

# Upton Westlea Primary School

## Breakfast Club & After School Club Handbook



Approved by the staff: K Carruthers, J Moss

Signed: September 2019

Approved by the governors:

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Review date: September 2020

## Management Committee

Mrs K Carruthers  
Mrs V Field  
Mrs S Cocks  
Mrs K Cochrane

## STAFF

Applicant:	Mrs K Carruthers/Mrs V Field
ASC Manager:	Mr J Moss
Staff:	Ms N Ramsay Miss C Cooke
Bursar:	Mrs K Cochrane
Breakfast Supervisor:	Mr J Moss Miss C Cooke

## MEMBERS

The Club is for pupils of Upton Westlea Primary School

## TIMES OF OPENING AND CHARGES

### *School days only*

**Mornings:** 7.45 a.m. until 8.45 a.m.

£4.50 per session including breakfast of cereal, toast and drink.

**Afternoons:** 3.00 p.m. until 6.00p.m.

£5.00 until 4.30p.m.

£12.00 including snack and drink until 6.00p.m.

**Children not collected before 6.00 p.m.**

Please note: There will be an additional charge of £5.00 per child if your child is not collected by 6.00p.m.

## ENTRANCE AND EXIT

**Mornings:** Parents/carers to drop children off at the main entrance. **Staff will escort children through the school to their classrooms following Breakfast Club.**

**Afternoons:** All children are collected from their classrooms.

All departures must be through the school entrance. Children will only be allowed to leave when accompanied by a specific adult.

## ACCOMODATION

Before school:

The school hall and canteen is used for Breakfast Club and After School Club.

**After school:**

Activities take place in the hall and canteen. Toilet facilities are available.

Art and craft activities, jigsaws, board games, Wii and table football are just some of the activities available. A quiet area can be used for reading or homework.

Further ideas will develop from suggestions by the members and from time to time guests will be involved in the activities. A substantial, healthy snack is provided at approximately 4.30p.m.

## FOOD PREPARATION AND DISTRIBUTION

<b>Breakfast:</b>	Cereal and milk Toast, Milk or water	Prepared and served in the mobile classroom
<b>Afternoon snack:</b>	A variety of healthy snacks inc wraps, sandwiches, pizza and toasties are served along with fresh fruit and a drink	Prepared by the staff and children, served in the mobile classroom.

Food will be prepared in the mobile kitchen which is regularly inspected by "Health and Hygiene", and the Governors of the School. Staff who prepare food or who come into contact with food have a Food Hygiene qualification and will participate in the Food Allergy Online Training.

Cooking, as an activity, will be subject to the same stringent conditions as those established by the school for cooking within lessons i.e. safety and cleanliness are paramount.

## AIMS AND OBJECTIVES

*At Upton Westlea Out of School Club we aim to:*

*Help children by:*

- Providing a safe and stimulating environment for the children.
- Providing stability and continuity for children who may have been to a variety of childminders and clubs.
- Providing play and recreational activities.
- Enhancing the social, cultural and physical development of all children.
- Encouraging positive attitudes towards behaviour.
- Encouraging and supporting children in hobbies which may last a lifetime.
- Creating independence and co-operation.
- Giving children a sense of belonging to a club where they will be involved in decision making.

*Help parents by:*

- Supporting those who wish to work, re-train or return to education.
- Parental involvement with school and club.
- Being convenient and flexible.
- Giving peace of mind.

*The staff will:*

- Be sensitive to children's needs and will encourage the child's development without controlling or pressurising.
- Work within an equal opportunity framework to develop positive attitudes to equality.

## FIRE PROCEDURE

The first consideration must always be the evacuation of pupils to a place of safety.

SEQUENCE

**ALARM.** If there is a fire in the school, the alarm bell will be activated within school.

**EVACUATION.** On hearing the fire alarm all children must stop whatever they are doing and leave the building by the nearest safe exit to the place of safety, which is usually the cage on the playground. All doors and windows should be shut.

## **THE FIRE BRIGADE WILL BE CALLED BY THE SUPERVISOR.**

**ASSEMBLY.** The register is checked, the ASC Manager will ensure that all children and personnel are accounted for.

All doorways must be kept clear of obstructions at all times, it is the duty of every member of staff to see that this is implemented.

Fire drill practice is to be carried out once per term and recorded. Fire equipment is checked bi-annually.

### **FIRST AID**

Mr J Moss is a qualified first aider. All ASC staff are given the opportunity to become emergency first aiders. First Aid equipment kitchen of the canteen.

All incidents must be recorded in the Accident Book, which is kept in the kitchen of the canteen.

If a member of the Club becomes unwell or has an accident whilst at the Club the parent/carer/contact person will be informed as soon as possible and any necessary action will be taken.

### **ILLNESS AND MEDICINE**

Children who are unwell should not be sent to school and therefore should not attend the Upton Westlea Out of School Club.

Medicine for pupils with chronic illness e.g. asthma will be administered by the Manager after completion of a disclaimer form by the parent/guardian. An emergency inhalers is kept in the kitchen of the canteen.

### **BEHAVIOUR and BULLYING**

The school's behaviour and anti-bullying policies are the basis of the policies for the Club, with the school wide policy being the foundation stone.

The main rules being:

- Be careful whilst walking/running in the mobile classroom.
- Keep your hands and feet to yourself at all times.
- To respect and care for others.
- Always listen to others.

Where a child's behaviour is persistently unacceptable (or for more than minor infringements) the following sanctions will be applied, these increase in seriousness as unacceptable behaviour continues.

Sanctions for unacceptable behaviour:

- A definite VERBAL WARNING will be given to the child by the Manager or Assistant about his/ her future conduct.
- Tracking sheet completed.
- Parent/Guardian will be informed.
- If this behaviour continues the child will be excluded from the club.

### MISSING CHILD

Should a member of the club leave the premises without permission a search will commence immediately of:

- the school premises
- the school grounds

If the search is unsuccessful, the parents and police will be notified.

### FAILURE TO COLLECT CHILD

If a child is not collected by the end of the session and no message has been received, the supervisor will telephone the emergency contact numbers and request that the child is collected.

If no one can be contacted then the Manager will wait with the child for up to 30 minutes.

**(Cost to the parent/guardian: £5 per child)**

If no message has been received after 30 minutes then Social Services will be contacted for advice.

### SAFEGUARDING

Safeguarding is the responsibility of all staff and any concerns should be reported to the Manager and the Headteacher. County guidelines will be strictly adhered to.

## EQUAL OPPORTUNITIES

All children are entitled to equal opportunities appropriate to their needs in education, regardless of race, gender, ethnic origin, social class, religion, disability or special needs.

**Discrimination is a distinction made with the mind or in action on the basis of differences between people, especially unjustly on the grounds of race, colour, sex etc. which results in unfavourable treatment based on prejudice.**

**Equal** means having the same rights or status "Equal" does not necessarily mean "the same" in terms of educational provision but the right to opportunities appropriate to the child's needs.

**Equal opportunity** is the opportunity or right to be treated without discrimination on grounds of sex, race, etc.

Discrimination on the basis of race, ethnic origin, colour, gender, marital status, age, disability, sexual orientation, social class, cultural practices or religious belief continues to exist within society today. Such discrimination will deny children the opportunity to develop to their full potential and will not disappear without action. Education can help to redress present inequalities and imbalance and as educators we are aware of our responsibility to avoid stereotypes and to present unbiased tolerant attitudes towards others.

### **AIMS:**

- To give all children the opportunity to develop as individuals.
- To give all children the opportunity to become independent so that they may live and work effectively in adult society.
- To avoid stereotypical expectations due to gender, ethnic origin, social class, religion, disability, special needs.
- To promote an environment which respects and values different cultures, traditions, faiths, race and gender.
- To encourage every child to have a positive self image.
- To promote positive attitudes and raise parental expectations about their children's future place in society.

The school is committed to Cheshire West and Chester County Council's Equal Opportunities Policy.

## PARENTAL INVOLVEMENT

We believe that parents are an important part of Upton Westlea Out of School Club activities and therefore welcome their comments and help.

## HEALTH & SAFETY POLICY

The Governing Body is committed to securing the health, safety and well being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected.

### *Purpose*

- To provide the necessary authority and support for staff as they make their respective contributions to health and safety
- To set out duties and responsibilities
- To recognise the partnership necessary with the LEA to ensure that all statutory duties in this field are met.
- To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

### **Guidelines**

- All guidance from the LEA will be presented to the Governing Body to note and formally adopt on behalf of the school. Supplementary guidance may be produced in school, but where conflict arises with external documents, the issue must be drawn to the Governors' attention for resolution. Statutory obligations will take precedence.
- Key risks, relating to sources of potentially serious injury or ill health, will be specially monitored. Health and Safety performance will be reviewed in an annual health and safety report presented by the Head teacher to the Governing Body.
- The Headteacher will have the overall responsibility for implementing this Policy. Particular attention will be given to communicating its requirements to all staff and others affected. The Head teacher is the Health and Safety representative within the school.
- Staff will identify and control hazards in their areas and check that they comply with the standards set down in E.R.A.3. The Head teacher will be responsible for the induction and supervision of new or temporary staff and discuss health and safety with all staff at least once a term.
- All employees, regardless of seniority, have a duty to take care of themselves and others who might be affected by their acts or omissions. Special care should be taken with the health and safety issues of any new venture or expedition.
- Visitors, contractors and users of the premises, other than pupils, require special



consideration. Contractors and hirers must be able to satisfy the school of their competence to peruse their activities safely and make adequate arrangements for fire and other relevant emergency precautions.

### **Policy Review**

The Headteacher will monitor the effectiveness of the health and safety arrangements. This will include reviewing and identifying any exceptional future health and safety expenditure.

### **Standards**

Staff are expected to be aware of the relevant standards issued and or commended by the LEA and should have ready access to the documents. Where no such guidance has been given, considering the following three steps should control risks:

1. **Identify hazards** - those aspects that have the potential to cause harm
2. **Assess risks** - the likelihood of injury coupled with its severity
3. **Take precautions** - appropriate to the level of risks established

### **Consultation and Advice**

Employees with observations or queries should normally raise them with the Headteacher. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Headteacher.

### **Reporting Accidents**

Reports of injuries should be recorded promptly, in accordance with detailed advice given in the LEA Health and Safety Manual (New ERA 3): "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations."

### **Training, Instruction and Competence**

The successful implementation of this policy depends upon the knowledge and skill of all staff. It is fundamental responsibility of all staff to ensure that employees, pupils and helpers under their discretion are competent for the tasks for which they are called on to perform.

(This policy is based upon the County Guidelines)

## **POLICY FOR THE REPLACEMENT AND PURCHASE OF EQUIPMENT**

All furniture and equipment is purchased using the same criteria as the school setting that is:

- ❖ Appropriate to the purpose to be used
- ❖ High quality
- ❖ Conforming to the safety standards

Equipment is purchased using the following factors:

- ❖ To aid the intellectual, social, emotional, cultural and physical development of the children;
- ❖ To challenge and stimulate children's imagination;
- ❖ To provide a range of equipment that may be otherwise unavailable to children;
- ❖ To give positive images of people of all races, cultures and abilities, avoiding racial and gender stereotyping.

### **Safety**

All materials and equipment are checked regularly and replaced or repaired as and when deemed necessary.

(School policy regarding replacement of materials and equipment is followed.)

## **Special Needs**

All members of Upton Westlea Primary School have the right to be included within Upton Westlea Out of School Club without discrimination.

## **COMPLAINTS**

Any parent or member, who has a complaint about the way the club is run or about a member

of staff, will initially speak to the Headteacher, Mrs K Carruthers, Mrs V Field or the Chair of the Management Committee Mrs S Cocks.