



After School Club and Breakfast Club Policy

INITIATED: JANUARY 2018

REVIEW DATE: JANUARY 2019

Kidz Club Manager: Monique Monaghan

Head teacher: Linda Kelly

After School Club and Breakfast Club Policy

Philosophy

At Whitehouse the spiritual, social, moral and cultural (SMSC) development of all our children and being safe is paramount. We believe that the most important function of the school is to maintain an environment in which every member of the school is able to achieve success and self-fulfillment. There must be a total consistency of expectation that everyone (irrespective of gender, race or culture) should feel safe and secure, have empathy for all others, and place a high value upon individual achievement and personal development.

Adherence to Whitehouse Primary School Policies and Procedures

At Kidz Club we adopt and follow the Whitehouse Primary School policies and procedures and adhere to these at all time. For our procedures on the following please therefore view the following policies (available on the website):

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Equity Policy
- Health and Safety Policy
- Special Educational Needs Policy (Please note there is an Kidz Club Inclusion Policy which runs alongside this).
- Milton Keynes Whistleblowing Policy
- Medical Needs Policy

There are many additional policies which again are either available on the web or upon request.

INTRODUCTION

This document contains the current policies and procedures adopted by Kidz Club at Whitehouse Primary School and form our Terms and Conditions of Booking.

You will be provided with a copy of this document on requesting a registration form and copies are also kept at the Afterschool Club and/ or Breakfast Club at all times.

The policies are open to inspection by staff, parents and carer's at any time.

All Kidz Club and Breakfast Club staff members, parents or carers need to be aware of its contents and must agree to abide by them.

It is deemed that the contents of this document are accepted in full by parents and carers when making a booking.

This document will be reviewed annually or sooner if need be and any changes will be communicated to staff, parents and carers at the time of change.

If there are any queries about these policies they should be brought to the attention of the Kidz Club Manager, Monique Monaghan or a member of SLT team who will be happy to assist you.

Our Aims

As part of our ongoing commitment to working parents or those looking for extra activities for their children to attend, Whitehouse Primary School is pleased to offer WHITEHOUSE KIDZ CLUB. We aim to support parents and carer's by providing wrap around care out of school hours and welcome new children with the utmost of care and sensitivity.

WHITEHOUSE Kidz Club Team

All staff are appropriately qualified as per Ofsted and DCSF regulations and undertake Disclosure and Barring Services (DBS). The Kidz Club staff participate in ongoing training and performance management programmes to further develop their skills and ensure the club meets all legal requirements.

Access and Admissions

Breakfast club & Afterschool club is available to those children who attend Whitehouse Primary School from **reception age only**. Unfortunately, we cannot provide care for children younger than this. Please note that all children new to our Kidz Club will need to complete a registration form prior to their first attendance. Please complete a new form and inform school reception if there are any changes to circumstances or your child's details have changed since their last attendance.

Please ensure children only arrive at Kidz Club from the time club starts. No supervision is provided before club opening times.

CLUB REGISTER POLICY

Whitehouse Kidz Club staff will be present at the Club at the start of each session, referring to the register to ensure that Parents/ Carers have booked their children in beforehand. The staff will use the register to check that all children are present and on occasions of an absent child, a member of staff will immediately inform the reception staff to check whether the child has been absent from school on this day and confirm the child's whereabouts. The register is kept in the same room as the Kidz Club staff so that it is readily available in the event of an emergency.

Visitors to the club will need to be pre-arranged and access supervised at all times.

Activities Offered

Whitehouse Kidz Club adopt the Playwork Principles and focus on the 16 play types. We provide a range of play opportunities in a safe, fun and friendly environment. There is a wide variety of activities on offer during breakfast club and afterschool club.. Activities include messy play*, team games, sports, TV/DVD and supervised internet access, arts and crafts, and fun cookery projects. Your child will be provided with care whilst having the opportunity to enjoy socialising with children of different ages, new experiences and building life skills.

*Messy play can occur at any time and although aprons will be provided at all times, there is always the potential for children to get mucky so please be aware of this when sending children in new clothes.

NORMAL PICK-UP PROCEDURE

Children can be collected at any time between the start of each session and before the Club closes at 6pm by parents/carers.

Children will only be allowed to leave with the parent/carer or by an individual if Kidz Club staff have been pre notified will be collecting the child/ren by the parent/s. This notification must be made by the parent/s either in writing (preferably), in person or by phoning the Kidz C prior to collection. That person must know the „password“ stated by the child’s parent at the time of notifying.

A signature will be required when children are collected and the time of collection specified. **This is a mandatory requirement.**

Pick-up Procedure In the event of a child not being collected by **6 pm** the following steps will occur:

A. The Club will contact the parent/carer. If there is no reply, the Club will call the emergency contact numbers provided on the registration form.

B. The Club will not allow the child to leave with anyone else unless the parent or carer requests it (i.e. over the phone or if they have already agreed it).

C. Please ensure that you contact a member of the Kidz Club team if your child will not attend a pre-booked session. This will ensure that all children are accounted for at the start of the session.

Booking and Payment

Booking and payment for Kidz Club should be made a week in advance. This is to enable us to provide an appropriate range of activities, any specific dietary requirements and appropriate staffing levels. Full payment for required sessions must accompany bookings in order to secure your place. Emergency bookings can be requested, amended or cancelled by the parent using their online ParentPay account as long as it within the 24hours cut off. After this time unfortunately amendments and refunds cannot be offered.

Please contact school reception if you require emergency care on the day.

More details of bookings and payment details can be found online
WWW.WHITEHOUSEPRIMARY.CO.UK

Hours and Session Fees

Breakfast Club

7:30am to 8:30am = activities with breakfast £5.50

8:00am to 8:30am = activities £3.00

Afterschool club

3.30pm to 4.00pm = £3.00

3.30pm to 5.00pm = £6.00 (including snack)

3.30pm to 6pm = £10 (including snack)

Late Fees

An additional late administration fee of £2 will be applied to any emergency booking made on the day (within the 24hour cut-off) and full payment must be made as soon as possible.

Lunch and Snack arrangements

Breakfast club: Breakfast is included when booking the 7:30 to 8:30am session.

Afterschool club: Children will be provided with a light snack, fruit and drinks, when arriving at afterschool club.

ANTI-BULLYING POLICY (Please see the specific policy on this for more detail)

Whitehouse Kidz Club and Breakfast Club takes bullying issues seriously. This policy aims to cover bullying behaviour by children directed towards other children and bullying behaviour by parents/carers directed towards Staff. The principal aim is to foster an atmosphere where bullying is discouraged and is seen to be inappropriate and wrong. We aim to prevent bullying, to deal with bullying if it occurs, and to build on the Behaviour Policy of the setting.

Key Signs of Bullying

Children can often hide the effects of bullying from adults for fear of not being taken seriously or because of threats from the bully. Our staff members are trained to be aware of the key signs to identify bullying early enough to be

able to help a child.

Staff members will not accept play-fighting or name-calling as „a bit of fun“ or „part of growing up“ and it should be watched carefully.

Prevention

All children are involved in verbal discussions regarding behaviour. The staff members within the setting should be alert to the key signs of bullying. As most bullying occurs at playtime or during „free time“, members of staff will make themselves available and act as a visible deterrent to a bully.

All adults employed by the Club, and parents using the Club, must behave as examples to all, by being good role models.

Procedure

Every allegation by a child is taken seriously. If a child has chosen to confide in a member of staff, they have taken a courageous step and placed trust with them. The following procedure should be followed;

- If staff members witness an incident of bullying then the child should be disciplined using the sanctions in our Behaviour Policy.
- If a child reports an incident to a member of staff, it should be documented on the Accident/Incident Form.
- If a child is identified as showing signs of being bullied, monitor the child, making sure that they are occupied and safe. If necessary, discuss the reasons for your concern with the parent/carer.

Abusive/Bullying behaviour from parents/carers to Staff or Committee members

The Club will not tolerate any verbal abuse, harassment or bullying behaviour from any parent/carer to staff members. Any incidents will be referred to SLT and/ or the Head Teacher and will be actioned upon according to the specific incident.

Parents /carers with any worries about behaviour or bullying should speak to the Kidz Club Manager (Monique Monaghan). Please may we remind you we operate an open door policy and would like you to share any concerns at all so we can resolve them swiftly.

BEHAVIOUR POLICY (Please view the Whitehouse Primary School Behaviour Policy alongside this)

Kidz Club are committed to high standards of behaviour and the Club aims to promote positive behaviour and respect for others. Staff are expected to lead by example in promoting positive behaviour and respect for others. The children in the Club are expected to know what constitutes unacceptable behaviour. Should the staff deem any behaviour unacceptable, discussions will take place with the children concerned.

As problems of behaviour need to be addressed quickly and efficiently. It may be necessary to record particulars for future reference and further action will then be documented on the Behaviour Record Form.

We want all children to recognise right from wrong. We believe in promoting positive behaviour, setting acceptable boundaries and being fair, consistent and supportive of each other.

We will encourage self-discipline and consideration for each other, our surroundings and property. Our strategy to reinforce good behaviour is by using praise and acknowledging positive actions and attitudes. This will help children to see that they are valued and respected. Rules are concerned with safety, care and respect for each other, but limits must be set in order to help children control their own behaviour.

We will encourage and support the older children in setting limits for themselves. We aim to encourage the social skills of negotiation and problem solving, using the consequences of children's own actions to help them learn.

If an incident should arise, the child or children will be calmly spoken to and allowed to calm down. We will explain why their behaviour is unacceptable, ensuring that the child knows that we are rejecting the behaviour not the child. We will help them work towards acceptable behaviour.

A child may be sat away from an incident for a short period of time to calm down; a member of staff will then speak to them about the incident and encourage good behaviour.

Any behaviour that may endanger the child, other children or members of staff will be reported to the child's parents /carers immediately.

The use of restraint

The department of health for England defines restraint as: „The positive application of force with intention of overpowering the child.“ In very rare cases of emergency where there is imminent danger of injury to themselves, others and property the use of physical restraint by staff can be demonstrated as “necessary” and the “minimum” to prevent injury.

We would only ever positively handle a child as a last resort and for their own safety or others safety. We would endeavor to resolve the concern via other means, for example deescalation techniques. If no other alternative is available and for their or others safety, we would use positive handling and the member of staff would have the appropriate training. Only in exceptional circumstances would a member of staff not trained positive hold a child.

If this unlikely event should occur, a discussion will ALWAYS take place with the parents/carers and the incident would be formally recorded in the bound Team Teach recording book.

Any incidents and concerns will be treated with the utmost confidentiality. Any persistent behavioural issues may result in termination of membership of the Club.

Parents /Carers with any worries about behaviour or bullying should

speak to the club manager or the SLT team.

CHILDREN'S RECORD POLICY

Children's records and confidential information:

Children Act Regulations 1989 – *you must keep on the premises the name and address and telephone number for all staff members, anyone living or employed on the premises, and any other person who will regularly be in unsupervised contact with children.*

- Under the Children Act regulations, records and information sheets for the club containing the names and addresses, emergency contacts and health information for those children attending the Club, are held in a lockable cupboard at the School, where the Club is based. These are confidential records and are for the use of staff members only.
- Confidential information containing staff members' names, addresses, emergency contacts and next of kin will also be located in the cupboard.
- Records containing information about children are available for their parents to read on request in writing.

SINGLE EQUITY POLICY

It is the Clubs intention to ensure that there is equal opportunity and provision for all sections of our community. The Club will address any question concerning family structure and care will be taken to ensure that any communication between the Club and family are dealt with sensitively. The Club recognises that we exist within a society which is diverse in race, culture and creed and that this enriches society. Through the Club, we aim to make the children aware that they are part of that society.

Please see the Whitehouse Primary Single Equity Policy for further information.

SPECIAL EDUCATIONAL NEEDS POLICY;

The Club is committed to welcoming and including children regardless of their special needs / disability. We aim to value and support all children and adults with special needs / disabilities within our setting.

PLEASE VIEW OUR INCLUSION POLICY AND MEDICAL NEEDS POLICY FOR FURTHER INFORMATION.

HEALTH AND SAFETY POLICY

Under the Health and Safety Act 1984, as an employer, the Club has a duty to maintain health and safety and welfare standards. This responsibility extends to all staff, volunteers and anyone using the Club.

PLEASE VIEW OUR Whitehouse School HEALTH AND SAFETY POLICY FOR FURTHER INFORMATION.

This Club promotes a high standard of health and safety in the following ways:-

Food

Staff are required to have basic Food Hygiene and Safety training before handling food.

All food preparation areas and utensils are kept clean and tidy.

Snacks and drinks provided will be prepared with due care. Parents of children with food or drink allergies must inform the Club Staff and state this on their child's registration form.

Children will sit together and share meal times at a table.

Children wash their hands before they have their snack and after going to the toilet.

Hygiene

All staff will share responsibility for keeping the Kidz Club facilities clean.

Toilets shall be checked by staff members and cleaned regularly by the employed cleaner at the school.

Cuts shall be covered at all times

Disposable gloves shall be used when attending to a child with blood or other bodily fluids.

Staff members will encourage children to wash their hands after using the toilet, and before meal times.

Children will be encouraged to cover their mouths when coughing.

Tissues will be available and children encouraged to dispose of their tissues independently.

Tables used for eating will be cleansed before snack time.

Common Illness

Certain infectious illnesses require children to be excluded from the Club e.g. chicken pox etc.

Children who have had diarrhea / vomiting should be clear of symptoms for a minimum of 48 hours before attending the Club.

Should a child become ill at the Club it is the responsibility of a staff member on duty to ensure that the child's parent / carer is informed.

If the child's illness requires the child to be excluded he/she should be allowed to rest away from the other children but within contact of an adult until his/her parent / carer can arrange collection.

All infectious diseases will be reported and where necessary parents / carers of all the children must be informed of reported cases of serious illness but not the identity of the child concerned.

Medicines

Drugs and medication will only be administered by staff if treatment has been prescribed by the child's Doctor, or written permission of parent / legal guardian.

All medications being administered during the duration of the Club must have labels checked for the child's name, dosage etc. They will be kept locked away until they are needed, and again after use.

A medical form will need to be completed, recording details of the medicine and the date, time and dose to be given.

This will be countersigned by the parents on collection of the child. If, for any reason, the child cannot take the medicine or refuses then the child's parent will be contacted.

Parents whose children need Epi-pen, Insulin or Rectal Valium will be required to sign a consent form allowing a trained member of staff to administer medication. As many details as possible must be included on the form to enable the trained member of staff to determine when the medication is required.

Sun Protection

In the summer it is important that parents provide adequate coverage for children playing in the sun i.e. a sunhat and sunscreen, both clearly labelled with the child's name.

Physical Activity

The club provides a wide selection of play opportunities and access to indoor and outdoor play. Every child is encouraged and supported in taking up physical activities to promote a healthy lifestyle.

Accidents

Any accident involving staff or children will be noted on an Incident / Accident Folder. A form will be filled completed by the member of staff administering first aid and sent home with the child.

Major Accidents

A major accident is defined as:

Suspected fracture, Burns, Concussion.

Any injury which staff feel needs an expert opinion

In the event of a major accident occurring, staff will:-

Apply first aid. Call an ambulance. Call the parent / carer. If the parent has not arrived at the Club by the time the ambulance is ready to leave, then a staff member will accompany the child to the hospital. The Head Teacher and Kidz Club Manager should be informed. An incident report will be completed as soon as possible after the accident and given to the Human Resource Manager.

A First Aid box will be kept in a safe but accessible place (First Aid Room).

The box will be replenished promptly and checked regularly.

Disposable gloves will be kept in the box and will be worn by staff when dealing with children who are bleeding.

For OFSTED registered clubs at least one member of staff working each day will hold the Pediatric First Aid certificate, and all staff are encouraged to take regular First Aid training. All staff must be familiar with the location of, and contents of, the First Aid box.

Sickness of Children Attending the Club

If a child attending the Club should become ill the parents or emergency contact should be contacted and asked to collect the child as soon as possible. The child should be kept apart from the other children and allowed to sit quietly whilst waiting for their parent/carer. No medicines will be administered by the Club staff, with the exception of previously arranged and agreed items. If symptoms are serious then a doctor or paramedic will be contacted.

Fire

There is a STRICT No Smoking Policy on the premises of the School or the Club. Staff members and children must participate in regular (at least termly) emergency evacuation drills.

These must be noted in the School Fire register. Induction training for staff must cover what to do in an event of an emergency. „Outbreak of Fire” instructions shall be displayed so they are visible, and all staff members must be made aware of them. Fire safety equipment is inspected regularly and maintained by the school. Fire exits must always be kept clear, and they must easily be opened from the inside. The Supervisor / Deputy Supervisor will take responsibility for fire safety.

Evacuation Procedure

The first priority is to raise the alarm so that all attending the Club are aware of the need to evacuate the premises. The children and staff will be made aware of the alarm bell positions.

Staff will advise all children of an assembly point on the playground to be used in case of fire. Staff will discuss the procedures regularly with all the children. Any new children to the Club will be informed of the procedures on their first day of attendance.

A staff member will take the Daily Register so that a roll call can be held as soon as possible.

The Fire Service will be summoned using a mobile phone, or the school's land line. Staff members should only attempt to fight the fire if it is safe to do so. No attempt to fight the fire should be made until evacuation of the premises is complete

Hazardous Substances

Spills

Hazardous substances can cause serious illness or death if they are not controlled properly. Hazardous substances include:

Oils, Paints and adhesives, toxic fumes, toxic liquids, Biological agents

These, if any, will be stored out of reach of the children.

Any spills of bodily fluids will be wiped up and disposed of appropriately e.g. flushed away down the toilet, disposable gloves must be used.

Affected areas are to be cleaned thoroughly with disinfectant immediately and the area cordoned off for safety until dry. Children / staff will be made aware of the hazard

Any spillage of drinks / water etc. will be cleared up immediately.

Risk Assessment

Management will complete risk assessments using the risk assessment forms. Staff members will have copies of these provided during the induction day and / or prior to the session as appropriate. Risk assessments will always

be completed for any trips off school premises or play activities deemed as high risk.

Risk assessment forms will be kept for future records. Any findings that are made during a risk assessment must be brought to the attention of the Manager.

Children must never be allowed to enter the kitchen area unless supervised by a member of staff.

Children shall never be able to leave the premises unsupervised. Poisonous shrubs/trees/plants shall not be in the play area or otherwise accessible to the children.

On occasional off-site trips if children are to use toilet/washing facilities that are also accessible to the public, staff members must accompany children.

PLEASE NOTE CHILDREN SHOULD NEVER BE TAKEN OFF SITE WITHOUT PRIOR WRITTEN PERMISSION FROM A PARENT OR CARER AND A RISK ASSESSMENT COMPLETED.

Equipment

All equipment, toys, and outside play areas shall be checked regularly for safety.

Our equipment will be appropriate for the age of the child using it.

Any defective equipment will be taken out of use until it can be repaired or discarded.

Security

Visitors must sign in and will never be alone with children without a full DBS. Parents / carers will be required to sign their children out on a daily register when they collect them.

If a child is not collected by their parent /carer then prior written consent (i.e. emergency contacts on registration form) must be sought from the parent / carer detailing who shall be collecting their child and also using the password system if necessary.

Staff members will ensure that the premises and outside play area are secure (and are not able to leave the children unsupervised).

MISSING / LOST CHILD POLICY

Children Act regulations 1989 – *you must have procedures to be followed in the event of a child being lost or a parent failing to collect a child*

See **Collection of Children Policy** for procedure to be followed in the event of a parent failing to collect a child.

In the event of a child going missing from the care of Kidz Club staff members, the following procedure will be followed:

Stage 1 Thoroughly search all internal and external areas whilst ensuring that the remaining children are adequately supervised

Stage 2 Inform SLT/ Head teacher

Stage 3 Inform Police

Stage 4 Inform Parents

Stage 5 Write full report on Accident / Incident Sheet

SAFEGUARDING POLICY

We strictly adhere and follow the WHITEHOUSE Safeguarding and Child Protection Policy. All staff receive and sign they have read this policy prior to starting. Induction one training MUST be attended by every member of staff at least once every three years.

ANY concerns of a safeguarding or child protection nature will be directed immediately to Safeguarding Lead, K Kemp or another member of the designated safeguarding teachers. Please see below.

PHOTOGRAPHY AND MOBILE PHONES

Kidz Club may from time to time take pictures on school cameras to document children's achievements. These are the only cameras that are allowed to be used within the club.

The photos will only be downloaded onto the Kidz Club computers.

All mobile phones are kept in staff lockers and used during break times away from the children. Where Staff do not have lockers the phones will be placed in a lockable cupboard

If you see a staff member with a mobile phone during working hours, you must report this straight to the management.

No personal cameras are to be used at the after school club.

Permission from parents is requested during the child's registration for photos of their child to be taken for their development records, student's observations, newspaper articles and for use on the after school club website. Children without photo permission will be added to a document and staff will be informed.

Children should not bring in any piece of technology from home that contains a personal camera unless special permission has been granted such as for trips or mobile phone usage for safety.

COMPLAINTS PROCEDURE

Whitehouse Kidz Club aims to provide a high quality service to children and parents. The Club wishes to resolve all grievances speedily, effectively and fairly. Any person who has a grievance may use the following procedure.

Please discuss your concerns immediately with the manager who will document the details on a Complaints Record Form for later reference.

The manager will bring the concerns to the attention of the appropriate people and an action plan to resolve the problem will be established and documented. The parent/carer concerned will then be informed of the action taken.

If this does not achieve a satisfactory outcome or if your complaint is about the Manager, **we would always endeavor to resolve any complaint and would openly welcome us meeting to resolve any concerns you may have. If you would like to discuss the concern with other parties, please contact a member of the SLT or the Head Teacher. If you still have any concerns, then our chair of Governors could be contacted.**

OFSTED will need to be involved if the complaint is of a sufficiently serious nature. It is hoped that any complaints can be dealt with constructively at an early stage. All concerns will be dealt with seriously and fairly.

Regulations require providers to give an account of the findings of an investigation into the complaint within 20 working days of receiving the letter/completed form and any action taken to the parent/carer who made the complaint.

Feedback

We hope that we have provided you with all the information you may need regarding our breakfast club and afterschool club but if there are any further questions or comments then please do not hesitate to contact us via school reception

Safeguarding:

At Whitehouse Primary School, safeguarding and child protection is paramount and we are fully committed to ensuring the welfare and safety of all our children. We believe that students have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any student in distress and are confident about applying the processes to avert and alleviate any such problems. If any behaviour is a concern in relation to safeguarding Whitehouse procedures and processes will be followed at all times in accordance with the Safeguarding and Child Protection Policy. Any concerns will be referred to the Child Protection Safeguarding Officers; Juby Bennett or Geri Anderson as procedures state. Our Safeguarding Governor is Nicola Partridge.

Policy dated: January 2018

Review and renewal due: January 2019