



BREAKFAST AND AFTER SCHOOL CLUB POLICY AND PROCEDURE

Date adopted:	Spring 2024	Last reviewed:	Spring 2025
Review cycle:	Annual	Is this policy statutory?	Yes
Author:	Headteacher	Next review date	Spring 2026

‘Our village school strives to provide the best possible education for all its children in a caring and happy Christian community.’

Puttenham CofE Infant School offers a Breakfast Club named ‘Wide Awake Breakfast Club’ and an After School Club. This is a service which is open to all parents and children. Our caring, qualified and motivated member(s) of staff will provide your child with a stimulating, exciting, relaxing start to the morning. We will ensure your child feels safe, happy and secure.

The breakfast club is located in the Otter class from 7.45am to 8.30am Monday to Friday. The children will be provided with a healthy breakfast and a choice of beverages.

The After School club is located in Otter class in the main school from 3pm to 5.30pm Monday to Thursday. The children are offered a healthy snack.

The Leadership Team and Headteacher have overall responsibility of the clubs and the day-to-day running is managed by the breakfast and after school club leader. The policies of the school are also incorporated into the Breakfast and after school club policy.

All children attending this school will have access to the Breakfast and After School Club by adhering the procedures outlined in this policy.

- All children who attend Puttenham CoE Infant school are eligible to attend the breakfast and after school club.
- Places can be booked on daily, weekly or half-termly basis.
- The school will use information regarding dietary or medical needs from your child’s records given on entry to the school. If there are any changes the parents must update the school immediately.
- Priority will be given to children who will be using the club on a regular basis and children who are already members.
- The club offers a first come first served basis.
- There is capacity for 10 children for one member of staff.
- Children can only attend breakfast and after school club once they have booked and paid for the session via SCOPay. Parents using Tax Free Childcare vouchers are required to inform the office of who their provider is.
- Breakfast club session time is 7.45am to 8.30am at a cost of £6.00 per session.
- After school club session time is 3pm to 5.30pm at a cost of £14 per session.
- All staff will adhere to our safeguarding procedures, have enhanced DBS checks and carry out safeguarding training.

- The Breakfast Club and After School Club Leaders must have Level 2 certificate in food safety and hygiene and paediatric first aid training.
- The leadership team will periodically review the staffing level due to demand.
- The Breakfast Club and After School Club Leaders and the school leaders can refuse to offer a place if procedures have not been followed.

Booking

Parents must book and pay using SCOPAY by 11.59pm the night before breakfast club and by 2.30pm on the day of after school care. In the case of an emergency please contact the office via email or phone.

Cancellations and Refunds

We will require five school days notice of a session cancellation for a refund to be issued. Refunds will be made via SCOPAY. Unfortunately, we will not be able to give refunds for sickness or cancellations of less than five days.

Arrival procedure and settling in to Breakfast Club

Breakfast club

On arrival you will be greeted by the Breakfast Club Leader. The breakfast club leader will check the final list at 7am. We are required to keep a register for children and staff on a daily basis. The children will be offered a choice of breakfast. The leader will serve breakfast until 8.20am.

After school club

At the end of the school day, 3pm the children will be taken to Otter classroom and registered by the after school club leader. If they are attending another club first they will return to the after school club for the rest of the session. It will be the parents' responsibility to inform the club to take them to the after school club in Otter class.

There will be no visitors to the breakfast or after school club unless they have made an appointment and follow the visitors' procedure in the school's health and safety policy.

You will be charged for late pick-ups at a cost of £10 per child for every 15 minutes from the end of the booked session. However, this would be for emergency situations and not to be used as a service.

Should you be unexpectedly delayed, you must ring the After School Care Leader on the club mobile or the school office on 01483 810317. Please do not text or email.

If your child is collected by someone other than those named on your emergency contact list given to the school, this must be indicated to a member of staff prior to the start of the session. This can be done by emailing the office at info@puttenham.surrey.sch.uk. In an emergency, please use the above numbers. We will telephone the parent/carer if someone else should arrive to collect a child without prior knowledge to gain consent. The child will not be able to leave without this confirmation and consent.

Behaviour Management

Puttenham CofE Infant School recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment and we follow the school policies. All the staff will manage behaviour according to clear, consistent and positive strategies. Parents/carers are encouraged to contribute to these strategies, raising any concerns or suggestions. Children who need help in order to behave in an appropriate manner will be given support and consistent strategies to address the matter. Staff will seek appropriate advice and

training in order to reflect upon the triggers and effects for some children who find some aspects of the play environment stressful. The Breakfast Club Leader, After School Leader or Headteacher will discuss incidents with parents.

Concerns/Complaints Procedure

We are committed to providing a safe, stimulating, consistent and accessible service to children and their parents/carers. We always aim to provide high quality services for everyone, but accept that sometimes things do not always go to plan. In such circumstances, we want to know so that we can put them right and learn from this. If a parent/carer has a concern or complaint about some aspect of the club's activity it will often be possible to resolve the problem by simply speaking to the club leader either in person or via email, in the first instance. If the situation is still unresolved, please follow the school's complaints policy.

Documentation and Information

We recognise the importance of maintaining up to date and accurate records, policies and procedures necessary to operate safely, efficiently and in accordance with the Law. Puttenham Wide Awake Breakfast and After School Club is also aware of its obligations with regard to the storing and sharing of information under the Data Protection Act 1998, and is committed to complying with its regulations and guidance. The Manager and staff are aware of the implications of the Data Protection Act 1989 in so far as it affects their roles and responsibilities within the Club and provide regular training to ensure so.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs. We aim to ensure equal opportunity for all pupils, staff, parents and carers as detailed in the school's Equality Policy.

Fire Safety and Evacuation

The school ensures that all staff and children are made aware of the fire procedures including the location of all fire exits and the fire assembly point. Fire drills are practised termly by the whole school. Copies of this are held by the school.

This procedure would be carried out in the event of a fire drill or evacuation and if any further actions are required, then the School's Emergency Plan would be followed.

Food, Drink & Healthy Eating Policy

Snack and meal times are an important part of the day. Eating represents a social time for children and adults and helps children to learn about healthy eating. We encourage this social aspect at breakfast and snack time too. Staff are encouraged to join the children and model the acceptable behaviour, be that through healthy choices, good sitting and polite manners or just through conversation.

At breakfast, time children are encouraged to make healthy choices from the breakfast menu provided. This includes breakfast cereals, no more than two breaded items, fruit juice, milk and water.

At the after school, club children are encouraged to make healthy snack choices including fruit and vegetables.

The school will use information regarding dietary or medical needs from your child's records given on entry to the school. If there are any changes the parents must update the school immediately.

Fresh drinking water is available and accessible at all times.

Using daily checklists, we record and monitor our food safety routine. This includes fridge/freezer temperature checks, food delivery temperatures and cleaning routines. Regular checks are carried out for dates and to ensure that food is stored correctly in the fridge. Foods are labelled and checked for best before and use by date. All food is wrapped or sealed correctly before it is put away.

A copy of all children who have special dietary needs, allergies, religious or cultural preferences is kept in the register so that all staff can note for each session, including the staff member who is on breakfast or after care duty. We ask regularly for any changes or updates to this information. This is kept on record and parents/ carers have signed our terms and conditions of which one includes that we must be kept up to date with any changes.

Through training, we are aware of the Food Information Regulation that came into force in December 2014, regarding the 14 major allergens that must be identified in menus and information to parents if they are used as an ingredient in the food we provide. We are in the process of charting all the food we serve that includes any allergens. Parents have informed us of any allergies their child has and this includes foods, which we have on record, and this is acted upon according to the session/s that child attends. The club leader will be trained to Level 2 food safety and hygiene standard.

Health and Safety

Puttenham Wide Awake Breakfast and After School Club takes the issue of health and safety extremely seriously as a matter of both legal and moral importance. We always aim to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

- Safety - Daily safety checks are carried out to ensure that the facilities are maintained in a suitable state of repair and decoration.
- Equipment - All furniture, toys and equipment are kept clean, well maintained and in good repair and in accordance with BS EN safety standards of the toys.
- (Safety) Regulations (1995) where applicable.
- Health - Staff ensure there is a regular supply of fresh drinking water available to children at all times, especially in hot conditions. In such circumstances, staff will also ensure that children are adequately protected from the sun.
- Hygiene – We ensure very high standards of hygiene both of the setting and personally as a good example and encouraged to the children. To this end, a generally clean environment will be maintained at all times. Hand washing following toilet breaks and before tea will be observed. Food storage and preparation areas will be kept clean. We take all practical steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene, in order to minimise the risk of catching or spreading infection.

Illness and Injury

We are committed to dealing efficiently and effectively with illnesses and emergencies which may arise while children are in our care, and helping to keep all staff and children safe from infectious and communicable diseases. We recognise our responsibilities in providing adequate and appropriate equipment, facilities, training and personnel to enable suitable first aid to be given to children and staff. Staff receive recommended first aid training every 3 years. The Leader will receive level 2 food hygiene training every 3 years.

If a child is sick at the breakfast or after school club, once all care has been taken to ensure their comfort, then a parent/ carer is contacted as soon as possible to arrange collection. The leader will inform the head teacher and the school office will inform ALL parents/carers via email as soon as possible.

OSHENS or RIDDOR (where relevant) and Ofsted will also be informed of any serious injuries, infectious or communicable diseases discovered on the premises.

Intimate Care

As a setting caring for children, staff are respectful of children's needs. All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance. Staff will be supported to adopt their practice in relation to the needs of individual children. Staff will follow the school's intimate care and toileting care policy.

Medication

If a child requires medicine to be administered regularly, i.e. an inhaler during the breakfast club and after school care session, then parents/guardians should fill out a Medicine Request form (and supply medicine if not already held by Puttenham school office) giving details as requested. Should your child require ad hoc medication, please complete a medical form from the school office and all information will be passed on to breakfast and after school club leader.

Partnership with Parents and Carers

The staff team is committed to working in partnership with parents/carers to provide a high-level quality of care in a safe and stimulating environment, providing play opportunities for children.

Safeguarding Children

Puttenham CofE Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This means that we have a Child Protection and Safeguarding Policy, procedures and annual training in place which we adhere to. All staff (including support staff, supply staff, club leaders, regular volunteers and Local Committee Members) must ensure that they are aware of these procedures and have signed the register to say they have. Parents, carers and students are welcome to read the Policy on request.

'Working together to Safeguard Children', 'Keeping Children Safe in Education 2023' and 'What to do if you suspect a Child is being Abused' (2015) booklets have been given and are accessible to staff and adhered to. If a member of staff has any concerns about the child's safety or welfare (e.g.; physical changes in a child's presentation, marks, bruises, soreness), s/he will immediately report concerns to the appropriate Designated Safeguarding Lead – Miss De Filippis, Head Teacher or Deputy Designated Safeguarding Lead – Mrs Hazzard, Mrs Dynan and Mrs Drury and the Child Protection and Safeguarding Policy will be followed.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a young person's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to their welfare.

Staff Employment and Recruitment Policy

Puttenham CofE Infant School is committed to using robust recruitment procedures that safeguard children and offer equal opportunity. The procedures, in line with school policies, will be followed when recruiting staff and volunteers. We will ensure that a newly appointed employee only starts

once their enhanced DBS has come back and is clear. In exceptional circumstances, an employee can start whilst awaiting their DBS but will be supervised at all times when working with children.

Sustainability

We will regularly review the clubs use and whether they remain financially sustainable. The school will endeavour to find alternative arrangements or signpost to other clubs in the area.

Surrey County Council & Safeguarding Contacts

Miss A De Filippis email – dsl@puttenham.surrey.sch.uk (for safeguarding issues only)

Local Authority Designated Officer (LADO)

Monday to Friday from 9am to 5pm

The LADO Service manages allegations against individuals who work or volunteer with children in Surrey. If you have a concern regarding someone who works with children please contact the LADO on **0300 123 1650*** or LADO@surreycc.gov.uk.

SW Children Services Refer Hub

Local Referral, Intervention and Assessment Services

0300 123 1640