguarding children and child protection

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our safeguarding policy is based on the key commitments of Ashby Willesley Safeguarding Children Policy. Use of mobile phones and other IT, by children and adults, is guided by the ICT Acceptable Use Policies within school. Staff are aware of the PREVENT agenda.

Maintaining children's safety and security on premises

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us. Entry and exit is controlled through an automatic gate release. Children are released to their classrooms at the end of the morning session (Foundation Stage children). Children other than those in Foundation Stage are expected to take responsibility for ensuring they get to their classrooms.

Procedures

- Contact information for children is recorded on the Booking Form and a copy is held in the Club Register file along with a pupil photograph (when available) and the SIMS Pupil Record.
- Parents must hand over children to the Breakfast Club staff to ensure that their place is pre-booked and they are included on the register to attend that day. Children should not be sent unescorted to the Breakfast Club.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they must inform us in writing of how they can be contacted in the event of an emergency.

Missing child

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures

Child going missing on the premises

- As soon as it is noticed that a child is missing the key person/staff alerts the setting leader.
- The setting leader will carry out a thorough search of the building and grounds.
- The setting leader calls the police and reports the child as missing and then calls the parent.

- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The setting leader talks to the staff to find out when and where the child was last seen and records this.
- The setting leader contacts the Headteacher/Head of School and reports the incident. The Headteacher/Head of School/Deputy Headteacher comes to the setting immediately to carry out an investigation, with the management committee where applicable.

Child Development

Achieving positive behaviour

Ashby Willesley believes that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.

Children need to learn to consider the views and feelings, needs and rights, of others and the impact that their behaviour has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting the correct example. The principles that underpin how we achieve positive and considerate behaviour exist within the programme for promoting personal, social and emotional development.

The school will contact the parents of any child whose behaviour at Breakfast Club is unacceptable and discuss options to resolve the issues. In the worst case scenario, the child may not be allowed to attend the Breakfast Club.

This provision works within the guidelines of the Behaviour Policy for Ashby Willesley Primary School.

Supporting children with special educational needs

Ashby Willesley provides an environment in which all children, including those with special educational needs, are supported to reach their full potential.

The nominated person for inclusion is our SENDCo. This provision fully supports the SEND policy used within school.

Toileting and Intimate Care

Our expectation is that young children should have achieved continence when they are admitted to Ashby Willesley; however, we recognise that young children vary widely in their levels of maturity and in achieving continence. No child of any age is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. We also recognise that children of any age may have a lapse in their continence because of trauma, onset of sudden disability, emotional upset or health problems. We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained or who may need special provision.

Health and Safety

First aid

In our setting staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current first aid training is on the premises at any time. The first aid qualification includes first aid training for infants and young children. The nominated person/s for First Aid at the Club is Eve Reynolds and Helen Lewis. First Aid provision complies with guidelines within school.

Food and drink

Ashby Willesley regards snack and meal times as an important part of the setting's day. Eating represents a social time for children and adults and helps children to learn about healthy eating. We promote healthy eating using resources and materials from the Healthy Schools Policy. At meal times, we aim to provide nutritious food, which meets the dietary requirements of children and complies with our Healthy Schools Policy. Ashby Willesley endeavours to be a nut-free school.

Children will be offered a selection of cereals and/or toast and a drink of squash/water. Occasionally, other breakfast items may be offered such as crumpets and brioche.

Food hygiene

Ashby Willesley catering complies with all relevant guidelines and at least one member of Breakfast Club staff will have completed the relevant Food Safety Awareness training.

Procedures

All staff comply with guidelines laid down by the Local Authority/Symphony Learning Trust.

Children's Play

We recognise children's right to play as contained in Article 31 of the UN Convention on the Rights of the Child 1991.

We advocate playing as integral to children's enjoyment of their lives, their health and their development. Children – disabled and non-disabled – whatever their age, culture, ethnicity or social and economic background, need and want to play, indoors and out, in whatever way they can. Through playing, children are creating their own culture, developing their abilities, exploring their creativity and learning about themselves, other people and the world around them. We recognise the importance of all children playing together, whatever their age or circumstances.

We aim to create a varied and interesting environment that stimulates social, physical, creative, emotional and intellectual play. The setting includes the provision of open space, music and a range of objects and materials that children can select to develop their own play.

Staff will plan activities and provide resources that are based on children's interests and supports individual children's needs to ensure all children enjoy themselves. Staff recognise the importance of free play with minimal intervention whilst keeping children safe from harm.

Children are given the opportunity to use communication, creativity, imagination, exploration, role play and socialisation.

By following play objectives the setting aims to:

- Extend the choice and control that children have over their play, the freedom they enjoy and the satisfaction they gain from it.
- Recognise the child's need to test boundaries and respond positively to that need.
- Manage the balance between the need to offer risk and the need to keep children safe from harm.
- Maximise the range of play opportunities.
- Encourage a calm start to the school day so that children are ready to learn
- Foster independence and self-esteem.
- Foster children's respect for others and offer opportunities for social interaction.
- Foster the child's well-being, healthy growth and development, knowledge and understanding, creativity and capacity to learn.

The setting will consult with children and parents about the provision in a variety of ways. Consultation methods include discussions, suggestions and observations of children.

The setting will regularly evaluate practice and resources.

Complaints Procedure

Complaints about the setting should be made in writing to the Executive Headteacher or Head of School as per the Complaints Policy.

Trust and School Policies will also apply to the Breakfast Club, e.g. Behaviour, Health & Safety, Safeguarding.

Equality Statement

At Ashby Willesley Primary School, we actively seek to encourage equity and equality through our teaching. As such, we seek to advance the equality of opportunity between people who share any of the following characteristics:

- gender;
- ethnicity;
- disability;
- religion or belief;
- sexual orientation;
- gender reassignment;
- pregnancy or maternity.

The use of stereotypes under any of the above headings will always be challenged.

Inclusion

Our school is an inclusive school. We aim to make all pupils feel included in all our activities. We try to make all our teaching fully inclusive. We recognise the entitlement of all pupils to a balanced, broadly-based curriculum. We have systems in place for early identification of barriers to their learning and participation so that they can engage in school activities with all other pupils. We acknowledge the need for high expectations and suitable targets for all children.