



Upper Nidderdale Primary Federation

Breakfast and After School Club Policy

Policy:	Breakfast and After School Club Policy
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Statement of intent

The Upper Nidderdale Primary Federation believes in creating a safe, welcoming and stimulating environment for all the children in its care. The federation believes that a safe, social atmosphere helps children of all ages to develop their social skills and confidence.

In order to help and support parents, the school aims to provide an affordable and convenient wraparound childcare service. Breakfast, and after-school are made available to children aged 4 to 11 (3 to 11 at St Cuthbert's as there is the nursery provision on site there), allowing parents more flexibility with their working hours.

We will ensure that there is a staff to child ratio of [1:15](#) at all times.

Wraparound care is provided by school staff. Appropriate safeguarding procedures will be followed with regards to these.

1. Legal framework

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

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE (2022 'Health and safety: responsibilities and duties for schools'
- **[Updated]** DfE (2023) 'Keeping children safe in education'
- DfE (2016) 'Wraparound and holiday childcare'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Attendance and Absence Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Anti-bullying Policy
- **[Primary schools only]** Early Years Policy
- Complaints Procedures Policy
- Health and Safety Policy
- Behaviour Policy
- Fire Safety Policy

2. Wraparound Childcare

Wraparound childcare is defined as childcare provided by a school that runs outside of normal school hours, e.g. breakfast clubs.

Parents have the right to request that the school considers the provision of wraparound and holiday childcare for children in **Reception** up to Year **6**.
(includes Nursery children at St Cuthbert's)

Where there is demand, the school may provide wraparound childcare services for children under the age of 5 years old, but it is not obliged to do so.

The charges for wraparound childcare will be broadly cost neutral. Any profit that the school makes from providing these services will be reinvested in the service or in the school.

A range of opportunities are provided to pupils to promote a healthy lifestyle and support pupils' wellbeing, such as mindful colouring and games.

All clubs are available to a mix of age groups, ensuring that pupils are given the opportunity to interact with others who have similar interests, rather than always being with classmates or small groups.

In order to ensure that pupils' interests and needs are met, pupils are given the opportunity to contribute to the planning of extracurricular clubs and activities.

Breakfast and after School Clubs are organised, managed and conducted in accordance with the school's existing policies.

The staff to pupil ratio for extracurricular clubs and activities is **1:15**. **(1:13 if Nursery children attending)**

Pupils at before or after school clubs are registered at the beginning and end of the session in order to ensure that nobody is missing.

Whilst the clubs are being conducted, the designated member of staff leading the club is responsible for the safety and welfare of all pupils.

Appropriately trained members of staff partake in clubs and activities where SEND provision is needed.

Extracurricular clubs do not discriminate against pupils with SEND.

3. 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 and SBM to account for the performance of the childcare services.

The headteacher will:

- Discuss with the LA and 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.

The SBM will:

- 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 the appropriate insurance is in place for any new childcare service.
- Ensure that any reasonable adjustments are made to allow disabled children access to the childcare service.
- Implement and manage 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.
- Ensure that any food provided is consistent with the school's Healthy Eating practice and Early Years Safeguarding policy.
- 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.

4. Admissions and fees

The school has a first come, first served policy for admissions to wraparound services.

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 [1:15. \(1:13 for nursery\)](#)

Before registration, parents are given the following information:

- [Admissions and Fees Policy](#)
- [Behaviour Policy](#)
- [Complaints Procedures Policy](#)

The standard daily fee for attending the breakfast club is **£3.50**, which includes a toast breakfast. The after-school care club is **£5.00** from 3:30-4:30pm or **£8.00** from 3:30-5:30pm at both Glasshouses and St Cuthbert's. The following conditions are also in place:

- Breakfast and After-School places must be booked in advance
- All fees must be paid **weekly** on ParentPay
- The clubs **accept** childcare vouchers (Government Childcare through HMRC)
- There is a fee of **£10** per hour, per child for late collection (after 5:30pm)

5. Arrivals and departures

The school is fully committed to the safety and security of all the children in its wraparound clubs; therefore, several procedures are in place for when children arrive at a breakfast or after-school club:

Breakfast clubs

- Parents drop their child off at the breakfast club.
- Attendance is recorded in the breakfast club's register on arrival; the parents of any pupil booked to attend, and is not present by 8:30am, will be contacted immediately.
- A member of the school staff will collect pupils from the breakfast club and escort them to their respective classes.
- The staff member collecting the pupils will be informed of any pupils that did not attend the breakfast club as expected; the school will follow its Attendance and Absence Policy if the whereabouts of those pupils remain unknown after registration is called.

After-school clubs

- The collection point is the [assembly hall](#). Teaching staff will ensure that pupils are taken to the afterschool club by an adult for handover. At no times will pupils be left unsupervised.
- If a pupil arrives at the collection point, but is not on the register, a staff member will check with the school office and the parent before turning the pupil away.

6. Involving parents

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

- Parents are invited to visit the facilities before their child attends.
- 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.

7. Uncollected children

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 is reminded that they must notify a member of staff if they are running late.
- The parent 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 using the details provided on the registration documents.
- If contact cannot be made, a message is left. The member of staff then attempts to reach the emergency contacts listed on the registration form.
- For the duration of the wait, the child is supervised by **two** members of staff.
- When the parent arrives, they are issued with a penalty notice of **£10** per hour, that they were late collecting their child (per 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 contact the local social care team for advice.
- 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.

8. 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.
- Maintaining a safe environment for children and adults.
- Taking part in any relevant health and safety training.

9. Safeguarding

All members of staff and volunteers are suitable to be working with children in wraparound care – anyone without the appropriate checks will be supervised by a member of staff who is permitted to undertake regulated activity with children.

Child protection and safeguarding policies and procedures extend to all wraparound care provision and the school expects all staff and volunteers involved in the provision of wraparound care to read and adhere to the Child Protection and Safeguarding Policy.

The Child Protection and Safeguarding Policy is provided to all staff and volunteers involved in wraparound care upon induction.

Any safeguarding matters are raised with the DSL or deputy DSL as soon as possible. In the event that the DSL or a deputy are not available before or after school hours, safeguarding issues are raised with a named nominated person, e.g. the headteacher, who then informs the DSL as soon as possible.

10. Illness and injury

In the event of illness or injury, the school will act in accordance with the Health and Safety Policy and the First Aid Policy.

All members of staff running the breakfast and after school clubs 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 does not believe it is serious, they monitor the child until the end of the session.
- 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.
- Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future.

11. Medication

Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Managing Medicines 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 on the child's medication form.
- 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.

12. Behaviour

The school's wraparound childcare services are subject to the existing Behaviour Policy. Our CHAMPS Values run through all clubs.

Repeated breaches of the Behaviour Policy may result in the child being barred from attending the clubs.

Any up-front fees paid by the parent are returned if a child is barred from attending the clubs.

13. Anti-bullying Policy

The school has a strict Anti-bullying Policy which is to be implemented at all times and a zero tolerance to bullying.

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 exclusion, 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. Where crimes, such as rape, assault by penetration, sexual assault and up-skirting, are included in a report of bullying, the police will be notified.

14. 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.
- 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 are contacted to collect their children.
- All children remain at the emergency assembly point until they are collected by their parent.

If a child has not been collected after undergoing the emergency procedure, members of staff follow the [uncollected child procedure](#).

15. Monitoring and review

This policy is reviewed [annually](#) by the Headteacher and the DSL.

The scheduled review date for this policy is March 2025.