



Vane Road Primary School Out of Hours Club Policy



Reviewed April 2024

Amendment tracker

Date	Change and comments	Location
April 24	Removed Early Bird buzzer information.	Pg 3
April 24	Booking information – now via website/online also.	Pg 5
April 24	Removed 50p session from 8.30am.	Pg 5



VANE ROAD PRIMARY SCHOOL OUT OF HOURS CLUB POLICY (Breakfast Club, After School Club and Holiday Club)

This Policy covers the following Rights in respect of UNICEF's The Convention on the Rights of the Child:

- **Article 12 (Respect for the views of the child):** When adults are making decisions that affect children, children have the right to say what they think should happen and have their opinions taken into account.
- **Article 15 (Freedom of association):** Children have the right to meet together and to join groups and organisations, as long as it does not stop other people from enjoying their rights. In exercising their rights, children have the responsibility to respect the rights, freedoms and reputations of others.
- **Article 16 (Right to privacy):** Children have a right to privacy. The law should protect them from attacks against their way of life, their good name, their families and their homes
- **Article 19 (Protection from all forms of violence):** Children have the right to be protected from being hurt and mistreated, physically or mentally.
- **Article 31 (Leisure, play and culture):** Children have the right to relax and play, and to join in a wide range of cultural, artistic and other recreational activities.
- **Article 37 (Detention and punishment):** No one is allowed to punish children in a cruel or harmful way.

1. Aims

- To provide childcare before and after school/ during school holidays (not including bank holidays/ weekends).
- To offer a safe, secure and friendly environment in which children can enjoy a breakfast and afternoon snack served in a relaxed and supervised environment, under the supervision of qualified staff.
- Promote healthy eating by providing a nutritious breakfast and healthy snack.
- To provide a caring environment for children to enjoy at the start and end of the day
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

2. Organisation:

Opening Times

The Breakfast and After School Club will open term time only.

Breakfast Club: Every Morning, Monday to Friday, from 7.30 a.m. - 9.00 a.m. (Breakfast served from 7.30 am - 8:15 am); Breakfast comprising cereal, toast, fruit and juice will be provided and activities for children once they have eaten will be offered.

After School Club: Every day from 3.15 am - 5.30 p.m. A healthy snack will be given and activities for children once they have eaten will be offered.

The Holiday Club will open from 7.30 am -5.30 pm.

Register

- The person in charge of the club will sign in every child arriving at the Clubs. Parents are required to sign out their child on the daily register when they collect their child/children.
- Children should hang up their own coats and belongings once they have arrived.
- Breakfast will be served as soon as the children arrive.
- Once children have finished their breakfast or afternoon snack, they then take their plates to be cleaned and go to the range of table top and other activities available.
- The club has an up to date register of which children are attending which Intervention. Key Stage 1 children are walked to their Interventions by a member of Club Staff.
- Children will need to help with tidying up equipment used at 8.40 a.m. then they will be discharged, Key Stage 1 will be walked to their classrooms.

- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the contacts file in the Breakfast/After School filing cabinet.

Staff

Breakfast & After School Club Supervisor: Mrs. Debbie Ridley

All staff are DBS checked and have had appropriate training. Teaching staff are also on the premises during the club's opening hours. All Out of Hours Staff hold Paediatric First Aid qualifications The Supervisor keeps a list of all members of both clubs and a register of attendance will be taken daily.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they must ring the After-School Supervisor Debbie who will arrange cover. Cover will be provided by another member staff.

Child absence

Bookings can only be cancelled if a pupil is unwell or sent home from school or attending a medical appointment. Parents/carers must notify the school office as soon as possible.

We require at least 1 week's notice from parents if their child is to finish attending Breakfast/After School Club so that invoices can be settled and numbers can be re adjusted in the setting.

Menus

Menus of what is available during the week will be made available to parents and will address any possible allergies. Menus will be displayed in on the Breakfast/After School club notice board. Allergy information is updated regularly and staff have access to this. Staff will follow the School guidelines around healthy eating.

Cooking and Serving Facilities

The club kitchen will be used for preparation and serving food. Each member of staff will be in charge of preparing and serving food and ensuring that kitchen facilities are left tidy. Staff have Food Hygiene Certification.

Allergen Policy

[Trust Policies - Lingfield Education Trust](#)

Resources

Breakfast/After School club resources are kept in the cupboard and all electrical equipment is PAT tested before use.

3. Booking, Fees and Payment

Staffing levels may need to fluctuate to meet the staff: pupil ratio, therefore, bookings will need to be made a week in advance so that staffing levels can be planned and be appropriate. Registration forms are available from the Breakfast/After School Club Supervisor or online via the School Website. (Copy in Appendix 1)

Breakfast/After School Club is offered to all pupils of Vane Road Primary School during term time only. The cost is £1.50 per child for each morning (1 hour and 30 minutes) and £7.00 for the afternoon session.

Holiday Club is offered to all pupils of Vane Road Primary School during School holidays. The cost is £17.00 for a full day. Mornings from 7.30 am - 12.00 pm is £10.00 and an afternoon 1.00pm - 5.30 pm is £9.00.

Booking for Breakfast Club/ After School Club/ Holiday Club must be booked via the ParentPay website, at least 3 working days in advance. Payment must be made at the time of booking on the ParentPay site. The only exception is if Childcare vouchers are used as payment, these payments will be transferred directly to the Trust from the voucher provider. The School Office/ Out of Hours Club must be informed if you wish to pay by childcare vouchers.

Please note, if there is any historical debt for Out of Hours Club, reminders will be sent as follows:

- Letter 1 reminder
- Letter 2 reminder
- Letter 3 reminder/ service suspension

4. Policies and Procedures

The Breakfast/Out of School Club follow the School/ Trust policies and procedures and up to date copies of all relevant policies.

5. Parental/Pupil Feedback

Staff will have verbal communication with parents/carers bringing in their children, which may involve passing messages to classroom teachers. A note of these messages will be recorded in a notebook which is passed to the office

who will convey the message. Written notes to parents from the club staff will be passed on via the child's classroom teacher.

The school and club value parental and pupil opinions and will welcome feedback on how the club is run. The Complaints procedure is in line with school policy. Please inform the Supervisor of any concerns, in the first instance. The school will not tolerate verbal/abusive behaviour towards any members or volunteers of Vane Road Out of School Club.

5.1 Guidelines for Parents/Carers

Please pay club fees promptly through Parent Pay. If you have a problem paying the fees or your circumstances change, please talk to the senior member of staff. All matters will be dealt with as quickly as possible and with discretion. In the unlikely event of us having difficulty with your child's behaviour we will contact you and they may be excluded for a period of time depending upon the incident. If your child continues not follow the rules of the club, then after consultation with you and due warning, the child's place may be forfeited.

If you wish your child to attend Breakfast/After School club, please arrive at the Out of Hours Club door from 7.30am. Please do not send your child earlier than 7.30 am.

Please note as staffing levels are arranged in advance, if places aren't booked at least 3 days before the required date, unfortunately only last minute bookings for emergencies will be authorised for booking. Please contact the School Office/ Out of Hours Club Supervisor to confirm places.

5.2 Cancellation of Places

Once a place is booked on ParentPay, cancellations with refunds will only be authorised if a child is unwell/ absent from school or has a medical appointment. School will request evidence of a medical appointment, to be able to authorise a refund.

Please contact the Out of Hours Club Supervisor to authorise this.

6. Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of both clubs, either in a paid or voluntary capacity will have current DBS clearance. These records are held in the school office. Staff will follow existing School/ Trust policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must also follow the schools E-Safety policy and procedures.

6.1. Late collection of a child

The following procedures shall be put into action if a child's nominated guardian/parent is late or has failed to pick up a child from the activity.

If the nominated guardian/parent is late in picking up the child from the agreed pick up point, the senior person on duty shall,

- a. Wait approximately fifteen minutes.
- b. Attempt to contact the guardian/parent on their nominated contact number. One member of staff shall remain with the child until such times that the child has been collected by the nominated guardian/parent.
- c. If the nominated guardian/parent cannot be contacted, the senior member of staff shall try to contact the secondary contact number and arrange for the child to be safely picked up by the nominated secondary person.
- d. If in the unlikely event that neither the nominated or the secondary nominated guardian/parent is contactable, a member of staff shall be appointed to remain with the child for a reasonable time, after which time the After School Club shall be left with no alternative but to notify the Local Authority through the First Response Team.
- e. If the nominated or secondary nominated guardian/parent has not picked up the child by the time the local agent from the contacted agency has turned up at the School premises then the safety of the child shall be handed over to the local agent. The Out of Hours Club shall make available to the contacted agency all the relevant details for the child, such as: Child's Address, nominated telephone contact numbers, names and address of secondary contact, Contact details of Club personnel. All parents/guardians shall be made aware of this policy and the procedures outlined.

The nominated guardian/parent must supply in writing all details necessary to ensure the safe collection of their child from the Out of Hours Club, this should include: All necessary telephone numbers, names and addresses of all nominated people they wish to collect the child on their behalf, names and addresses of a secondary contact that they authorise the club to contact for the collection of the child.

In exceptional circumstances there may be an occasion where you are late picking up your child after 6.00pm, you must inform Out of Hours Club of this immediately. Charges will be made if you are late, if we are not notified or this become a regular occurrence, please see below for a breakdown of costs.

7. Behaviour

Children attending the Out of Hours Club are expected to follow Vane Road Primary School's Behaviour Policy (available on website).

Guidelines on behaviour.

We need to have rules at Breakfast/After School Club to keep everyone safe, healthy and happy. Children and Staff will follow Vane Road's Rights Respecting ethos and Restorative Approach. Children will also be expected to follow the school rules:

- Treat others as you would like to be treated.
- Have a positive attitude and encourage others.
- Keep your hands and feet to ourselves
- Do as you are asked by an adult straight away.
- Take care of our school environment.

Out of Hours Club Rules are:

- Do not leave the hall once you have been signed in unless an adult gives you permission.
- If you are not happy or if you have a problem, please tell an adult who will be happy to help you.
- If you have difficulty following these rules, then you may be asked to leave the club.

Children who do not follow the rules will be sanctioned by:

2 verbal warnings

followed by

10 minutes time out

followed by

Phone call/Parents informed

followed by

Executive Head, Head of School or Deputy Head contacted

followed by

Exclusion from the club

More serious incidents will be dealt with on an individual basis and appropriate sanctions will be decided upon by the Club Staff.

8. Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the Out of Hours Club door and will congregate on the Key Stage 2 Playground. The club register should be taken outside and all names checked. There will be a fire practice once per term.

9. Medication

If a child needs an inhaler, they will collect it from their classroom and staff will observe that the medication has been taken correctly and record this. In an emergency Club have Emergency Inhalers and will administer when required. All other medication administered will follow the existing school policy.

10. Risk Assessment

A separate risk assessment has been completed for Out of School Club sessions and activities.

11. Confidentiality of Documents

Confidential documents are kept in the school office in a locked filing cabinet.

Rachel Wren and Deborah Ridley
11th October, 2021

Vane Road Primary Out of School Club Terms and Conditions

The Breakfast Club and After School Club will operate for Term time only. The Holiday Club will operate during the 6 week Summer Holidays, October Half Term, February Half Term and Easter Holidays. We are also open during Teacher Training days but **are not open on Bank Holidays and Christmas Holidays.**

Before we can accept your booking, you must read and agree to the following terms and conditions of the Club:

- Before bookings are made you must register your child, even if you only intend to use the club occasionally.
- Bookings must be made via ParentPay at least 3 working days in advance. If we have spaces available, advance. Last minute bookings will only be authorised in emergency situations- please contact the School Office/ Out of Hours Supervisor if required.
- Bookings should be paid for at the time of booking, with the exception of payments made by Childcare vouchers and school must have been informed that this type of payment will be used in advance.
- Children who are ill, cannot attend the club and in the event of sickness or diarrhoea must be off for 48 hours after the sickness or diarrhoea has finished.
- If your child is ill whilst at the Club, staff will contact you to collect your child. No refund will be given.
- You must inform us, preferably in writing, if anybody else, other than those listed on the registration sheet, will be collecting your child.
- Please do not arrive late to collect your child. Children can become distressed if they think they have been forgotten. If lateness is unavoidable then please telephone us, penalty charges will apply.
- Parents who are late collecting their child will incur a penalty charge of £3.00 for any child collected 10 minutes after the official closing time of the club or arranged closing time and £5.00 after 20 minutes. Any child left for more than 45 minutes may result in Social Services being contacted and/the police.
- Anyone picking a child up will be expected to sign them out of the club when they leave and record the time of signing. All children must be collected at the end of their time at the after school club.

- Staff will administer medicine such as those provided for asthma, diabetes etc. Staff will not administer non prescription drugs and no children should be in possession of them.
- Should you have cause for complaint about the Club there is a formal complaints procedure. We hope any concerns can be sorted out informally with the Supervisor.
- Parents must inform the Club of any change of address, changes in personal circumstances or contact details.
- Cancellation of pre-booked places will only be authorised and refunded in the instance of a child being medically unwell/ attending a medical appointment. Evidence of medical appointments will be requested.
We will only offer refunds if the club is forced to close due to snow, heating failure, staffing shortage etc



Vane Road Primary School Breakfast and After School Club

I, _____, (print name)

parent / carer of _____
(child's name)

confirm that I have read the Terms and Conditions laid out in the above policy for the Breakfast and After School Club. I confirm that I will abide by the Terms and Conditions laid down by the Club.

Signed _____

Date _____

Appendices

Infectious diseases which would lead to a refusal of admission

Disease	Period of exclusion	Comments
Diarrhoea and / or vomiting	48 hours from last episode	
Typhoid	Until recovered	Health Protection Unit to be consulted
Dysentery	Until recovered	Health Protection Unit to be consulted
'Flu	Until recovered	
Whooping cough	5 days from commencing antibiotic treatment or 21 days from onset if not treated	Health Protection Unit to be consulted
Chicken Pox	5 days from onset of rash	Dangerous to vulnerable children and pregnant women
German measles	5 days from onset of rash	Dangerous to vulnerable children and pregnant women
Impetigo	Until lesions are crusted or healed	
Measles	5 days from onset of rash	Health Protection Unit to be consulted
Ringworm	Until treatment commenced	
Scabies	Return after first treatment	
Shingles	Exclude if rash is weeping and cannot be covered	

Diphtheria	Until recovered	Health Protection Unit to be consulted
Hepatitis A	Until recovered	Health Protection Unit to be consulted
Hepatitis B & C	None	Health Protection Unit to be consulted
Meningococcal meningitis	Until recovered	Health Protection Unit to be consulted
Meningitis caused by bacteria	Until recovered	Health Protection Unit to be consulted
Meningitis viral	Until recovered	Health Protection Unit to be consulted
Mumps	5 days from onset of swollen glands	



CHILD'S RECORD

Child's name.....(M/F)
 Date of birth.....Age.....
 Home address.....

 Home telephone number.....

Parent/Carer Information

(The first person named will be the first to be contacted if necessary)

1. Name.....

 Address.....

 Telephone number.....
2. Name.....

 Address.....

 Telephone number.....

Emergency contact (if different from Parent/Carer)

Name.....
.....
Address.....
.....
.....
.....
Telephone
number.....
Relationship to
child.....

Does your child have allergies? (please tick)

No Yes

.....

Cultural/religious/ethnic information

Religion.....

Ethnic
origin.....

Language.....

Details of any procedures prohibited for medical, religious or other reasons
.....
.....

Special Dietary Requirements

.....
.....
.....

I certify that the information given in this document is true and correct, and I will inform you of any changes to these details.

Name.....

Signed.....

Date.....