

# **The Federation of North Walsham Junior, Infant School and Nursery**

**November 2016**

## **KS2 Bright n Early Club Policy**

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We believe in creating a safe, welcoming and stimulating environment for all the pupils in our care. We believe that a safe atmosphere helps pupils of all ages to develop their social skills and confidence.

In order to help and support parents/carers, the school provides an affordable and convenient before- school childcare service. The Bright n Early club is made available to pupils in the Junior School aged 7-11 years old, allowing parents/carers more flexibility with their working hours before school. It also provides support for families to encourage good school attendance and a healthy breakfast for pupils who choose to eat.

**The clubs caters for up to 30 pupils at a time, ensuring that there is a staff to pupil ratio of one member of staff for every 15 pupils at all times.**

**This policy has due regard to statutory legislation including, but not limited to, the following:**

- The Health and Safety at Work etc. Act 1974
- The Children Act 2004
- The Equality Act 2010
- The Children and Families Act 2014

**This policy has due regard to national guidance including, but not limited to, the following:**

- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2016) 'Keeping children safe in education'

**This policy is used in conjunction with the following school policies and procedures:**

- SEN Policy
- Complaints Procedure Policy
- Health and Safety Policy
- Behaviour for Learning Policy
- Fire Evacuation Plan

**The process for handling requests from parents/carers, is as follows:**

- Parents/carers are informed of the process for making a request for their child to attend Bright n Early Club in the Year 3 induction pack, via school newsletter articles and school website
- The demand for the service is calculated regularly and set against the costs of running the club
- The governing body decides whether the school provides the service

**The school is permitted to refuse the decision to provide the service under the following circumstances:**

- There is a lack of a suitable space
- There is a lack of demand from parents/carers
- The school is unable to fund the club
- A similar service is already available and can be used without difficulty

If the school is unable to provide the service, parents are informed of alternative services in the local area.

### **Attendance and fees**

We use a first come, first served policy for admissions to the Bright n Early Club. Parents will need to apply to the office to get their child's name added to the register. When all 30 daily places have been filled, new applications are placed on a waiting list. The following pupils are prioritised:

- Siblings of pupils already attending

**The standard daily fee for attending the breakfast club is £1.00 for pupils. Pupils eligible for Pupil Premium funding can attend without charge.**

All fees may be paid daily or weekly. The school office will deal with the administration of fees.

### **Arrivals and departures**

The school is fully committed to the safety and security of all the pupils therefore a number of procedures are in place for when pupils arrive and leave:

- Attendance is recorded in the daily register
- A member of staff is always present at the collection point to escort pupils to the designated areas.
- Pupils are given clear instructions about leaving the club and going to the back door to enter school with their classmates

### **Involving parents/carers**

The school aims to achieve effective communication with parents/carers; therefore, it has the following protocols in place to ensure effective information sharing:

- Parents/carers are invited to visit the facilities before their child attends.
- All relevant policies are available on the **school's** website, and hard copies are also available upon request.
- All members of staff take note of information from parents/carers that could affect the happiness and

wellbeing of their child.

- Parents/carers are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.
- An annual survey is conducted to collect feedback and improve services.

### **Missing child procedure**

The school has procedures in place to ensure the safety and wellbeing of all the pupils in the school's care. If, at any time, a pupil cannot be located, the following steps are taken:

- All members of staff are alerted that a pupil is missing.
- Members of staff conduct a search of the premises and the surrounding area.
- At least **one** member(s) of staff stays with the other pupils involved in the club, in order to prevent further problems and keep a calm atmosphere.
- If the pupil is not located within **10** minutes, the police and the parents/carers of the pupil are informed.
- The search for the pupil continues until the police arrive.
- The headteacher liaises with the police and the parents/carers of the pupil.

### **Health and safety**

All members of staff are aware of their responsibilities and duties in regards to the Health and Safety Policy. All members of staff are responsible for:

- Recording incidents, accidents and near misses.
- Maintaining a safe environment for pupils and adults.
- Taking part in any relevant health and safety training.
- Illness and injury

All Bright n Early Club staff are able to call upon staff, who are trained in first aid and are aware of their duties if a pupil is injured or becomes ill during the duration of the club.

### **Behaviour**

The Bright n Earl club is subject to the existing **Behaviour Policy**, disciplinary issues are reported to the parents/carers of the pupil. Any pupil who is the victim of bullying is supported in a sympathetic and friendly manner. If bullying is reported, it is noted by a member of staff and the parents/carers of both pupils are informed.

Continuous bad behaviour and rule breaking may result in the pupil being barred from attending the club. Any outstanding fees paid by the parent/carer are returned if a pupil is barred from attending the club.

### **Monitoring and review**

This policy is reviewed every two years by the headteacher

We use a systematic method of rigorously checking all school policies, procedures and practices to ensure they are genuinely accessible and meet the needs of our staff and the local community in relation to age, disability, gender, race, religion and belief and sexual orientation.

We undertake equality impact assessments to identify the impact or effect (either negative or positive) of our policies, procedures and functions on various sections of the population paying particular regard to the needs of minority groups. Where negative impacts are identified we then take steps to deal with this and make sure equity of service to all. We have an EIA statement and process, agreed as a part of our school policy procedure. When a policy is reviewed we ensure the EIA is also undertaken and recorded. Any action points that arise are addressed within a time limited period.

The scheduled review date for this policy is November 2018.

## NWJIS&N Federation

### Equality impact assessment screening form

Policy Name: Bright n Early Club

Date: November 2016

	<b>Positive impact</b>	<b>Negative impact</b>	<b>No impact</b>	<b>Reason and evidence (provide details of specific groups affected even for no impact)</b>
<b>Age</b>			x	Applies to all ages
<b>Disability</b>			X	Applies to all pupils
<b>Gender</b>			x	Allies to all pupils
<b>Gender identity</b>			X	Applies to all pupils
<b>Sexual orientation</b>			X	Applies to all pupils
<b>Race</b>			X	Applies to all pupils
<b>Religion or belief</b>			X	Applies to all pupils