



BREAKFAST & AFTER SCHOOL CLUB

Breakfast and After School Club Policy

Adopted by the Resources Committee 19.5.25

The Governors of Honiton Primary School provide a Breakfast and After School Club regulated by Ofsted to care for children from Years Rec - 6 (ages 4-11) inclusive and primarily serving the children of Honiton Primary School.

This policy is available on our school website <https://honitonprimary.co.uk> and a copy is given to parents on registration.

The Resources Committee will review this policy annually.

Policies and Procedures:

The Breakfast and After School Club adhere to all of Honiton Primary School's policies including:

- Child Protection and Safeguarding children policy – available on our website
- Equality Policy – available on our website
- Medical Conditions and Administration of Medicine Policy – available on our website
- Behaviour Policy (pupils) – available on our website
- Complaints Policy – available on our website
- Food Hygiene Policy
- H&S Policy
- SEN Policy – available on our website
- GDPR Policy – available on our website
- Educational Visits Policy
- Mobile Phone and Personal Devices Policy – available on our website
- Acceptable Behaviour (Staff) Policy
- Staff Code of Conduct Policy
- Intimate Care Policy

The Before and After School Club adhere to, and are included in, all of Honiton Primary School's Risk Assessments and Procedures including:

- RA08 Fire Risk Assessment
- RA21 Primary Curriculum Activities Risk Assessment
- RA22 Primary Whole School Risk Assessment – Extended Schools
- Emergency Evacuation Procedures

- Lockdown procedures
- First Aid Procedures

In addition to the School Policies and Procedures the Before and After School Club has the following procedures:

- Admissions
- Registration and Bookings
- Arrivals and Departures
- Missing Child Procedure
- Late Collection/Uncollected Child Procedure
- Staffing Requirements
- Safeguarding
- Fees

Admissions:

Places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established, with the following order of priority:

1. Looked After Children who attend HPS
2. Siblings of children already attending the club and attending HPS
3. Those requiring the greatest number of sessions/hours per week and attending HPS

Registration and Bookings

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

- The Breakfast and After School Club Policy
- Registration form that will incorporate medical information, booking form, photograph/internet consent and trip out of school consent form.

All forms need to be completed and handed to the office prior to a child starting at the Club.

If no places are available the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

Admissions for Younger Children:

We offer places for children in Years Rec - 6. However, we recognise that some children may not be ready for our club. We will determine 'readiness' through a discussion with parent/carers, the FU and BASC staff. If we consider the child is ready then they will be allocated a place.

Withdrawal of a place:

Should a child present a danger to themselves, or others at the Club, their place will be reviewed. This review will involve a member of the Club staff, parents/carers and a member of the senior leadership team. In these exceptional circumstances the child's place may be withdrawn with immediate effect. The review meeting will consider any additional actions the Club could take to support the child's return to the Club and agree the dates for a further trial period.

Behaviour:

Children's behaviour will be managed in line with the school's behaviour policy.

Booking procedure:

Parents must complete the necessary paperwork, i.e. registration, medical, booking and photo permission forms, before their children can attend the club. Confirmation of places will be sent by email, except in the case of temporary bookings. This is organised by the admin team.

- **Permanent place:**

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place, one week's notice in writing will be required.

- **Temporary booking:**

We will accept temporary or occasional bookings as long as there are places available.

Arrivals and Departures

Breakfast and After School Club recognises that the safe arrival and departure of the children in our care is paramount.

The Breakfast and After School Leader will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded in the register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular headcounts during the session.

Escorting children to the Club:

- Foundation unit and KS1 children must be escorted to the Club by an adult.
- The Club keep a register of children who require escorting between locations.
- One member of staff from Breakfast and After School Club will be responsible for collection or delivering of children to/from Breakfast and After School Club from FU and Key Stage 1 daily.
- Key stage 2 children make their own way to the BASC.
- The Registers for Breakfast and After School Club will be completed by play leaders
- If a child is booked into the Club but is not at the collection point, staff will check to see if the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the child's class teacher and the designated safeguarding lead at the school and the child's parents or carers, and follow the procedures laid out below – Missing Child Procedure.

Arrivals:

- Our staff will greet each child warmly on their arrival at the Breakfast and After School Club and the child's attendance will be recorded in the daily register straightaway, including the time of arrival.
- Please note Breakfast club starts at 8am. Children should not arrive before then. On the rare occasion that children arrive early parents must stay with their child until Breakfast club starts.
- Please drop off children at the side entrance to the hall.

Departures:

- The Breakfast and After School Leader will record the time of collection.
- Children can only be collected by an adult who has been authorised to collect them on their registration form.
- The child's parents or carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. The Breakfast and After School Leader will contact the main parent or carer for confirmation if they have any concerns regarding departures.
- The parent or carer must notify the Breakfast and After School Club if they will be late collecting their child.
- Children are only allowed to leave the Club alone at the end of the session if the Club has discussed this fully with the child's parents and has received their written consent.
- Children below the age of 8 will not be allowed to leave the Club unaccompanied.
- Please collect children from the side entrance of the hall.
- Please note that children are to be collected promptly at the end of the session booked. Late collection will result in a fine in addition to being charged the full hourly session.

Absences:

- If a child is going to be absent from a session, parents must notify the Club 24 hours in advance.
- If a child is absent without explanation, staff will contact the parents or carers and the school to check where the child should be.
- The Club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or family is having some difficulties and might need additional support.

Missing Child Procedure

At Breakfast and After School Club, our staff are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations (e.g. walking from the child's class to the Club).

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- The BASC leader will contact the child's parents or carers.
- After 15 minutes the police and headteacher will be informed.
- Staff will continue to search for child whilst waiting for the police and parents to arrive.

- We will maintain as normal a routine as possible for the rest of the children at the Club.
- The BASC leader will liaise with the police and the child's parent or carer.

The incident will be recorded in the Incident Log and a new risk assessment undertaken. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

Late Collection/Uncollected Child Procedure

Breakfast and After School Club will ensure that all children are collected by a parent or carer at the end of each session as specified on the registration form. If a child is not collected at the end of a session, and the parent or carer has *not* notified us that they will be delayed, we will use the following procedures:

Up to 15 minutes late

- When the parent or carer arrives, they will be reminded that they must call the Club to notify us if they are delayed.
- The parent or carer will be informed that penalty fees will have to be charged (unless the delay was genuinely unavoidable).

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Over 15 minutes late

- If a parent or carer is more than 15 minutes late in collecting their child, the Breakfast and After School Club leader will try to contact them using the contact details on file.
- If there is no response from the parent or carer, messages will be left requesting that they contact the Club immediately. The Breakfast and After School Club leader will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected, the child will be supervised.
- When the parent or carer arrives, they will be reminded that they must call the Club to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).

Over 30 minutes late

- If the Breakfast and After school leader has been unable to contact the child's parents or carers after 30 minutes, they will contact the local Social Care team for advice.
- The child will remain in the care of the Club's staff on the school premises, until collected by the parent or carer, or a nominated adult [nominated by the parent/carers] or until placed in the care of the Social Care team.

Charges for Late Collection

- Late collection for any bookings up to 5:00pm will be charged at the half hourly session rate of £2.05 per child.
- Late collection for a 5:30pm booking will incur an hourly charge of £4.10 per child.

Managing persistent lateness

The Breakfast and After School Leader will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late, they may lose their place at the Club.

Staffing Requirements

- A minimum of 2 staff will be in attendance at any one time
- A ratio of 1:13 will be maintained for children in Years R-6
- A member of staff with a current first aid certificate will be on site at all times
- A member of staff with a Level 2 food hygiene certificate will be available for food preparation
- All staff working in the Before and After School Club have an enhanced DBS check.

Safeguarding

- All staff will receive annual Level 2 Child Protection training
- The Safeguarding Lead and/or a member of staff with Level 3 child protection training will be available on site at all times.

Fees

Reception – Year 6:

- Breakfast Club from 8.00am until 8.40 am (to include breakfast) are charged at £4.50 per session.
- Children arriving from 8.30 am onwards will be charged £1.20, which does not include breakfast.
- The After School Club will run immediately after school until 5.30pm. The charge up until 4pm is £4.50, until 4.30pm is £6.55, until 5.00pm is £8.70 and until 5.30pm £10.75.

Payment of fees:

- The club accepts childcare vouchers and tax-free childcare payments. Please speak to a member of the admin staff to arrange payment. Our unique OFSTED registration number is 113098.
- The Resources Committee review the fees annually. It may be necessary to change fees from time to time; however, Parents/Carers will always be given at least one-months' notice of this.
- The Breakfast and After School Club will consider requests for variation to payment terms on an individual basis.
- Payments are made half-terminly in advance. If parents or carers are having difficulty making a payment on time, we recommend that, they arrange a meeting with a member of the school admin team as soon as possible. If fees are not paid by the end of that half term, the school will have the right to cancel the child's place.