

**Holy Trinity Roman Catholic Academy Boundary Road  
Newark NG24 4AU**



# **BREAKFAST CLUB AND AFTER SCHOOL CLUB POLICY**

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**POLICIES & PROCEDURES  
DOCUMENT CONTROL SYSTEM**

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POLICY**

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# Holy Trinity Catholic Voluntary Academy



## Mission Statement

**“In every child there is a space only God can fill”**

*St Thomas Aquinas*

At our school we continually strive to develop the full potential of the school community in an environment permeated by the Catholic Faith and promoting Gospel values.

At the heart of our mission is the family, school and parish, each supporting and working in mutual co-operation for the benefit of the children.

We are seeking to enrich the lives entrusted in our care through a broad and balanced curriculum designed to meet the needs of each pupil.

The school provides opportunities for young children to develop spiritually, morally, intellectually, physically and emotionally, and share their qualities, abilities and ambitions thus fulfilling individual potential.

As a worshipping community we respect all people and create a loving, caring atmosphere which overflows into an ethos of warmth and welcome towards parents, parish and the local community

# HOLY TRINITY CATHOLIC ACADEMY

## BREAKFAST AND AFTER-SCHOOL CLUB POLICY

### AIMS

To provide high quality wraparound care on the school premises to reflect community demand and to meet the needs of parents and children wherever possible.

### POLICY STATEMENT

Holy Trinity Breakfast Club and After School Club form part of Holy Trinity Catholic Academy and follow all school's policies and procedures. This policy should therefore be read alongside all other relevant school policies including:

- Child Protection and Safeguarding
- Health & Safety
- Behaviour Policy
- Physical Intervention / Positive Handling Policy
- Food in School Policy
- Medicines Policy
- Any other relevant school policy as required

Breakfast Club and After School Club are run by Holy Trinity support staff and overseen by the Senior Leadership Team (SLT) and the school's Local Governing Body. The day-to-day management of the clubs is by the Breakfast Club and After School Club Co-ordinators. The Headteacher will be referred to as required and a member of the SLT will be contacted in school or by phone in the event of an emergency.

### REGISTRATION

Breakfast Club and After School Club accept children aged 3 to 11 years who attend Holy Trinity Catholic Academy.

Breakfast Club operates daily from 7.30am to 8.45am during term time (except INSET days) and After School Club operates from the end of the school day, 3.15pm until 5:45 pm Monday to Friday, term time only (except INSET days).

All children must be registered with the club, by the named parent or carer, as per the school records, in order to attend. A registration form must be completed for each child. All records will be kept in line with the school's Data Protection Policy. A copy of the registration form is available from the school office and is on the website.

### BOOKINGS

Bookings can be requested for any number/ combination of days, as required. A booking form is available from the school office. This should be completed and returned with payment in advance.

Bookings are mainly taken on a first come first served basis. However, where sessions are becoming full, siblings of children already attending will have priority over new starters and the school reserves the right to take individual circumstances into account and use discretion to allocate places on the basis of need.

Payments can also be made online – further details can be provided from the School Office regarding this.

The school reserves the right to suspend a child's place at Breakfast Club or After School Club if payment is outstanding.

Refunds will not generally be issued unless, due to exceptional circumstances, the club is unable to run. Refunds will generally take the form of a credit for the next term's fees.

## **CANCELLATION OF BOOKINGS**

Parents must give notice to the club or office staff for the cancellation of any bookings.

## **PLAY**

Breakfast and After School Club is committed to providing quality play experiences for children aged 3 to 11 years. The clubs will endeavour to create a stimulating environment for children that will foster their independence and self-esteem.

- Children will be involved in setting the club's rules and ensuring they follow the school's rewards and sanctions, as outlined in the school's Behaviour Policy.
- Children's comments and suggestions will be listened to and responded to accordingly.
- The children have an element of choice from the resources available of what they would like to do at the club both indoors and outdoors.
- The children are allowed to choose toys and equipment, but also have the responsibility to put away any equipment they get out.
- We celebrate all cultures and diversities and incorporate this into our planning.
- We value every child and their achievements.
- A quiet area for homework will be provided for children who wish to use it.

## **FOOD**

Breakfast Club offers the children the following: cereal, toast, fruit, juice or milk

After School Club offers the children the following healthy snacks: toast, sandwiches, juice or milk.

Club staff should be informed in advance of any children's dietary or allergy needs. Special requirements will be catered for in partnership with parents / carers.

## **ARRIVAL AT THE CLUB**

It is our policy to ensure all children feel welcomed and secure throughout their time at the club.

### Breakfast Club

Parents or carers can drop children at Breakfast Club at 7.30am, 7:50am and 8.15am. The Breakfast Club runs until 8.45am, after which children will be taken to class.

Access to the club is via the Main Entrance. Parents are requested to bring their child at their pre-booked time and a member to the Breakfast Club staff will be there to welcome them. All children attending Breakfast Club are signed in by staff on their daily register.

### After School Club

Class teachers receive a weekly list of bookings for After School Club. Where a child has forgotten that they are due to attend After School Club, class teachers are able to remind them.

EYFS children will be taken to the club from their classroom. For all other children attending the club, children may make their own way to the club, within the school building, once dismissed by the class teacher. The club supervisor and staff will be waiting outside the After School Club rooms to greet them. Children attending extra-curricular clubs prior to attending the After School Club will be dropped off at After School Club by the club leader, once their first club has finished. Upon arrival they will be registered into the club.

If a child on the register is not in attendance (where no absence has been communicated), the club supervisor will first establish the child's whereabouts with his/her class teacher and/or the office to establish if a message has been received. If this is not the case the parent will be contacted to ascertain the child's whereabouts. If the parent is unaware of the child's whereabouts the Headteacher/ member of SLT will be informed and a thorough search of the school grounds will be conducted. See Lost Child procedures (below) for further guidelines.

Where a child has left the classroom after being dismissed by their teacher to attend After School Club, but has not arrived at After School Club as expected, the same procedures will be followed.

A full report of the incident will be recorded and filed.

### **COLLECTION FROM AFTER SCHOOL CLUB**

It is the After School Club's Policy that all children are collected from the club by the appropriate named person.

Children can be collected from the club at any time up until 5:45pm.

Parents or carers must sign out their children as they are collected and the time of collection noted on the register for that day. If older siblings are sent to collect this should be agreed in writing. No child will be allowed to leave the After School club unaccompanied.

Only adults identified on the collection / registration form will be allowed to collect their child from the club. If someone else presents to collect, the child will not be dismissed into their care. In this instance, contact will be made with parents. Staff should speak to a member of the school's Senior Leadership Team for advice.

After School Club will refuse collection of a child if a parent or carer arrives and is deemed to be intoxicated with either drugs or alcohol. The decision will be made by the club supervisor to telephone the emergency contact number and to arrange for someone else to collect the child. One of the Designated Safeguarding Leads should be informed, advice sought and this should be recorded on CPOMS.

If the parent/carer becomes abusive or makes a nuisance of themselves, the police will be called.

If separated parents present and cannot agree who is taking their child home, they will both

be asked to leave the premises and decide upon this calmly prior to their return. Any such incidents should also be escalated to the DSLs for advice and recorded on CPOMS.

If a parent or carer regularly abuses the 5:45pm finish time, a written warning will be issued by the school encouraging them to collect their child on time. If late collections persist the booking will not be accepted for the following half term. Persistent lateness may incur an additional charge of £5.

It is not the school's intention to penalise parents who regularly collect on time and penalties may be waived for exceptional circumstances if a parent or carer has communicated with the club. If a parent or carer is unexpectedly delayed, After School Club staff should be contacted.

## **UNCOLLECTED CHILDREN**

In the event that a child is not collected by an authorised adult at the end of a session, After School Club will put into practice agreed procedures. These will ensure the child is cared for safely. If possible the child will be cared for at school in order to cause as little distress as possible.

### **Procedures**

- If a parent or carer is held up by unforeseen events and they are unable to collect the child by 5:45pm they must try and contact the club supervisor to explain the reason and advise of the collection time or alternatively advise of another person collecting and confirm the agreed password.
- If no contact is made the club supervisor will phone the contact numbers provided on the registration form.
- If there is no reply the club supervisor will telephone any other emergency contact numbers on the registration form or that the school has on Arbor.
- A member of the SLT DSLs will be informed and advice sought.
- If no contact has been made by 6.15 pm, the SLT member and another staff member will carry out a home visit – this should be logged on CPOMS
- If no one is home and contact has still not been made, the DSL will contact MASH and advice taken.
- A message will be left advising the parent of all action taken.
- The incident will be recorded and filed.

## **LOST CHILD**

At Breakfast Club and After School Club a child's safety is maintained as the highest priority at all times. In the unlikely event of a child going missing the lost child procedure is followed.

### **Procedures**

A lost child is defined as a child who has arrived and been registered at Breakfast Club or After School Club but has since gone missing, or a child who has been dismissed by the class teacher to attend the After School Club, but has not yet arrived at the club.

- The club supervisor will immediately make contact with the school office to request assistance from a member of staff.
- A member of staff will attempt to find out where the child was last seen and then carry out a thorough search of the premises.
- Another member of staff will retake the register to ascertain if any other children are missing and reassure all remaining children.

- If the child is found but unwilling to return to the setting a member of staff will remain with the child until the child's parents are contacted.
- If the child is still unaccounted for the school office and Senior Leadership Team will be informed and all available members of staff will help with the search.
- If the child isn't found the parents or carers will be contacted and alerted to the situation. With their agreement the police will be called and the child reported as missing. Parents/carers will be requested to come immediately to school.
- The search will continue until the child has been found or until advised by the police to stop.
- If the parents or carers cannot be contacted the emergency number will be called. If they can't be contacted the police will be called immediately and the child will be reported as missing.  
The Headteacher (or other available SLT member) and Chair of Governors / OLOL Trust staff will be informed and will provide the point of contact for the parents/ carers, throughout the incident and immediately afterwards.
- The Chair of Governors will carry out a full investigation into the incident or nominate a panel of governors to carry out a full investigation.

The club supervisor will write a full report into the incident detailing:

- The date and time of the incident
- What staff / children were at the club
- When the child was last seen
- What has taken place before and since the child went missing
- The estimated time that the child went missing

The club supervisor will also conduct a full risk assessment and report to staff the findings and any additional changes which are to be made.

If the situation warrants a police investigation all staff must fully co-operate.

The incident will be reported under RIDDOR arrangements (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

OFSTED will be informed of the incident in writing and the outcome of the report. The insurance company will be informed of the incident.

### **PROCEDURE IN THE EVENT THAT THE CLUB IS UNABLE TO OPERATE**

Breakfast Club and After School Club will endeavour to operate at all times.

However, in unforeseen circumstances it may be in the best interest of children's safety that the Breakfast/ After School Club does not operate. If the school is not open due to exceptional circumstances then the Breakfast and After School Club will also be closed.

If Breakfast/ After School Club cannot operate as much notice as possible will be given to parents or carers to ensure adequate childcare arrangements can be made. In the event that Breakfast/ After School Club cannot operate at short notice the club supervisors and Headteacher will instruct the school office to contact parents and advise them of the situation.

Fees will be credited if the club cannot operate (see above for full details).



## **FIRE SAFETY AND EMERGENCY EVACUATION**

Holy Trinity Academy premises present a low risk of fire by ensuring the highest possible standard of fire precautions. Staff are aware of current legal requirements and the school's emergency evacuation plan.

### Procedures

Breakfast Club and After School Club is part of Holy Trinity Catholic Academy and is therefore covered by the fire safety risk assessments and procedures. The assembly points for children attending Breakfast Club and After School Club will be on the school field.

The club leader will gather children and the register and proceed to the assembly point.

Club Staff members will share the fire marshal duties as follows:

- Sweeping the rooms to ensure all children and staff have evacuated
- Checking the toilets
- Picking up the contact details
- Taking out the mobile phone and a first aid kit.

On arrival at the assembly point the register will be taken by Breakfast Club or After School Club Supervisor.

If a member of Breakfast Club or After School club staff discovers a fire, the nearest call point should be activated. The club leader should nominate a member of staff to go to the office and emergency services will be called.

Children will not be allowed back into the building until the Club Staff Member / Fire Marshal /SLT member (in the case of a drill) or the fire brigade have deemed it safe.

All fire drills will be timed and recorded.

## **ACCIDENT AND INCIDENT RECORDING**

All Club staff are First Aid trained.

All First Aid incidents will be recorded using the schools cheque book system.

- Head injuries will be communicated with parents/ carers by either Club staff or Office Staff when available; even if the child is still well enough to attend the session a phone call should be made, and for the Breakfast Club, communicated with teachers when the child joins the class at the start of the school day.
- Behavioural incidents between children and/or child and staff member will be recorded on CPOMS
- Any other incident of concern will also be logged on CPOMS and SLT/DSL informed as needed in line with school policy.

## **MEDICATION**

Any medication that is kept in school (eg inhalers or Epipens) is stored in the school office which Club Staff have access to, should this be required. All other medication should be sent in to the school office and the required forms completed.

## **HEALTH AND SAFETY AND SECURITY**

Breakfast Club and After School Club will follow the school's health and safety and security procedures set out in the relevant policies, including the administration of medicines.

In addition:

In the case of an emergency the school office/ Headteacher/ members of the Senior Leadership Team or available school staff will be called upon to attend immediately, unless already supervising children.

A mobile phone is available for parents to call After School Club hours and is displayed in the School Main Office. For other contact, the school main office will pass on any messages to club staff as required.

## **MONITORING AND EVALUATION**

This policy will be monitored by the Head Teacher and Local Governing Body at least every 3 years and more regularly as required.