



## Sunbeams and Breakfast Club

### Legal framework

This policy has due regard to relevant legislation including, but not limited to, the following:

- The Health and Safety at Work etc Act 1974
- The Children Act 2004
- The Equality Act 2010
- The Children and Families Act 2014

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2021) 'Keeping children safe in education'
- DfE (2016) 'Wraparound and holiday childcare'
- DfE (2019) 'School food in England'

This policy is used in conjunction with the following school policies and procedures:

- Child Protection and Safeguarding Policy
- Peer on Peer Abuse Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Anti-Bullying Policy
- Complaints Procedures Policy
- Health and Safety Policy
- Behaviour Policy
- Fire Evacuation Plan
- School Emergency Procedures

The school's commitment to Breakfast and After School Club

- Providing varied care and play opportunities for pupils that cater for a range of interests and abilities.
- Ensuring activities within the Breakfast and After School clubs are inclusive, not discriminatory and accessible for all.
- Ensuring activities promote the social, emotional and mental health of all pupils.
- Providing pupils with access to a variety of facilities and equipment that are safe to use, and ensuring pupils are supervised at all times.
- Ensuring staff running these clubs put the needs of pupils first at all times.
- Adhering to relevant legislation that keeps pupils safe and free from harm at all times.
- Ensuring staff adhere to their safeguarding duties at all times and report any concerns they may have to the Designated Safeguarding Lead.

- Ensuring staff are qualified, and that any volunteers and staff on duty at the afterschool clubs have undertaken the relevant security checks and these are listed in the SCR.

- Promoting a positive and inclusive environment for pupils and tackling any incidents of bullying immediately.

- Listening and responding to pupils' views and concerns

- Keeping parents and carers informed of school policies and procedures, including opening times, fees and charges, and programmes of activities.

- Sharing and discussing pupils' achievements, experiences, progress and friendships, along with any difficulties that may arise.

### Roles and responsibilities

The governing board will:

- Maintain strategic oversight of how the 'right to request' process is working.

- Provide support to the headteacher in deciding whether the school should provide new childcare services.

- Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school.

- Hold the headteacher to account for the performance of the childcare services.

The headteacher will:

- Consult with the governing board about the viability of any new childcare service.

- Recruit any additional staff required for the childcare service and line manage the childcare service's staff.

- Report to the governing board on the performance of the childcare service.

- Manage any complaints relating to the childcare service.

- Determine the financial viability and practicalities of any new childcare service and offer evidence-based recommendations to the headteacher as to whether the school should provide the service and how it should be delivered i.e. in-house, blended or externally-run.

- Ensure that employment contracts are revised for school staff working at the childcare service.

- Ensure that the appropriate risk assessments have been undertaken in respect of the childcare service.

- Ensure that any reasonable adjustments are made to allow disabled children access to the childcare service.

- Implement an appropriate payment system for the childcare service.

- Purchase materials and equipment for the childcare service.

- Market the childcare service on various channels.

- Maintain financial records for the childcare service.

- Review and update facilities management policies and procedures to ensure that they cover the childcare service, e.g. cleaning, maintenance and security.

- Where requested, report to the governing board on the financial performance of the childcare service.

The SENCO will:

- Review and update existing equal opportunities policies to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures
- Ensure that staff working at the childcare service consider the needs of children with SEND when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations.

The DSL will:

- Review and update existing child protection and safeguarding policies and procedures to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that any additional staff (both paid and volunteers) recruited for the childcare service complete an enhanced DBS (with barred list) check before they care for children.

### Admissions and fees

The school has a first come, first served policy for admissions to wraparound services. When all the places have been filled, new applications are placed on a waiting list. The pupil premium may be used to enable disadvantaged pupils to access wraparound childcare.

The staff to child ratio for our school's wraparound services is 1:8.

The standard daily fee for attending the Breakfast Club is £2 and the After School Club is £3.50 for the first hour and £5 for the whole session (3.15-5.45pm).

The following conditions are also in place:

- Bookings must be made on our booking form which can be downloaded from the website. Regular attenders will be given booking forms by Sunbeams staff.
- Sessions must be paid for on ParentPay in advance (by 6pm the previous day)
- No place will be given without prior payment
- Full fees are charged if attendance is booked and the child does not attend
- If a child is not in school because they are unwell, there will not be a charge and fees will be refunded
- There may be a fee of £10 per hour for the persistent late collection of children

### Breakfast club

- Parents and carers drop their child off at the breakfast club.
- Attendance is recorded in the breakfast club's register; the parents of any pupil who was booked to attend, and is not present when the register is called will be contacted by admin staff during registration check..
- A member of the Breakfast Club staff will release Key Stage 1 and 2 children to go to their classrooms at 0830 and will deliver Reception children to their classrooms.
- Children have a range of games, toys, puzzles, craft materials and construction toys to play with once they have eaten their breakfast.

### After school club SUNBEAMS

- One member of staff from the After School Club will be in the hall or library area and take a register when children arrive.

- Class Teacher or Class Teaching assistant will take children from Reception and Key Stage 1, whilst pupils from Key Stage 2 will walk to the hall.
  - Children will be recorded in the After School Club's register upon arrival.
  - If a child arrives at the club but is not on the register, a staff member will ring the parent and ask for them to be collected.
  - Where there are children booked to attend the club, but they have not arrived, the club will check with the office whether the child was in school during the day. If they were, a member of staff will liaise with the class teacher to find out who they left with and if necessary, call the children's parent or carer
  - Collection will be from reception door before 17.45pm
  - A child will only be released to their parent or carer unless the school has been notified.
  - At the end of the after-school club, a staff member will sign the child out before they leave the premises.
  - If a parent or carer is running late for collection, they can ring the school mobile (07513 033 482) to inform the members of staff in the club.
  - Children have a range of games, toys, puzzles, craft materials and construction toys to play with and there is a daily activity planned that all children can be involved in such as a craft activity.
- Screen time is limited to occasional nights for short sessions, in poor weather a film option is available.

### Uncollected child procedure

Staff members do their best to ensure effective communication between clubs and parents.

If a parent is up to 15 minutes late, the following procedures are followed:

- The parent or carer is reminded that they must notify a member of staff if they are running late
  - If this is repeated, the parent or carer is warned that repeated late arrival will result in penalty fees
- If the parent is over 15 minutes late, the following procedure is followed:
- A member of staff attempts to contact the parent or carer using the data collection sheet in the office (registration forms)
  - If contact is not made, a message is left. The member of staff then attempts to reach the other two contacts
  - For the duration of the wait, the child is supervised by two members of staff
  - If this is persistent, the parent or carer may be issued with a penalty notice of £10 per hour that they were late collecting their child. If the parent is more than 30 minutes late, the following procedures are followed:
  - If a member of staff has not reached the parent or an emergency contact, they will contact a Designated Safeguarding Lead and then contact the MARU and ask for advice 0300 123 1116.
  - The child remains on the premises with a member of staff, or is placed with the local social care team
  - If the child has left the premises with the local social care team, a note is left on the door to the club informing the parent of the child's location. A contact number and address is displayed. Children over 10-years-old may leave the premises unaccompanied if written permission is given by the parent. Children under 10-years-old are not permitted to leave the premises unaccompanied.

### Involving parents

The school aims to achieve effective communication with parents; therefore, it has the following protocols in place to ensure effective information sharing:

- All the club's policies are available on the school's website, and hard copies are also available upon request.
- All members of staff take note of information from parents that could affect the happiness and wellbeing of their child.
- Parents are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.
- An annual survey is conducted to collect feedback and improve services.

### Missing child procedure

The school has procedures in place to ensure the safety and wellbeing of all the children in the school's care. The school ensures it holds at least three emergency contacts for each pupil registered at the club. All staff are informed of the missing child procedure as part of their induction. If at any time a child cannot be located, the following steps are taken:

- All members of staff are alerted that a pupil is missing.
- Members of staff conduct a search of the premises and the surrounding area.
- At least one member(s) of staff stays with the other children involved in the club, in order to prevent further problems and keep a calm atmosphere.
- If the child is not located within 10 minutes, the DSL, the police and the parents of the child are informed.
- The search for the child continues until the police arrive.
- The headteacher liaises with the police and the parents of the child.

### Health and safety

All members of staff at the school are aware of their responsibilities and duties in regards to the Health and Safety Policy.

All members of staff are responsible for:

- Recording incidents, accidents and near misses.
- Closing external gates at start of session.
- Maintaining a safe environment for children and adults.
- Taking part in any relevant health and safety training.

### Illness and injury

In the event of illness or injury, the school will act in accordance with the Accident Reporting Procedure Policy, Near-Miss Policy and the First Aid Policy. All members of staff are trained in first aid and are aware of their duties if a child is injured or becomes ill.

In cases of minor illness or injury, the following procedures will be adhered to:

- If a child becomes ill, the parents are contacted and asked to collect their child
- If a child is complaining of illness, but the member of staff is not concerned that it is serious, they will monitor the child until the end of the session and inform the parent / carer on collection

- If a child suffers a minor injury, first aid is administered, and the child is closely monitored for the rest of the session

If a child suffers a major injury or becomes seriously ill, the following procedures are implemented:

- If a child needs to go to the hospital, an ambulance is called, and a member of staff accompanies them
- The parents of the child are notified immediately
- Another member of staff is called to school if there are no other members of staff in the building
- The Headteacher is informed
- Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future

### Medication

Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy. Members of staff are aware of the importance of administering prescribed medication to children. The school and its clubs understand that parental consent is crucial and has the following rules in place for administering medication to pupils:

- Before any medication is given, the child's medical forms are checked to see if the medication has been approved by the parent.
- When a member of staff administers medication, another member of staff witnesses the process.
- Details of the process are recorded in the 'Parental arrangements to administer medicine' folder.
- If a child refuses to take the medication, the member of staff does not administer it. The parent is notified immediately.
- If a certain medication requires training to administer medication, only members of staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, the changes are recorded on the medical forms. Parents are required to sign the forms again before any change in procedure.

### Behaviour

The school's wraparound childcare services are subject to the existing Behaviour Policy; disciplinary issues are reported to the parents of the child. Repeated breaches of the Behaviour Policy may result in the child not being allowed to attend the clubs. If this is the case, any outstanding fees paid by the parent are returned.

### Anti-Bullying Policy

The school has a strict Anti-Bullying Policy which is implemented at all times. Any child who is the victim of bullying is supported in a sympathetic and friendly manner. If bullying is reported, it is noted and investigated by a member of staff and the parents of both children are informed. The school defines bullying as repeated harassment of others,

including psychological, physical, verbal or emotional abuse. If it is discovered that bullying has taken place, the following procedures are adhered to:

- Incidents are dealt with in a sensitive and thorough way
- Victims have the chance to discuss what happened with a member of staff
- Victims of bullying are reassured that the case will be taken seriously
- Victims of bullying are monitored to ensure further incidents do not occur
- If another pupil reported the incident, they are reassured that they did the right thing
- The child who is accused of bullying is made to understand why their behaviour was wrong
- If the bullying persists, more serious action, such as suspension, is considered
- All incidents are reported to the Headteacher, and incidents are recorded and investigated. Bullying of a sexual nature will never be tolerated and will be addressed according to the procedures outlined in the school's Child Protection and Safeguarding Policy and Peer on Peer Abuse Policy.

### Emergency evacuation/closure

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed. In the case of an emergency, the following procedures are followed:

- Emergency services are contacted
- All children are evacuated from the building and taken to the designated emergency assembly point – named in Emergency Procedures Policy
- A member of staff collects the register and checks that all the children are at the emergency assembly point
- If a child is missing from the emergency assembly point, the emergency services are immediately informed
- Parents / carers are contacted to collect their children
- All children remain at the emergency assembly point until they are collected by their parent / carer if a child has not been collected after undergoing the emergency procedure, members of staff follow the uncollected child procedure,

### Food

At Tywardreath School, we follow the School Food Standards.

At breakfast club, we aim to provide a healthy breakfast. Every day there are a selection of either low-sugar and high fibre breakfast cereals, toast with different toppings. There is also a choice of drinks including fresh water and semi-skimmed milk.

After School Club we regard snack time as an important part of the day's setting as it provides an opportunity for children and adults to socialise and helps children to learn about healthy eating. Our setting aims to provide children with a well-balanced and nutritious snack that meets all children's dietary needs. We also try to provide children with different food experiences by regularly providing a range of fruit and vegetables for children to try. The staff ensure they have access to dietary needs and copies of Care Plans from the school for all allergies. This information ensures that children only receive food and drink that is consistent with their dietary needs as well as their parents' wishes. We take care not to provide food containing nuts or nut products, and are especially vigilant where we have a child who has a known nut allergy.

All children who wish to eat are encouraged to wash their hands before snack and find a chair around a table of their choice. Food is placed in the centre of each table, by chosen helpers, and children are encouraged to help themselves to food and drink by staff. This develops independence through children making their own choices and encourages sharing skills and good table manners. Children have access to water and can ask for it at any point throughout the session. The club also promotes healthy eating which encourage children to think about the food that they eat, and to try different food. No child will be asked to eat or drink something against their will.

Person responsible for policy: Mrs Claire McColville (Headteacher)

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