

Our Wrap Around Care Clubs are called Breakfast and After School Club. They are run and managed as part of NHAT Seaside Primary School and it exists to provide high quality out of school hours childcare for parents/carers.

The club operates from 7.30am – 8.30am and from 3.00pm – 5.30pm term time and current costs for each session can be obtained from the school office or website. A copy of this policy is available to all parents on our website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms and conditions of this policy.

ASC Children can expect:

- That a wide variety of stimulating and creative activities will be planned for their age and ability in a safe environment.
- To be involved in the planning of activities.
- To be consulted on future purchases.
- To be involved in the planning of snacks/treat weeks.
- To be able to be noisy and quiet in a suitable context.
- To be part of a site that caters for them, their friends with disabilities on an equal basis.
- To be supervised by qualified, caring and helpful staff who implement policies and procedures, but also have time to have fun.

Admissions

- Only children attending NHAT Seaside are eligible to attend the club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

- Breakfast club Parents/Carers are required to bring their child ***directly*** to club and sign them in. You should enter the club via the Large Hall doors near the staff car park, the staff will be alerted to your arrival when you knock at the door.
- In the morning, children will be escorted to class by Breakfast Club staff.
- At the end of the day, After School club children will be supervised by their Teaching Assistant down to the hall registered, where they will be registered.
- The club staff will take a register of all children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.

Parents/carers must ensure that any person who may collect their child is aware of the password for collection and club staff have previously been made aware of a different adult collecting.

Parents/carers must ensure must advise the office is a child has been booked into the club and is **NOT** attending, for any reason, for example they have a playdate, this must be communicated as part of safeguarding the child.

Daily Routine

Breakfast Club Session

- 7.30am — 8.30am parents bring their children to Breakfast Club situated in the Large Hall where a range of activities are set out.
- Between 7.30 - 8.10am children wishing to have breakfast, wash their hands ready to enjoy a freshly prepared breakfast.
- 8.20am tidy up time encouraging the children to take responsibility for the environment.
- 8.25am children collect their coats and bags. Children are escorted to their classrooms where they meet up with the rest of the children for the start of school.

Afternoon session

- 3.00pm Children are escorted to the Large Hall
- 3.00pm — 4.00pm children will be offered a snack, staff members will lead activities. Children can also choose from a range of play and planned activities, both indoors and outdoors.
- 4.00pm – First session concludes, second snack served.
- 5.00pm – Second session concludes
- 5.30 – Final pick-up time

Behaviour

Whilst attending club children are expected to continue to follow the school expectations, in particular:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Respect all equipment and instructions.
- Ask for help if needed.
- Enjoy their time at the club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards and helper jobs.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner using the school behaviour chart numbered 1 -5.
- If necessary, the child will be temporarily removed from the activity and asked to sit out.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with Senior Leaders and parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the school may decide to withdraw the child from the club. The reasons and processes involved will be clearly explained to the child and their parent/carer.
- The school maintains the right to withdraw a place if it is consistently impacts on the safety and wellbeing of those that attend.

Inclusion/SEND

NHAT Seaside has a duty under the Equality Act 2010 to promote disability equality towards individual children and young people. At NHAT Seaside, we do not discriminate on the grounds of disability (including in relation to admission) and we make **reasonable adjustments** to ensure that a child is not placed at a disadvantage compared to non-disabled children in the ways we organise and deliver our provision.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of Breakfast or After School Club in line with school policies.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.
- Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, club will be informed of their absence.

External play

Staff will monitor play areas appropriately and regularly observe access routes. For safety, staff will be deployed to specific play points so that the outdoor area is appropriately covered.

Toys and equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments and cleaning routines before the children are allowed to use them. Broken toys and equipment are disposed of promptly.

We ensure that any flammable equipment is stored safely. Regular spot audits are carried out to review play equipment for safety.

Food and personal hygiene

Staff at NHAT Seaside ASC maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection. All Wrap Around Clubs follow The School Food Regulations 2014 (the school food standards).

- A clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Staff are trained in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands or use anti-bacterial gel (dependent on setting) before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.
- Reporting of food poisoning- if children or adults are diagnosed by a GP or hospital doctor with food poisoning, and where it seems possible that the source of the outbreak is within the setting, the school will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- If the food poisoning is identified as a notifiable disease under the Public Health Regulations 1988 NHAT Seaside will report the matter to Ofsted.

It is important that children eat nutritious, tasty food at school:

- to help their growth and development.
- to help develop healthy eating habits.

- as fuel for learning.

Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our Intimate Care policy.

Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on outside duty at any time.

Uncollected Child Policy

NHAT Seaside will ensure that all children are collected by a parent or carer at the end of each day/session. If a child is not collected, and the parent or carer has not notified school/ASC that they will be delayed, we will follow the procedure set out below:

Up to 15 minutes late:

- When the parent or carer arrives, they will be reminded that they must call and notify the school if they are delayed.
- The parent or carer will be informed that penalty fees will be charged.

Over 15 minutes late

- If a parent or carer is more than 15 minutes late in collecting their child, the school will try to contact them using the contact details on file.
- If there is no response from the parent or carer, messages will be left requesting that they contact the school/ASC immediately. The school will then try to contact the emergency contacts listed on the child's profile.
- While waiting to be collected, the child will be supervised by at least two members of staff.
- When the parent or carer arrives, they will be reminded that they must call to notify the school/ASC if they are delayed, and that penalty fees will be charged.

Over 45 minutes late

- If the school has been unable to contact the child's parents or carers after 45 minutes, the school will advise a member of SLT who will contact the local Social Care team for advice.
- The child will remain in the care of two members of staff, on the Club's premises if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.

Managing persistent lateness

The school will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late, they may face penalty charges for additional care at ASC or lose their place at the ASC.

ASC Missing Child policy

NHAT Seaside, we are always alert to the possibility that children can go missing. To minimise the risk of this happening staff will carry out periodic head counts, particularly when moving children between locations (e.g., walking from the outside area back into school).

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing club registers and attendance checks will be carried out.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 20 minutes, SLT will then contact the child's parents or carers.
- Staff will continue to search for the child whilst waiting for the parents to arrive.
- Checks will continue whilst maintaining as normal a routine as possible for the rest of the children at the ASC.
- After 40 mins the police will be called, the manager will liaise with the police and the child's parent or carer.

The incident will be recorded in the Incident Log. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. Any necessary changes will be identified and implement.

If the police or Social Care were involved in the incident, Ofsted will be informed.