# **Emmaus Logo (2)**

#

# **EMMAUS PRIMARY SCHOOL BREAKFAST AND AFTER SCHOOL CLUBS**

**Mission Statement**

We are friends, journeying with Jesus in faith, hope and trust as we live, love and learn together.

# **POLICIES & PROCEDURES**

#

# 1. Staffing

2. Staff development and training

3. Breakfast Club and After School Club Aims

4. Arrivals & departures

6. Equipment

7. Risk assessment

8. Fire safety

9. Health, Illness and Emergency

10. Hygiene

11. Food and drink

12. Missing children

13. Documentation and information

14. Confidentiality

**1: Staffing**

We are committed to placing the best interests of children’s welfare,

care and development at the centre of all staffing matters.

• All staff are required to submit to a vetting procedure, including providing references, which will be verified.

• Members of staff are expected to conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner.

• Members of staff are expected to display both knowledge and understanding of multi-cultural issues and a commitment to treating all children as individuals and with equal concern and respect.

• Members of staff will have regard for maintaining appropriate dress and personal appearance for working with children and with awareness of health and safety issues.

• Personal mobiles must be switched off and not used during working hours. If staff do need to receive an emergency call, the person calling them should use the main number. (Refer to photography/mobile phone policy).

There is a named and qualified capable deputy, who will take charge in the Managers absence.

## Qualifications, Experience and Safety Checks

The manager and all staff, including students and volunteers will be suitably qualified, have relevant experience and have undergone an Disclosure and Barring Services check (DBS).

## Standards of Behaviour

Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers.

All staff are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.

## Staff to Children Ratios

We are conscious of the importance of maintaining adequate staff to child ratios, ensuring that children are cared for safely and given adequate attention and support. In all cases the minimum staffing ratio for children aged 3-7 and aged over eight, we will make every effort to maintain a ratio of staff to children of at least 1:10.

The manager will ensure that there are always at least two members of staff on duty at the premises at any given time and will further ensure that suitable and sufficient contingency plans are in place to cover emergencies, unexpected staff absences, staff breaks, holidays and sickness.

## Confidentiality

Staff have a right to privacy, as do children and their parents/carers. Personal details should not be discussed except in exceptional circumstances.

Staff will not talk about individual incidents or the behaviour of children in front of parents/carers and other children. Under no circumstances should staff provide any information about children to any branch of the media. All media enquiries should be passed in the first instance to the Manager.

## Absences

If staff are unable to attend work due to illness or other medical condition, they must contact the Headteacher/Deputy Headteacher by 7.00 am at the latest, but preferably, the night before. They should indicate why they are unable to attend work and when they expect to return.

On returning to work, staff should report to the Headteacher to arrange a back to work interview

2: Staff Development and Training

Staff are our most valuable resource, as it is only through their commitment and effort that good quality provision can be both established and maintained. We are therefore committed to providing good training and development opportunities for staff so that they are able to perform their roles both efficiently and effectively.

We recognise that regular training and monitoring of professional development is important for all staff. Staff development and training is vital because it allows staff to keep up to date with current thinking and practice about both play and child development issues. Additionally, with well-trained and motivated staff, we are better able to meet the diverse and complex needs of children within its local community.

The club is committed to providing for staff:

• A full induction process.

• An up to date record of staff qualifications and training.

This will help to ensure that staff development needs are being met and that staff training and qualifications are meeting our requirements of the Early Years Foundation Stage Framework.

Specific training courses in First Aid, Food Hygiene, Equality & Diversity, Safeguarding children, Inclusion, Data Protection and Health and Safety are obligatory and staff members must always attend such courses when requested.

3: BREAKFAST AND AFTER SCHOOL CLUB AIMS:

**Our Breakfast and After School Club aims to:**

• Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.

• Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.

• Encourage children to have a positive attitude and respect for both themselves and other people.

• Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.

• Undergo regular monitoring and evaluation of our services to ensure that the Club continues to meet the needs of children and parents/carers.

**Our Breakfast and After School Club is committed to meeting the needs of parents and carers by:**

• Listening and responding to their views and concerns.

• Keeping them informed of our policies and procedures, including opening times, fees and charges.

**Our Club is committed to providing:**

* Care and activities that put the needs and safety children first.
* A programme of activities that is interesting, educational, stimulating and fun.
* Activities that promote each child’s social, physical, moral and intellectual development.
* Access to a variety of facilities and equipment under safe and supervised conditions.
* A staff team that is experienced, well trained and properly supported.
* An environment where no child is bullied or suffers discrimination in any form.

**4: Arrivals and Departures**

Our Breakfast and After School Club will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

## Admissions

It is the responsibility of the manager to ensure that an accurate record is kept of all children in the club, and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times.

It is a requirement of the EYFS that records of daily registers be kept for at least three years from the last entry.

## Arrivals

On arrival, a member of staff will immediately record the child’s attendance in the daily register, including the time of registration.

## Departures

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. Only adults aged 16 years and over and with suitable identification and knowledge of the child’s individual password, will be authorised to collect children.

No child will be allowed to leave the setting alone, all children must be collected by a responsible adult.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. There is an option on the school answerphone which takes you through to the After School Club, this is where contact should be made if a parent is going to arrive late to collect their chid. A charge of £10 will be made for each 15 minutes after the close of the club (5.45 p.m.).

## Upon departure, the register will be marked to show that the child has left the premises. The time of departure will also be recorded along with who collected the child.

## At the end of the Breakfast Club session, all children will be taken to their classes by a member of staff or allowed to leave the club unaccompanied.

## If the parent/carer or alternative nominated adult is going to be late dropping off their child, that is acceptable, but parents should be aware that breakfast

## will not be available after 8.30am, without exception, but full fees will still apply.

## Absences

If a child is going to be absent from a session, parents must indicate this to the school office in advance. Fees will still be payable.

**Escorting Children Between School and the Club**

* Infant children will be brought to the After School Club by class T.A’s
* Junior children will report to the club immediately after the bell at the end of the day.

**Care, Learning and Play**

The programme of activities and the atmosphere of our aims to promote and encourage confidence, independence and enjoyment. Our primary goal is enabling children to develop their emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover, have fun and be creative.

We will provide a well-planned and organised play environment that offers children rich and stimulating experiences, opportunities to explore, experiment, plan and make decisions for themselves. Children are

encouraged to be confident and independent, and every effort is made to develop their self-esteem and learning through play.

**Staffing**

Staff will display flexible styles of leadership and respond appropriately to children according to their age, understanding and needs and will support, recognise and promote achievements by all children.

We will provide children with appropriate equipment and resources appropriate to their interests and children will be offered access to outdoor play every day, subject to weather conditions.

No child will ever be left unsupervised during activities.

**Outdoor Play**

All children will be given the opportunity to play outside in all weathers. When all the children are outside, staff position themselves to ensure that all children are adequately supervised and supported, and learning opportunities extended. A full range of experiences are provided outside to ensure that children are appropriately challenged.

**6: Equipment**

We are committed to providing children with access to a wide range of equipment that stimulates enjoyment, learning and development, both indoors and outdoors.

All furniture, toys and equipment are kept clean, well maintained and in good repair and in accordance with BS EN safety standards or the Toys (Safety) Regulations (1995) where applicable.

Equipment will be properly maintained and inspected in accordance with the manufacturer’s instructions. All electrical toys and equipment are subject to PAT (Portable Appliance Testing), and that relevant staff are trained on the correct use of computers and other IT equipment.

7: Risk Assessment

We understand the importance of ensuring that systems are in place for checking that our club is a safe and secure place for children, staff and other visitors. Our 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 daily duties.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, we are required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

The manager is responsible for making sure that risk assessments are completed, logged and effectively monitored.

A visual inspection of both the equipment and the entire premises – indoor and outdoor – will be carried out daily. This will be carried out by a designated member of staff on arrival at the club and will be completed before any children arrive.

During the session, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

• The club’s environment, both indoors and outdoors

• All surfaces, both indoors and outdoors

• All equipment used by children or staff

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Manager and ensure that a record is made in the Incident Record Book. The manager is then responsible for ensuring that any necessary action is taken.

## Recording Accidents, Incidents and Dangerous Occurrences

All accidents, incidents and dangerous occurrences will be recorded in either the Incident Record Book or the Accident Record Book on the same day as the event took place containing:

• The time, date and nature of the incident, accident or dangerous occurrence.

• Details of the people involved.

• The type, nature and location of any injury sustained.

• The action taken and by whom.

• The signature of the member of staff who dealt with the event, any witnesses and, if deemed necessary, a countersignature by the parents/carers of the child or children involved.

Staff will inform the parents/carers of the child or children concerned as soon as possible after the incident, accident or dangerous occurrence took place.

**8: Fire Safety**

We understand the importance of vigilance to fire safety hazards and have notices explaining the fire procedures positioned next to every fire exit. All staff and children are aware of the fire safety procedures set out in this policy.

The Manager will ensure there is in place a clearly defined procedure for the emergency evacuation of the premises in the case of a fire.

All staff understands their roles and responsibility in the event of a fire and are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. Particular attention is paid to distinguishing between the various types of fire extinguisher and their methods of operation.

Children will be made aware of the fire safety procedures during their settling in period and on regular occasion from then on. All children will be made aware of the location of fire exits and the fire assembly point.

Fire doors and fire exits are clearly marked, are not obstructed at any times, and are easily opened from the inside.

Fire exits are kept closed at all times but never locked. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer’s guidance.

Fire drills will take place periodically and staff will be informed of when these will occur.

Twice a year, the club will hold a fire drill without prior warning.

All fire drills, fire incidents and equipment checks will be recorded in the Fire Log Book stored in the School Office.

The School must carry out a fire safety risk assessment and implement and maintain a fire management plan.

**Fire Prevention**

We will take all steps possible to prevent fires occurring. As such, the manager and the staff team are responsible for:

• Ensuring that power points are not overloaded with adaptors.

• Ensuring that the club’s No Smoking policy is always observed.

• Checking for frayed or trailing wires.

• Checking that fuses are replaced safely.

• Unplugging all equipment before leaving the premises.

• Storing any potentially flammable materials safely.

**Fire Procedures**

Procedures in the event of fire will be prepared and circulated to all staff. Fire risk assessment is a requirement under the Fire Precautions (Workplace) regulations 1999. Notices giving instructions in the event of fire are displayed by all Fire Alarm Call Points and in each room

## In the event of a fire

A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity.

All children will immediately be escorted out of the building and to the assembly point using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The entire premises will be checked by the Fire Safety Officer and the register will be collected, providing that this does not put anyone at risk. On exiting the

building, the Fire Safety Officer will close all accessible doors and windows to prevent the spread of fire.

The register will be taken and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately. If for any reason the register is not to hand, the manager should access the emergency contacts list that is kept off the premises (for further details see the Documentation and Information policy).

If for any reason the designated fire safety officer is absent at the time of an incident, the manager will assume responsibility or nominate a replacement member of staff.

9: Health, Illness and Emergency

We are committed to the health and safety of all children and staff who play, learn and work here. It will sometimes be necessary to administer prescribed medication such as antibiotics for long term illness e.g. asthma or sickle cell anaemia. In such cases, the provisions of the Medicines policy will be implemented.

In circumstances where the designated First Aider is absent, the Manager will assume all responsibilities, or nominate an appropriately trained replacement.

**The procedure for administering medication at the setting is as follows:**

Medication will never be given without the prior consent on the Parentapp for medication to be administered. Any medication administered must be Prescribed by a medical practitioner.

Staff must be familiar with the administration of relevant medication (e.g. nebulisers and inhalers for asthma, Epipens, etc).

The staff will also be responsible for ensuring that:

* Prior consent is given on the Parentapp and passed from the school office to the Manager
* That the medication is clearly labelled with the child’s name, date and expiry date and safely stored in their original containers during the session.
* Before any medicine is given, the child’s name and dosage on the container must be checked by another member of staff, as well as the date.
* Another member of staff acts as a witness to ensure that the correct dosage is given.
* The time the medicine should be given must be checked and logged in the medicine book.
* The medicine book must be completed and then signed by both members of staff as soon as the medicine has been administered.

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the Manager and the child’s parent/carer will be notified and the incident recorded in the Medication Record Book.

**Staff will not administer ‘over the counter’ medication, only that prescribed by the child’s GP.**

Medicines must be stored out of the child’s reach, in a separate container or in a fridge.

All medicine must be handed over to the parent/carer to take home at the end of each day.

**Sun Protection**

We understand the dangers posed to children and themselves by overexposure to the sun.

In hot weather, parents/carers are encouraged to provide sunscreen for their children.

Children will also be encouraged to wear a hat when playing outside in the sun.

In hot weather, staff will encourage children to drink water frequently. Staff will also ensure that shady areas out of the sun are always available to children when playing outside.

Staff are made aware that ultraviolet rays can still be harmful on breezy or cloudy days and the above precautions need to be taken.

**10: Hygiene**

We recognise the importance of maintaining the highest possible standards of hygiene in and around the premises so as to minimise the risks posed to children, staff and other visitors.

The manager and staff are committed to taking all practicable steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

## General Cleanliness Guidelines:

In all circumstances, staff will adhere to the following examples of good personal hygiene:

• Washing hands before and after handling food or drink.

• Washing hands after using the toilet.

• Encouraging children to adopt these same routines.

• Covering cuts and abrasions while at the premises.

• Keeping long hair tied back.

• Taking any other steps that are likely to minimise the spread of infections.

## Hygiene in the Club

The manager and all staff will be vigilant to any potential threats to good hygiene in the club. To this end, a generally clean and tidy environment will be maintained at all times. More specifically, the manager will ensure that toilets are cleaned daily and that there is always an adequate supply of soap and hand drying facilities for both staff and children. Staff will also be vigilant to any sharp objects, such as glass, which may be on the premises.

## Dealing with Spillages

Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically. Staff will wear disposable plastic gloves and an apron while using bleach or disinfectant solution, and wash themselves thoroughly afterwards. Children will be kept well clear while such substances are being dealt with.

## First Aid and Hygiene

As per our Health, Illness and Emergency policy, the designated First Aider will be mindful of the need to observe the highest standards of personal hygiene when administering any treatment to children.

As such, they will wash their hands thoroughly both before and after giving first aid, and ensure that any cuts, wounds or skin damage are covered by plasters or disposable gloves.

## Kitchen Hygiene

All areas where food and drink are stored, prepared and eaten are prone to the spread of infections. Therefore, staff must be particularly careful to observe high standards of hygiene in such instances. To this end the following steps will be taken:

• Waste will be disposed of safely and all bins will be kept covered.

• Food storage facilities will be regularly and thoroughly cleaned.

• Kitchen equipment will be thoroughly cleaned after every use.

• Staff and children will wash and dry their hands thoroughly before coming into contact with food.

• If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the session.

Additionally, staff will be aware of the Food and Drink policy when handling, preparing, cooking and serving food or drink at the club.

## Animals

No animal will be allowed on the premises without the prior knowledge and permission of the manager. Children are strongly encouraged from bringing

pets or other animals to the club, and parents/carers are asked to help enforce this rule.

11: Food and Drink

We are committed to providing healthy, nutritious, balanced and tasty food and drinks for children during our sessions. We will make every effort to ensure that food and drink is safely prepared and sensitive to the dietary, religious and cultural requirements of all the children.

Before a child is admitted to the Club, we obtain information about the child’s dietary requirements, preferences and food allergies that the child has and any special health requirements. We record and act on information from parents and carers about a child’s dietary needs.

We are mindful of our responsibilities and obligations under the Food Safety Act 1990 and are registered with the local authority to provide food. All staff who either handle or prepare food have up to date Food Handling Certificates and are fully trained in food storage, preparation, cooking and food safety.

**Ingredients and Preparation**

When preparing food and drink, staff will be mindful of our Hygiene policy as the safety of staff and children is paramount. In addition to these provisions, staff will be careful to ensure both the safety of themselves and children when using sharp or dangerous equipment in food and drink preparation.

We make sure that food is provided for children agrees with the most recent nutritional guidelines. It is not enough to assume that food provided is ‘healthy’ we make sure that children are getting the essential nutrients they need to grow, and none of the excesses in salt, saturated fat and sugar.

We want to make sure the best ingredients are used. We use delicious food that is fresh, locally sourced and seasonal. Staff are trained to understand the

specific dietary requirements of children at different ages, and to help children learn about what is best for them.

## Healthy Eating

We recognise the importance of healthy eating and a balanced and nutritious diet. Because of this, we will endeavour to make a variety of foods available including; meat, vegetarian and vegan options, plenty of fruit and low fat and low sugary food. Sandwiches can be made with either brown or white bread, depending on a child’s preference.

Each child’s dietary requirements are ascertained before the child starts attend the Club. If the child has specific dietary requirements these are discussed with the parents/carers and the Manager and menus prepared accordingly for the child. Any specific allergies or requirements will be

displayed on a list on the staff notice board. It is the key person’s responsibility to ensure these lists are kept up to date. Food served does not contain nuts, to protect children who may be allergic to nuts.

We will not provide sweets for children and will avoid excessive amounts of fatty or sugary foods. We will provide a choice of non-sugary drinks and make sure that fresh drinking water is available at all times. No child will ever be forced to eat or drink something against their will and the withholding or granting of food and drink will never be used as either a punishment or reward.

**Mealtimes**

We realise that mealtimes should be a happy, social occasion for both children and staff, and we aim to make sure that children’s knowledge, experience and relationships with food are always positive.

Care is taken to ensure that food is well presented, is varied and features different colours and textures to appeal to children and expand their palates. We want mealtimes to be fun, and provide bright tablecloths, use real crockery with older children and allow more time for eating. This helps to mark the occasion as different from other uses of the table and to make the experience a happy one. Children and adults wash their hands before eating and then sit together in small groups.

Everything needed for the meal is within reach of staff so that movement of staff is kept to a minimum during the meal. Staff will where possible eat with their key children, to set a good example, and for their own enjoyment.

Older children are encouraged to help lay the table and take turns to be waiters and waitresses for the day, and bowls of food are put on the tables so

that the older children can help themselves. This all helps to develop hand to eye co-ordination and encourages independence and helps children to make decisions regarding quantities.

**Learning with food**

Food can be the basis of so many fun activities, not just cooking. We have many food centred activities, which are a good way of introducing children to new types of food before they are presented to them. Food plays a part in counting and maths, science, dance, art and many more activities. Children are educated about healthy eating, and children love to learn about the origins of the food that they eat. Children gain a sense of nature and learn about where food comes from; learning that food is grown in the ground rather than simply bought in plastic packets from the supermarket.

## Cultural and Religious Diversity

We are committed to embracing the cultural and religious diversity of the families who use our services and will work with parents/carers to ensure that any particular dietary requirements are met. We are also keen to help introduce children to different religious and cultural festivals and events through different types of food/drink sessions.

**12: Missing Children**

We have the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts, especially at the transition points between the Breakfast Club/After School Club and School. If for any reason a member of staff cannot account for a child’s whereabouts during a session at the club, the following procedure will be activated:

• The member of staff in question will inform both the manager and the rest of the staff team that the child is missing and a thorough search of the entire premises will commence. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.

• The manager will nominate two members of staff to search the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the club.

• If after 15 minutes of thorough searching the child is still missing, the manager will inform the police and then the child’s parent/carer.

• While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the club.

• The manager will be responsible for meeting the police and the missing child’s parent/carer. The manager will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.

• Once the incident is resolved, the manager and the staff team will review relevant policies and procedures and implement any necessary changes.

• All incidents of children going missing from the club will be recorded in the Incident Record Book.

**13: Documentation and Information**

We recognise the importance of maintaining up to date and accurate records, policies and procedures necessary to operate safely, efficiently and in accordance with the law.

We are aware of our obligations with regard to the storing and sharing of information under the Data Protection Act 1998, and are committed to complying with its regulations and guidance. The Manager and staff are aware of the implications of the Data Protection Act 1998 in so far as it affects their roles and responsibilities within the setting.

Information on the Act can be found at <http://www.ico.gov.uk/>

This policy aims to minimise the risk of inappropriate use and distribution of personal data relating to those children, parents and families that use the setting.

We are committed to a policy of openness with parents/carers with regard to its policies and procedures and the information that the setting holds on their child. Records and information will be made available to parents/carers on written request unless subject to an exemption. If for any reason a request is going to be refused, then this decision, and an explanation, will be communicated in writing.

Records are shared with the child’s parents/carers and always available for inspection by Ofsted.

All accidents, RIDDOR and child protection records are kept and archived.

## 14: Confidentiality

We will respect confidentiality by:

* Not discussing confidential matters about children with other parents/carers.
* Not discussing confidential matters about parents/carers with children or other parents/carers.
* Not discussing confidential information about other staff members.
* Only passing sensitive information, in written or oral form, to relevant people.

In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Safeguarding Children/Child Protection policy will override confidentiality on a ‘need to know’ basis.

Parents/carers/carers/staff have the right to trust that information given to the setting is given in confidence and will be used only for the purpose for which it

was given and will not be released without their consent. We recognise the right of users to have information about them held in private and secure files. Parents/carers will have access to their own child’s files at all times.

**Staff Confidentiality**

Personal information about members of staff must be regarded as confidential at all times. This includes information such as:

* Staff sickness.
* HIV or related illness status.
* Current or previous disciplinary procedures.
* Employment references.
* Personal living arrangements, such as family life and sexuality.
* Address and home telephone number.
* Any other information that has been given in confidence.

Staff failing to show due regard for confidentiality will be liable to disciplinary action under the Staff Disciplinary and Grievance Procedure policy.