



## Hamstel Infant School and Nursery Munchies Breakfast Club Policy

Hamstel Infant School and Nursery provides high quality out of school child care for the children of Hamstel Infant School and Nursery in the form of our Breakfast Club. It provides a range of stimulating and creative activities in a safe environment. The club is led by Mrs Soane. Our aim is to establish an Out of School Club where everyone is made welcome and valued. We are fully committed to working in partnership with parents/carers. to provide high quality, safe and stimulating care, learning and play opportunities for children.

The **Munchies Breakfast Club** operates from 7.45am to 8.50am (term time only) and costs £3 per session.

### Emergency Telephone Numbers

In case of emergency please firstly contact the school on 01702 468461, or in an emergency on the school mobile 07900 778467.

We provide care for children between the ages of 3 and 7.

Places are offered on a first-come first-served basis.

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week

A copy of this policy is provided to all parents of children attending the club and is also available on the website, with an up to date price schedule.

### ADMISSIONS

- Only children attending Hamstel Infant School and Nursery are eligible to attend.
- FEES ARE PAYABLE on the day.
- No booking is required.
- Fees must be paid for all days attended.
- All places are subject to availability.
- All parents will have access to an electronic copy of this policy and be able to view it on the website.
- Pupils can use the club on an adhoc basis and there are spaces available.
- Pupils who are unwell should not attend the Club.
- We reserve the right to withdraw a place from a child who is felt to be a danger to other children or who impedes the effective running of the club.

### HAMSTEL BREAKFAST CLUB GENERAL INFORMATION

#### We aim to help children to:

- develop a sense of caring and respect for one another;
- build caring and co-operative relationships with other children and adults;
- develop a range of social skills and help them learn what constitutes acceptable behaviour;
- develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

**Care, learning and play:** The programme of activities and the atmosphere of the Club aim to encourage confidence, independence and enjoyment. Our work has, at its core, the aim of

enabling children to develop their emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover and be creative.

**Equal Opportunities:** The Club is 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.

**Health and Safety:** The Club takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. The Club aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the Club's activities and actual existence.

**The following steps will be taken as a matter of course:**

- Create an environment that is safe and without risk to health;
- Prevent accidents and cases of work-related ill-health;
- Use, maintain and store equipment safely;
- Ensure that all staff are competent in the work in which they are engaged.

The Club is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

**Principles of Inclusion:** The Club is fully committed to the principles of inclusion. Inclusion is a process by which schools, clubs etc. develop their policies, culture and practices to include all young people. The interests of all children are safeguarded. Comments or acts expressing discrimination will be challenged sensitively but firmly.

**Involving and consulting children:** The Club, and all our members of staff, are committed to the principle of involving and consulting children whenever decisions are made within the Club that affect them. The involvement of children in decision making, we believe, is beneficial to children, staff and the Club as a whole.

**Partnership with parents and carers:** The Club recognises that parents/carers play the fundamental role in a child's development and this should be acknowledged as the basis for a partnership between the Club and parents/carers. We want to work with parents/carers to ensure that our children are happy in the Club and have an enjoyable and rewarding time with us.

### **Risk Assessment Policy**

We understand the importance of ensuring that systems are in place for checking that The Club is a safe and secure place for children, staff and other visitors. School risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their duties.

**Special Needs:** We are aware that some children have special educational needs and/or physical disabilities that require particular support and assistance. We are committed to taking appropriate action to make sure that the majority of children are able to access our services, made to feel welcome and that our activities promote their welfare and development.

## **PAYMENTS**

Fees are currently charged at £3.00 per session for Munchies Breakfast Club from 7.45am to 8.50am. The Governing Body reserves the right to increase these charges as appropriate. **There is no sibling discount. Fees must be paid on the day.**

## **ARRIVALS**

The person bringing the child to the Club must stay with them until payment has been made. Staff will ensure that an accurate record is kept of all children in the Club, and that all arrivals are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition regular headcounts are carried out during the session.

## **ORGANISATION OF BREAKFAST SCHOOL CLUB**

Children will be escorted and delivered to classes by a member of staff.

Any queries regarding fees should be directed in the first instance to Mrs S Gould.

If the parents or carers experience difficulty with making the payments we recommend that they arrange a meeting with Mrs Gould as soon as possible.

If a parent / carer does not pay on the day they will be contacted to discuss payment and the child will not be able to attend until payment is made.

## **BEHAVIOUR**

Whilst attending The Club, children are expected to follow the school ethos, rules of behaviour and related policies at all times and the same rewards and sanctions apply.

**Behaviour Management:** We recognise the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment.

- Staff will deal fairly but sympathetically with unacceptable behaviour.
- Parents will be told, if it has been necessary to discipline their child.
- All incidents will be treated individually, but serious incidents will be recorded by the club and reported to the Head teacher / Assistant Head for Inclusion.
- Should unacceptable behaviour persist, a verbal warning will be given to parents.
- If a child's persistent inappropriate behaviour puts other children at risk, or makes it difficult/impossible for the Club to function properly, as a final resort, Parents will be advised in writing, that the child can no longer attend the Breakfast Club.

## **CONFIDENTIALITY POLICY**

It is a legal requirement for the Breakfast Club to hold various items of information about the children who attend the Club. The information is used to produce registers and to have emergency contact details readily available. All this information is stored securely. The staff at the Club will undoubtedly forge relationships with both the children who attend the Club and their families and therefore learn more about them. All Staff are aware that this information is confidential and is only used within the Club setting. Parents' permission would be sought, prior to information about a child/children and/or their parents, being shared with anyone. However if there is a concern or an issue arises concerning safeguarding children, our Child Safeguarding Policy will take priority over confidentiality.

## **FIRST AID**

The school first aid and administration of medication policy applies at all times. Parents of a child who becomes unwell during the Club will be contacted immediately.

## **SAFEGUARDING**

The Breakfast Club follows the school's Safeguarding Policy, a copy of which is on the website. The Club believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm. The Head Teacher is the Designated Safeguarding Lead (DSL) and is the Child Protection Officer. She has had considerable experience and extensive up to date training. She will be responsible for liaising with the Club Leader Mrs Soane, our local Children's Services, the local Safeguarding Children Board and Ofsted regarding any child protection matter. All the Club staff have been trained in safeguarding and child protection and their training is updated every year. The Club is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to staff. All staff are carefully recruited, have verified references and have an up to date Enhanced DBS before their appointment is confirmed. All staff are aware of the main indicators of child abuse and are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so.

Staff will have an open, positive response to disclosures by children. All allegations or reports of child abuse will be taken seriously. The member of staff to whom the disclosure is made will:

- listen fully to all the child has to say.
- make no observable judgment.
- ask open questions that encourage the child to speak in their own words.
- ensure the child is safe, comfortable and not left alone.
- make no promises that cannot be kept, such as promising not to tell anybody what they are being told.

Report disclosure to the DSL.

Access to the Breakfast Club which is held in the main hall is through Poynings Avenue entrance only. No unauthorised or unaccompanied adults are permitted in school when these clubs are in session.

## **OTHER POLICIES**

The Munchies Breakfast Club follows all other school policies.

- Safeguarding and Child Protection
- Equal Opportunities
- Health & Safety
- First Aid and Medicine Policy