

# Care Club Procedures

This is a document  
outlining the procedures  
for before and after  
school provision.

Sun Academy Bradwell aims are to provide a safe, secure and friendly out-of-school environment for children under the supervision of qualified staff.

**The Key aims of the club are:**

- To provide the highest possible standard of care in a safe, secure, caring and supportive environment, where the children feel comfortable and happy before and after the school day
- To provide a relaxed and informal environment which promotes interaction and exploration
- A wide variety of fun, creative and stimulating activities
- Access to outdoor play
- An opportunity to socialise with other children
- To provide an affordable service to parents/carers to support the academy community

**Opening Times**

The care club will open term time only for children who attend the academy on Monday to Friday from

- 7.30am – 8.45am for care club and breakfast club (8:15 onwards) and
- 3.15pm – 6:00pm for afterschool care club

Our club will be run by school staff. All staff are all enhanced DBS checked and conform to all of the school's statutory employment requirements.

Children are dropped at breakfast club by their parent/carer and signed in by a member of staff. At 8:40am, children are escorted to their classrooms ready for the start of day activities and before the doors open for the other children. Children are welcome to have breakfast whilst at the club. There is free play and organised activities.

Breakfast includes a choice of toast, bagels, cereals, yoghurts and fruit and we encourage children to drink water or milk with their breakfast. Please ensure all dietary requirements or medical needs are up to date on our school systems and the school office are informed of any changes.

**Collection from class**

At 3:00pm, children are collected by a member of the care club team from their classrooms. Children will be in care club before the academy doors open for collection at 3:15pm.

**Booking and Payment Arrangements**

Wraparound care is an optional extra and must be paid for in advance. 'Optional extra' activities are those which take place wholly or mainly outside academy hours, but which are not provided as part of the national curriculum. A range of activities are provided for the children including indoor and outdoor games, board games, arts and crafts, small world and physical activities such as Just Dance.

- Places at the club are allocated on a strictly “first come, first served basis”
- The advertised price includes the cost of food (breakfast) regardless of if your child will be eating or not.
- All sessions must be paid for in advance via the academy payment platform
- Charges are subject to review and may be adjusted from time to time to reflect costs

Deadlines for bookings the club is 12:00 each day and can be made via the care club phone or calling the academy office— this is to ensure that the after-school club team can put the appropriate staffing levels in place to supervise children, maintain adult:child ratios and also order the appropriate stock levels of food. Any bookings not paid for will be added to the payment platform and must be paid by the end of the week. Failure to maintain regular payments may result in the bookings being suspended.

### **Fees and Payments**

Care club is offered to pupils of Sun Academy Bradwell during term time only. We offer breakfast and activities at the start of the day.

- 7.30- 8.45am- £3.50
- 8:15- 8:45am- £2.00
- 3:15-4:30 pm - £3.50
- 3.15-5.30pm - £4.50
- 3:15-6:00 pm - £5.50

The booking system works on a pre-payment basis. Therefore, when you book sessions, you will pay for them at the point of booking. The school has a cash-free system therefore does not accept cash or cheques.

If you wish to pay using childcare vouchers, please speak with a member of the office staff for more Information.

Children attending a staff run after school club (3:30-4:15), will be brought to care club by the staff member carrying out the club. Parents must make sure they book into care club so that messages can be shared with relevant staff members.

### **Collection**

Parents/Carers should collect their children from care club or name an alternative person to collect their child. If there are any changes to this arrangement, the care club staff must be notified beforehand via the school office or care club phone. A password may be requested for younger children as per the EYFS system. The adult collecting the child will be asked to sign the child out of the provision to confirm collection.

In the event that a child is not collected by 6:00pm and no contact has been made by the parents to inform they are going to be late, the procedure below will be followed.

The staff member on duty will endeavour to contact all people listed on the school system as emergency contacts. If none of these people on all of the numbers given to us cannot be contacted, we will then make contact with Staffordshire Safeguarding Team.

It is therefore important that we have up to date emergency contact names and telephone numbers.

Collection after 6:00PM will incur an additional extra charge of £5.00 per 10 minutes. In the event of an emergency, please contact that care club via the mobile phone (number available from the office.

### **Registers**

Children will be registered as they are admitted by a member of staff on duty. The register will be kept in the club during the session and stored in the locked cupboard outside of club hours.

### **Safeguarding**

Before and after school club will always have a member of the safeguarding team present. Below are the names of the relevant staff members should any concerns need to be raised. All staff members have received training to a DSL level.

Morning safeguarding contact: Miss L Clarke

After school safeguarding contact: Mrs J Poole

Wider contacts: Mrs E Kiddle and Mrs C Evenson

Contact can be made via the school office.

### **Behaviour**

The club will adopt the same behaviour policy as the school for both positive and negative incidents. Any incidents of inappropriate behaviour will be reported to the Headteacher and the club leader will speak to the parents/carers of the child(ren) involved. Failure to comply with the rules and expectations of this policy may result in parents being asked to find alternative arrangements for their child.

### **Fire procedures**

All children will be escorted to the KS1 playground, following the same procedure and expectations that are followed during the standard teaching day. Children will then be registered and remain on the playground until further instructions are given. Care club have a mobile phone for emergency access and parent contact.

### **Illness**

If you suspect that your child may be unwell please ensure that you inform a member of the Care club team as well as reporting via the academy absence procedures by contact the school office. Should they become unwell during a session it may be necessary for you to collect them before the end of the session. Contact will be made by a member of staff to share this information.

### **Medical**

Pupil information including allergies and medical needs will be held by the staff. If a child attends care club and requires support for medical and/or allergies, a care plan will be shared with the staff members including what to do in an emergency. To support with this process, please ensure that the school is informed of any changes to any information whether it is contact details or medical. It is the responsibility of parents to inform wraparound care about any allergies their child may have.

### **Medication**

The Care Club provision is not permitted to possess, store or dispense medication or other general medications directly within the care club room. This must be stored in line with the academy procedures set out in the medical conditions policy.

The staff will administer medication as they would in school times. Inhalers, epi pens, antibiotics can be given and we will follow the instructions that have been set out when you complete the normal school consent form.

Any medication administered by the school during the school day can be collected during the collection of your child.

Staff have received appropriate training for the administration of medication and where specific training is required to meet medical needs, this can be sought with specialist medical professionals.

### **First Aid**

First aid will be administered in accordance with first aid training that staff have received. We will ensure that records are kept of all first aid treatment administered. There will always be a trained Pediatric First Aider within the provision as well as a member of staff trained in emergency first aid. First aid provisions will be regularly checked and refilled using the academy procedure.

### **Snack and food procedures**

As staff within the care club provision will be preparing and handling food, they will undertake food hygiene training. The provision is also registered with the food hygiene board via the local authority and is subject to star rating reviews. Regular checks of food stores and preparation areas are carried out and records are kept as per food hygiene rating criteria.

### **Other information**

Wrap around care is outside the educational provision of the school during normal school hours. The club will consider the reasonable adjustments that it can make for a child with SEN needs attending wraparound care club and will discuss this with the child's parents. Decisions will be made on a case by case basis. Please contact the headteacher via the school office if you wish to discuss this prior to booking wrap around care.

### **Concerns**

If parents/carers have any concerns they should, primarily, be directed to a member of care club staff. If the matter is not resolved parents/carers should contact the Principal or Assistant Principal.

### **Confidentiality**

It is a legal requirement for wraparound care to hold various items of information about the children who attend the clubs. The information is used to produce registers and to have emergency contact details readily available. If there is a concern or an issue arises concerning safeguarding the Child Protection Policy will take priority over confidentiality. The care club follows the school Data Protection Policy which complies with the requirements set out in academy GDPR policy. Information is generally stored in an online system with emergency contact details stored in the academy mobile phone in case internet access fails. Any paper copies of care plans, EHCPs or papers containing personal information will be stored in a locked cupboard.