



# Busy Beckers Bees After School Club Policy

## November 2024

Review Date: September 2025

## **Introduction**

The Club is run by Beckers Green Primary School and exists to provide high quality out-of-hours childcare for parents. It provides a range of stimulating and creative activities in a safe environment. The club operates from 3.15pm – 6pm (term time) and current costs for each session can be obtained from the School Office or club staff. Copies of the club policy are available upon request and on the school website. By signing your child up for the club on ParentPay you are agreeing to abide by the terms of this policy.

## **Mission Statement**

To enhance the quality of life of local people through the provision of out of school childcare for children aged 4-11 years, ensuring the play opportunities provided are available to all children and families within the community of our school.

## **Aims**

- To provide the opportunity for children to attend a mixed age social group and give opportunities for Speaking and Listening
- To support families with attendance and domestic and work arrangements
- To promote positive behaviour

## **Objectives**

- To provide care and activities that put the needs and safety of children first
- To provide a programme of activities that is interesting, educational, stimulating and fun
- To provide opportunities that promote each child's social, physical, moral and intellectual development
- To promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children
- To provide an environment where no child is bullied or suffers discrimination in any form

## **Documentation and Information**

- The club is aware of the importance of maintaining up to date and accurate records, policies and procedures necessary to operate safely, efficiently and in accordance with the law.
- The club is also aware of its obligations regarding the storing and sharing of information under the Data Protection Act 1998 and GDPR and is committed to complying with its regulations and guidance.
- The club is committed to a policy of openness with parents/carers with regard to its policies and procedures and the information that the Club holds on their child. Records and information will be made available to parents/carers on written request unless subject to an exemption.

## **Record Keeping**

Ordinarily, information kept on a child will include:

1. Birth name
2. Date of birth
3. Gender
4. Parents/carers name

5. Parents/carers contact number(s)
6. Emergency contact names and numbers
7. Details of special health issues
8. Details of Dietary requirements

Additionally, and in accordance with our policies and procedures, the following records will be stored and maintained by the Club:

- The daily attendance registers
- An up to date waiting list with details of all children waiting for a place at the Club
- Records of any medication being held by staff on behalf of children, along with the signed Administration of Medication Form in accordance with Medicine Administration Policy
- An inventory record of all equipment owned or used by the Club, including safety checks and repairs carried out
- A fully completed and up to date Accident Record and Incident Record book

### **Admissions and fees**

Our club is committed to providing a fair and open admission system that offers a competitively priced and good value service.

- Only children attending Beckers Green Primary School are eligible to attend the club.
- All places are subject to availability.
- All bookings must be completed via ParentPay.
- All bookings & payments must be made by 10.30am on the day your child is due to attend (at the latest).
- A child will not be able to attend if they have not been booked into the club (unless a parent has failed to pick a child up and they have been placed in the club by senior staff – this will be chargeable (late fee prices will apply)).
- A child will not be able to attend the club if their fees have not been paid in advance.
- Any cancellations must be made prior to 10.30am on the day of the booking.
- If a booking is required after 10.30am, please contact the school office who will be able to see if there are spaces available. If a space is available, payment will be required immediately via ParentPay.
- If your child is unwell on the day of your booking, and unable to attend school, then you will be able to transfer the booking to another day without incurring any costs.
- If, on making an enquiry about a place, a parent/carer is informed that there is currently a waiting list, their child will be placed on the waiting list which will be used on a first come first served basis. The club will advise the parent/carer how long they are likely to have to wait for a suitable place.
- When a vacancy at the Club becomes available the co-ordinator will contact the parent/carer to inform them. Should they still wish to take the place they will be asked to complete the booking via ParentPay.
- If using Tax Free Childcare please book your child in by 10.30am on the day your child is due to attend (at the latest) by emailing [office@beckersgreen.essex.sch.uk](mailto:office@beckersgreen.essex.sch.uk)

## **Fees**

- The level of fees will be set up by the Registered Person and reviewed annually in the light of the Club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.
- A late collection fee will apply of £4 per child for every fifteen minutes. This is to cover the additional staff costs that will need to be paid. This fee will begin to be charged if a child is not picked up by 6.15pm. There will be a £2 charge per child for children picked up between 6.05 and 6.15pm. Again this is to cover staff costs.
- Payments to be made via ParentPay only.
- Payment of fees must be made in advance and can be made weekly or monthly. Payment on the day is allowed if an emergency arises and a space is available. Individual payment arrangements will be negotiated between the Co-ordinator and parents/carers.
- If the fees are not paid, the club will notify the parent/carer in writing and request payment at the earliest opportunity.
- The co-ordinator has the right to issue a formal warning to the parent/carer and inform them that late payment will result in their child's place at the Club being forfeited.
- If fees are persistently not paid without explanation the Club will be forced to terminate the child's place. Under exceptional circumstances the co-ordinator may agree to allow the child to continue attending the club if payment is made.

## **Settling In**

- Children will be greeted in a warm and friendly manner. They will be introduced to all members of staff and be informed about the Clubs' routines and programmes of activity.
- Registration and signing out procedures will be made clear and ground rules will be explained to the children, including fire evacuation procedures.
- New children joining the club will be introduced to the other children at the club. The child will be allocated a "buddy" who, under the supervision of a member of staff, will show them around and introduce them to children they don't know.
- Staff will ask on a regular basis how a child is feeling, what activities they enjoy and if they are unhappy about anything.
- Staff will discuss any problems of settling into the Club's routine at the earliest opportunity. Likewise, if a parent feels that there is a problem they should raise it with a member of staff

## **Arrivals and departures**

### **Arrivals**

- Children in EYFS & KS1 will be escorted by a staff member to the club.
- Children in KS2 will make their own way to the club meeting point.
- On arrival a member of staff will immediately record the child's attendance in the daily register, including the time of registration.
- If the parent/carer wants their child to be given medicine by a member of staff, they must complete and sign the Administering Medication Form.

## **Departure**

- When a child is collected at the end of the day or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing a child out.
- Parents/carers must ensure that any person who may collect their child is listed at the time of booking.

## **Staffing**

- 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.

## **Terms and conditions**

- The club is committed to promoting family friendly employment practises to help staff balance work and family commitments. The club will make every effort to be flexible with staff and to promote harmonious working relations.
- The written detail of employment contracts, including rates and levels of pay and other terms and conditions, are the responsibility of the Registered Person.
- Co-ordinator and all staff will be suitably qualified, have relevant experience and have undergone DBS checks. Qualified first aiders will be available.
- All staff are expected to always treat everyone respectfully and inappropriate behaviour may lead to disciplinary action. Staff are made aware of all school policy, including the Code of conduct on induction.
- Staff should make the co-ordinator aware of any staff absence as soon as possible on the day.

## **Staff to children ratios**

- The club is conscious of the importance of maintaining adequate staff to child ratios, ensuring that children are cared for safely and given appropriate attention and support. In all cases the minimum staffing ratio for children will be at least 1:12.
- There will always be 2 members of staff on the premises at any one time.

## **Partnership with parents/carers**

The club recognises that parents/carers play a fundamental role in a child's development and this should be acknowledged as the basis for a partnership between the Club and parents/carers.

The club aims to achieve this partnership by:

- Ensuring that parents/carers are made to feel welcome and valued in all dealings with the club
- Ensuring that parents/carers concerns are always listened to by the Club whenever they are raised
- Ensuring that the Club's policies and procedures are made available to parents/carers on request
- Ensuring that any complaints from parents/carers are dealt with swiftly and effectively
- Encouraging parents/carers up to date with any changes in the operation of the Club, such as alterations to the opening times or fee levels.

### **Care, Learning and Play**

The programme of activities and the atmosphere of our Club aims to encourage confidence, independence and enjoyment. Our work has, as 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. Staff will support and recognise achievements by all children and will provide children with a range of equipment and resources appropriate to their age and interests.

The club has equipment and resources that are suitable for all children currently in attendance. Risk assessments have been made for activities that take place during the club.

### **Daily Routine**

All children will be offered a drink and a piece of fruit/healthy snack on arrival to the club. Child will have access to a classroom or school hall and outside space (dependent on the weather). Difference activities will be provided to cater for all ages including a homework table. Late pick-ups will be charged at £1.50 for every fifteen minutes, including late pick-ups for those parents who choose to use the club up until 4.45pm.

### **Food and drink**

The club is committed to providing a healthy, nutritious and tasty light tea if required at an additional cost of £1.50, to those children attending the 6pm session. The staff 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/parents/carers.

One member of staff will have an up-to-date Food Handling Certificate.

Food will not be used as a reward or punishment. Children will not be forced to eat any item against their will. They may however be encouraged to try healthy choices. The club recognises the importance of healthy eating and a balanced and nutritious diet.

### **Health and Safety**

The club takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within the school's Health and Safety policy.

The registered person holds ultimate responsibility and liability for ensuring that the club operates in a safe and hazard free manner. All hazards should be reported to the Registered person.

Risk assessment procedures are a vital part of the continuous process to prevent any dangerous incidents from taking place. It is the responsibility of all staff as part of their daily duties.

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.

Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrences
- 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

Staff should inform parents/carers of the child or children who were involved in the accident or injury. Where this is not possible, the information will be passed on at the earliest possible opportunity.

#### **Site security procedure**

- Children will not be left unsupervised at any time during the session.
- Staff will be responsible for observing and supervising the main entrance and exit points during session.
- Safety and security procedures will be regularly reviewed by the Co-ordinator in consultation with staff and parents/carers.

#### **Fire safety Procedure**

- All staff are aware of the locations of all fire exits, the fire assembly point and where fire safety equipment is stored.
- Children will be made aware of the fire safety procedures on a regular basis and the location of fire exits and the fire assembly point.
- Fire exits and fire doors are clearly marked, are not obstructed at any times, and are easily opened from the inside.
- All fire drills, fire incidents and equipment checks will be recorded in the Incident Record book.
- In the event of a fire the staff will follow the Fire Evacuation Procedure. A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible moment. All children will immediately be escorted out of the building to the assembly point from nearest safest exit. No attempt will be made to collect personal belongings or to re-enter the building after evacuation. Register will be checked by Fire Safety Officer and all areas checked. Register will be taken at the assembly point.

#### **First Aid Procedure**

- 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.
- The club has a designated member of staff responsible for First Aid with an up to date First Aid certificate.
- The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety Regulations 1981. The location of the First Aid box is known to all staff.
- In the event of a major incident or illness the first aider will be notified and take responsibility for deciding upon appropriate action. The first aider will assess whether an ambulance should be called immediately or if a parent/carer could take child to hospital. If an ambulance is called parents will be contacted. A member of staff will accompany the child to hospital if the parent has not arrived in time.

### **Medication**

- Wherever possible, children who are prescribed medication should receive their doses at home.
- Staff may only administer medication to the child if it is prescribed by a GP, and if the request to do so is from the child's parent/carer and is given in writing, stating frequency and dosage.
- Where children carry their own medication (asthma pumps) the club recommends that staff hold onto the medication until it is required.
- Full details of all medication administered at the Club will be recorded and stored in the Medication Record Book.

### **Closure in an emergency**

In very exceptional circumstances, the Club may need to be closed at very short notice due to an expected emergency such as:

- Serious weather conditions
- Burst water pipes
- Discovery of dangerous structural damage

### **Inclusion**

To realise the Club's objective of creating an environment free from discrimination and welcoming to all, the Club will:

- Ensure that its services are open and available to all parents/carers and children in the local community
- Ensure that issues of race, ethnicity, nationality, class, religion, culture, gender, sexuality, gender identity, language or disability do not inhibit a child from accessing the club's services.
- Treat all children and their parents/carers with equal concern and value.
- Have regard for promoting understanding, respect and awareness of diversity in line with British Values and our own school Bee values.
- Ensure all staff are aware of the School's Equality and Diversity Policy.
- Encourage and support staff to act as positive role models to children by displaying respectful and tolerant behaviour, language and attitudes and challenging any discriminatory incident.

### **Behaviour Management**

The club recognises the importance of positive and effective behaviour management strategies. Staff should follow the school's Behaviour Management Policy.

### **Missing Children**

In the event that a child goes missing, the following procedure will be undertaken: Appropriate school staff will be informed of the missing child. Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

### **Uncollected Children**

Parents will be contacted in the first instance by telephone. Emergency contacts will be contacted in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.