

Fairstead House

BREAKFAST AND AFTER-SCHOOL CLUB POLICY **incorporating the Early Years Foundation Stage**

INTRODUCTION

At Fairstead House School & Nursery we offer childcare before and after school for any children who attend our school. We feel that this is a necessary and helpful facility to offer our parents. Children must be booked into After School Club in advance through the School Office. We are committed to providing good quality care where the children feel happy, safe and secure. We aim to provide a range of interesting and enjoyable activities appropriate to the ages of our children, also promoting social interaction and respect between them.

AIMS

- To ensure that our staff are committed to meeting the safety and welfare needs of the children by understanding and comply with School's Safeguarding and Child Protection Policy
- To organise space and resources to meet the children's needs effectively
- To meet children's individual needs.
- To provide activities and play opportunities to develop children's emotional, physical, social and intellectual capabilities
- To ensure the premises are safe, secure and suitable for their purpose with proper precautions taken to prevent accidents
- To provide appropriate equipment, in suitable design and condition, which creates a safe and stimulating environment and conforms to safety standards
- To take appropriate measures towards promoting hygiene and limit the spread of germs
- To provide regular drinks, and a snack before or after school
- To promote equality of opportunity and anti-discriminatory practice for all children
- To manage behaviour appropriately, in a way which promotes children's welfare and development and that reflects the school's Behaviour Policy
- To work in partnership with parents to meet the needs of children both individually and as a group. Develop good communication and share information.

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Staffing including EYFS

All staff members involved in providing day care, looking after children or having unsupervised access to them are suitable to do so. All staff have the appropriate experience, skills and ability and are suitable, both mentally and physically to do their jobs. It is the school's policy to complete DBS checks on all staff members and all appointments are made in line with the school's recruitment policy following the DoE's Keeping Children Safe in Education September 2016 regulations.

Members of Staff:

Marie Alleyne, BA Hones, Primary Education

Rebecca Guy, BA Hons, EYTS

Amber Kinnair, BA Hons

Jenny Wakefiled SSTLS

School ensures that staffing ratios are appropriate for the age and number of the children in the club.

The children are registered every day and hours of attendance are recorded. The names, addresses, phone numbers and DOBs of all the children are kept in a file in the school office. Our Breakfast Club operates from 07:30 until 08:30 and the After School Club operates from 15:30 until 18.00.

Physical Environment

It is our policy to make sure the premises are in a suitable state and are as welcoming and friendly as possible to children and parents. Breakfast Club is held in the School Hall. The Library is the location for the After School Club for KS 2 children, whilst EYFS and KS 1 children are either in the Nursery or Reception classrooms where children can relax, complete their homework, or play quietly. When the weather is fine, the whole After School Club group may go out into the playground to play with the sports equipment. We aim to provide sufficient, suitable equipment and materials to provide stimulating activities and play opportunities for the children. These are appropriate for their ages and individual development needs. We try to ensure that all our equipment is stored safely and kept in good repair.

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Safety

Health and Safety regulations are adhered to and all staff are trained to have an understanding of them. A risk assessment of the premises has been completed and is regularly reviewed and updated where necessary. The children are not able to leave the premises unsupervised and all adults collecting children have to be known to the member of staff. Children are supervised at all times and we have a policy which is used in the event of a child being lost or not collected. (see Missing Child Policy). We have a clearly defined procedure for emergency evacuation of the building (see the Fire Safety and Evacuation Policy). We have public liability insurance for the provision.

Health

It is our policy that staff practise good hygiene in order to prevent the spread of infection and children are taught good hygiene practices such as washing hands after going to the toilet and before eating. Staff have been trained in Food Hygiene. We have policies regarding the Administration of Medication, First Aid and Accidents. At least one staff member for each club has a current Paediatric First aid training certificate.

Equal Opportunities

Fairstead House School has an Equal Opportunities policy which is regularly reviewed. All children and adults are treated with equal concern and everyone has regard to relevant anti-discriminatory good practice. The Out of School Care clubs promote equal access to the resources, activities and facilities available. Children with special or additional needs are welcomed appropriately and equal access is given to any facilities, activities and play opportunities.

The physical environment is suitable for able bodied children but we would need to reconsider reviewing provision for any children with physical disabilities, should they wish to attend. We would liaise with parents regarding any special equipment needed in this instance.

Behaviour

The school has a written policy for Behaviour and a written policy for Anti-bullying. The policies state the methods used for managing children's behaviour. This is understood and followed by all staff and discussed with parents and children. Staff watch for any instances of bullying and, in the school as at the clubs, children are encouraged to report any incidents. Staff working at the Out of School Care clubs follow school policy regarding behaviour and create an environment that consistently encourages good behaviour, respecting individual children's levels of understanding and maturity. Physical punishments, or the threat of them, are not used.

Adults do not use any form of physical intervention, e.g. holding, unless it is necessary to prevent personal injury to the child, other children, an adult or serious damage to property. Any incident would be recorded in the physical intervention of in the Head's Office and the parent informed.

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Working in Partnership with Parents

Information is available to parents which includes:

- Basic written information about the setting, hours, contact information, staffing, routines;
- Details of policies and procedures available to parents.
- The school's written complaints procedure.
- Information about activities provided for children.

All staff have an open and friendly approach and parents are able to talk to the staff whenever convenient to them. Their views and concerns are respected and acknowledged. A record of all complaints is maintained. Staff are aware of the need to maintain privacy and confidentiality.

Arrangements are made with parents about the arrival and departure of children to and from the school, including making sure that children are collected by the right person. Children are only released to individuals named by the parent. At Fairstead House School, the protection of our children is our first priority. The school has a written policy regarding Safeguarding and Child Protection which is published on the school's website.

<p>Responsible: LB/ELT Date approved: Summer 2016 Date reviewed: Summer 2018</p>
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