

MILFORD PRIMARY SCHOOL

AFTER SCHOOL AND BREAKFAST CLUB POLICY



Vision Statement

Milford school sits at the heart of the community, where all involved strive for excellence.
Each child is supported in their learning journey and the fulfilment of individual potential.
Care, share, respect and learn

October 2016

1. Introduction

- 1.1 Milford After School and Breakfast Club operates for the benefit of the children and families of Milford Community Primary School.
- 1.2 The school governors are responsible for the running of the Club, providing the premises and for recruiting staff. The Club has been set up to be self-financing, in that all expenses must be met through the fees paid by parents.
- 1.3 The Club operates from 8 – 8:45 and 3:30 - 6:00 pm, Monday to Friday.

2. Safeguarding children

- 2.1 The following guidelines will be followed by all staff at Milford After School Club:
 - All members of staff must have an up to date DBS check and provide the relevant documentation to the manager;
 - All parents to enter school by using the front door;
 - All staff to know who is collecting a child on a given day;
 - All staff to be aware of who is not allowed to collect a child;
 - Children are not to be left unsupervised at any time during the session. At least two staff (one to be at least NVQ level 2) always on duty;
 - All children to ask a member of staff to go to the toilet, and to be monitored closely until they return;
 - No children to go outside without a member of staff;
 - Parents/carers are requested to notify staff of any injury sustained by their child outside the club in order to establish that the injury did not occur whilst at After School Club. In turn, staff will provide information on any accidents or injuries which may have been sustained whilst in the care of the Club. Social Services will be informed of any child protection concerns staff may have.
 - Any issues or concerns regarding any aspect of safeguarding to be reported to the manager.

3. Food hygiene

- 3.1 The procedures listed below must be followed:
 - Staff who prepare a snack must hold a food hygiene certificate;
 - Staff and children must wash hands before preparing or eating the snack. Hands to be dried on paper towels;
 - Long hair must be tied back;
 - All surface and eating areas must be wiped with anti-bacterial wipes and left to dry;
 - Staff preparing food must wear a disposable apron;
 - Snacks are served using tongs;
 - Dish cloths disinfected after use. Clean tea towel used every day and towels to be washed at a minimum of 60 degrees;
 - Tin openers and tongs must be disinfected;
 - Food must be stored appropriately and kept in a fridge (4 degrees). Any tinned food left over must be kept in a suitable container and stored in the fridge with the date on. Cheese must be kept wrapped with 'eat by' date on container;

- Prepared food must be kept in fridge;
- Check all sell by dates of snack foods before use;
- Milk to be kept in the fridge no longer than three days;
- Wash and peel all fruit. Grapes must be cut in half. No oranges. No nuts or products containing nuts;
- Staff must be fully aware of children’s individual dietary needs and allergies;
- Chopping boards must not be scratched or chipped;
- Waste bags kept in bins and emptied daily.

4. Fire policy and procedure

- 4.1 On the sound of the fire alarm, members of staff will collect all children and proceed immediately towards the fire exits and out of the premises to the fire assembly point (upper playground). Staff should direct children to leave by the safest route away from the fire, either past the toilets, through the door next to the office or down the fire escape in Wye class. Coats/bags must not be collected on the way out.
- 4.2 An appointed member of staff will check each room and the toilets to ensure that the premises have been fully vacated.
- 4.3 Another appointed member of staff will check all registers once at the fire assembly point. No one will return to the premises until the all clear has been given by the Fire Service.
- 4.4 Upon locating a fire, a member of staff will smash the fire alarm box and ring 999. The following information should be given:
- Telephone number (01332 841316)
 - Address (Chevin Road, Milford, Derbyshire, DE56 0QH)
 - Exact location (eg hall)
 - Your name
 - Details of any known casualties
- The same procedure would apply for calling an ambulance.
- 4.5 There are four water fire extinguishers in school (ICT suite, Amber class, hall x 2), and five powder extinguishers (one in every teaching area).
- 4.6 The headteacher of Milford Primary School will be notified of this policy in order to ensure that it complies with the school’s own policy.
- 4.7 Milford Primary School carries out fire practices on different days of the week at varying times. Pupils attending the club from other schools will have separate regular fire drills, also on varying days. All fire practices to be recorded in the school’s Fire Safety folder, kept in the school office.

4. Administration of medicines

- 4.1 Medicines will only be administered by staff if parents have signed a ‘Record of Administration of Medicines’ form, stating what medicine is to be taken, and when.

5. Parental agreement

- 5.1 Parents/carers are required to fill in and sign an application form stating their agreement to certain conditions. This form can be found in the Appendix to this policy.

6. Complaints

- 6.1 Any parents/carers who have a complaint about Milford After School and Breakfast Club should speak, in the first instance, to the After School Club Manager. If this does not resolve the complaint, or the complaint is about the Manager, then the parent/carer should speak to the Headteacher and then, if necessary, the Chair of Governors.

7. Policy review

- 7.1 This policy will be reviewed every year.

Date

Signed (Chair of Governors) **G. Taylor**

Date for review - **Autumn 2017**

Appendix

Application Form

Between

Milford Primary After School Club

AND

The Parents/Carers Of (child's name)

It is agreed between both parties that

1. Payment of fees

You are required to pay a half term fee in advance. Fees are due the first week of the half term.

2. Holidays/Absences

Parents are expected to pay in full for any absences which are due to illness or holiday.

3. Sickness

The club has the right to refuse admission if your child is unwell and unable to participate fully in activities. If your child falls ill during the course of the session we would appreciate your co-operation in collecting your child promptly. We also reserve the right to summons whatever medical attention thought necessary in an emergency or case of severe illness.

4. With the aim of providing a quality service to your children and family we have a Child Protection policy.

Within this policy, parent/carers are requested to notify staff of any injury sustained by their child outside the club in order to establish that the injury did not occur whilst in our care. In turn, staff will provide information on any accidents or injuries which may have been sustained whilst in our care. We will inform Social Services of any child protection concerns about the children in our care.

5. Your child will not be permitted to leave the club with anyone other than yourselves without prior arrangement.

6. If you wish to terminate your child's place at the club, then one month's notice is required.

7. If you should have any concerns over your child's welfare then please speak to the Manager of the club.

8. There will be an automatic penalty of £5.00 per quarter of an hour or part of should you be later than 6.00pm in collecting your child.

9. Policies and Procedures

A file containing all the club policies and procedures is available to all parents/carers on request.

Parent's signature..... Staff signature.....

Date.....

CONSENT FORM

Sun Cream

I give my permission for staff to apply sun cream in hot conditions.

Signature..... Date.....

Hypoallergenic plasters

I give my permission for staff to apply hypoallergenic plaster when my child has a small injury.

Signature.....Date.....

I give consent for my child.....to receive any emergency medical treatment necessary during the running of the club. I authorise the club manager/supervisor to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the Doctor to endanger my child's health and safety.

| | |
|-----|--|
| Yes | |
| No | |

Parents signature.....Date.....

Milford Primary After School Club

Registration Form

(Please use one form per child) Please ask for another form if necessary.

| | |
|---|--------|
| Child's Name | |
| Address | |
| Home Tel no | |
| Mobile Tel no | |
| Date on Birth | |
| Mother's name | |
| Father's name | |
| Emergency contact nos. | |
| Doctor's name and address | |
| Doctor's Tel no | |
| Dietary requirements | |
| Does your child have any special medical conditions we need to know about? | |
| If we need to seek urgent medical attention for your child are there any religious or cultural consideration we need to be aware of | |
| Can we give your child Calpol should the need arise? | YES/NO |

Please note: The Club staff must be notified if anyone other than yourself/ves will be collecting your child at any time.

Signature of parent/carer..... Date.....