

Victoria Road Primary School



Policy for

Breakfast Club & After School Club

Prepared by:	Adopted by Board of Directors	Signed	Renewal Date (3 year cycle)
Principal		 ----- Chair of Board of Directors	January 2024

Last reviewed 19.01.2021

We believe it is essential to offer good quality childcare for working parents or those in training or education.

Aims

- To provide quality provision by offering a range of play activities that meets the social, physical, intellectual, creative and emotional needs of each individual child.
- To help children develop and maintain positive social relationships with other pupils and staff.
- To help children develop a more positive attitude towards school and to integrate better into the school community.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed 2 members of staff as After School Club Co-ordinators and 1 member of staff as Breakfast Club Co-ordinator who will deal with all session issues;
- delegated powers and responsibilities to the Principal to ensure all academy personnel and visitors to the academy are aware of and comply with this policy;
- responsibility for ensuring that the academy complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Head of School

The Principal will ensure that:

- the After School Club and Breakfast Club is promoted with pupils and parents;
- ensure all academy personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Breakfast Club Co-ordinator and After School Club Co-ordinator

The Breakfast Club Co – Ordinator will: Rebecca

The After School Club Co-ordinators will: Rebecca and Jade

- promote the work of the After School Club
- deal with all session management and organisational issues;
- lead the development of this policy;
- keep up to date with new developments and resources;
- review and monitor the quality of provision; deal with all day to day management and organisational issues;
- work closely with the nominated governor;
- provide guidance and support to all staff;
- attend training as necessary:
- provide training for all staff on induction and when the need arises;
- review and monitor;
- annually report to the Local Governing Body on the success and development of this policy

Admissions

There are 2 staff who follow a 1:8 staffing ratio. These are charged at the current rate and payment is to be made in advance of the session/s.

Organisation

A register is kept together with information about each child's individual needs and emergency contact numbers.

Contract & Registration

All children must be registered with the After School Club before regular admittance. Emergency cover, when a child has not been picked up, will be provided if staffing ratios are not exceeded.

All children must be registered with the club before admittance. *There are no registration sheets for b'fast club as far as I'm aware.*

Policies

All policies are updated 3 yearly.

Premises & Equipment

The premises are designed not to restrict mobility for any individual. All equipment is periodically checked and replaced if necessary.

Parents

Parents are encouraged to comment on the club or talk to staff about any aspect of their child's needs or involvement. Parents are also encouraged to volunteer as helpers at the breakfast club.

Activities

All activities are planned to cover a wide range of abilities, interests and ages. Children have a free choice of the activities on offer.

Staffing

All staff are experienced and attend training sessions when required. If a member of staff is unable to attend due to illness or due to leave, alternate staffing arrangements will be made. The alternate member of staff will be experienced and trained.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the academy website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with academy personnel
- communications with home such as newsletters and of end of half term newsletters
- information displays in the main academy hall

Training

We ensure all academy personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all academy personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this academy.

Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Principal and the necessary recommendations for improvement will be made to the Governors.

Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
			✓	

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓				

Question	Equality Groups															Conclusion										
Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
		✓				✓				✓				✓				✓				✓			Yes	No
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
	✓				✓				✓				✓				✓				✓				Yes	No
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
	✓				✓				✓				✓				✓				✓				Yes	No

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date