

Henley Breakfast Club and Escape Club Policy (including Holiday Clubs)

Aims

The aims of both clubs are:

- To provide a wraparound care
- To provide a welcoming, safe, secure and engaging environment for pupils before the beginning of the school day and at the end of the school day;
- To provide an affordable, self-sustaining, childcare facility for parents/carers during term time and holiday club dates;
- To provide a broad range of fun-filled and engaging activities that enrich the children's experiences
- To continue to build positive links/relationships with parents and peers;
- To provide children with a nutritious breakfast at the start of the day -if arriving before 8am -and where the children attend after 4:15pm, a nutritious snack;
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- To provide a range of fun activities that children can choose to partake in, focusing on developing their personal and social skills.

Booking and Charges

Bookings into Breakfast Club and Escape Club need to all be completed through Arbor. If a parent/guardian has trouble accessing Arbor, they can call the school office to book over the phone.

We ask that children are booked into either club at least 24 hours beforehand. We do understand that arrangements can change with short notice, so we ask that parents/guardians request a booking over the phone if they require to book a place within 30 minutes before the start of the session. The school holds the right to refuse a booking if we have already met capacity.

Breakfast Club is open from 7:30am and runs to 8:15am. Children are offered a breakfast from anytime within this period. If parents/guardians book their child into Breakfast Club, their booking covers the entire 45 minutes and are welcome to drop their child/children off at any time within this period. There is a standard charge of **£2.50 per child (£1 for siblings)** which can be paid via Arbor. If parents/guardians are unable to pay online, then we ask that they make alternative arrangements to pay with the Office Manager.

Escape Club runs from 3:15pm till 6pm. There are several booking times available for parents to choose from:

- 3:15pm until 4:15pm - £3.70
- 4:15pm - 6pm - £6.80
- 3:15pm - 6pm - £10.50

If parents/guardians are late picking their child up from Escape Club, an additional charge will be made of £10 for every 15 minutes. Staff will attempt to ring parents/guardians using the emergency contact information that the school have on file. Whenever possible, we ask that parents/guardians contact Escape Club by email at escapeclub.henley@consortiumtrust.org.uk to inform staff if they are going to be late picking their child/children up.

Holiday clubs are charged at **£29.50 a day (£23 siblings)**. Booking for holiday clubs is done via Arbor and runs from 8am till 6pm. If parents or guardians have trouble booking via Arbor, we ask that they contact the school office.

Staffing

There will always be a minimum of two Breakfast Club staff at each session. There are also a number of teachers arriving on site from 7:30am. There will always be a minimum of two members of staff at each Escape Club session. The running of Breakfast Club is supervised by Amanda Sherman and overseen by the senior leadership team. Amanda Sherman is the Alternative Safeguarding Lead in Breakfast Club and Escape Club unless a member of the senior leadership team is not on site. SLT will ensure cover is provided if a member of staff is absent. A safeguarding lead will always remain on site.

Expectations for Staff and Parents at Breakfast Club

For Breakfast Club, parents are asked to come to the side door of the school and ring the bell. Parents are expected to sign their child in on arrival. Staff may take a message; however, they will kindly ask that parents also email the relevant member of staff to ensure communication is clear and consistent. Parents are asked to notify the school of any allergies or intolerances their child may have so that suitable alternative meal choices can be provided.

We ask that all children are able to walk into Breakfast Club willingly. However, we understand that coming to school can sometimes be a struggle and an emotional time of day for some children and parents. If a child arrives at Breakfast Club emotionally dysregulated, we kindly ask that the parent or guardian stays with the child until they are in a more settled emotional state, unless advised otherwise by a member of staff. The school is committed to supporting families in every way possible, and encouraging

parents or guardians to stay helps create a positive and smooth transition into the school day.

In the event that a child refuses to get out of the car, parents can request support from a member of staff, who will come to the car to offer emotional support. However, staff are unable to assist in physically removing a child from a car.

Staff may physically intervene to help children separate from their parents if necessary, but will seek verbal permission beforehand where possible. Members of staff are trained in Norfolk Steps, which allows staff to physically guide or restrain children if they pose an immediate threat to themselves or others. Staff retain the right to physically intervene throughout Breakfast Club if all other steps have been taken and this is required to keep children safe. Parents will always be informed in writing if any physical intervention has been necessary.

Expectations for Staff and Parents at Escape Club

At Escape Club, staff will register children from their point of entry. Children will engage in a variety of activities and will be offered a choice of nutritious snacks. Any known food allergies or intolerances will be carefully considered and catered for.

Parents and guardians are expected to arrive on time to collect their child at the end of their booked slot. Parents and guardians are also expected to sign children out upon collection and ensure all of the child's belongings are taken home.

Children are expected to treat themselves and others with kindness and respect. Children will be given reminders if they are not demonstrating expected behaviour. If a child repeatedly demonstrates unkind or unsafe behaviour, a member of staff will inform parents at collection. If behaviour poses a risk to themselves or others, a member of staff will contact parents or guardians, and they may be required to collect their child early.

For both clubs and Holiday clubs, staff are committed to providing a fun, safe, and happy environment for all children. Staff will treat every child with respect and encourage children to treat themselves, their peers, and adults with equal respect. Staff will also encourage children to sit and eat appropriately and to use good table manners.

Food Provision at Breakfast Club and Escape Club

Session	Food Options	
Breakfast Club	<ul style="list-style-type: none">• Toast with a selection of preserves• Cereal• fruit	Alternative milks and cereals available. All known food allergies and intolerances are catered for.
Escape Club	<ul style="list-style-type: none">• A selection of fruit• A selection of healthy snacks, for example, toast, waffles, pancakes, pittas, popcorn, rice cakes etc.• A selection of cereal bars• A selection of biscuits	Snacks may differ from week to week depending on availability.

Supporting Children with Educational Health Care Plans or Individual Support plans

We aim to provide an inclusive environment both in school and at our Breakfast and ESCAPE clubs. Therefore, members of staff at Breakfast Club and Escape Club will ensure that they have seen any support plans and EHCPs to ensure appropriate and reasonable adaptations are made. Every child will be treated with equal respect and kindness throughout every Breakfast and ESCAPE club session. If parents feel that their child's needs are not being met, they will need to raise this first with Amanda Sherman who supervises the clubs and then members of SLT if they require.

Safeguarding

All staff follow the safeguarding policy outlined by Consortium Trust. Any safeguarding concerns should be recorded on CPOMS (previously My Concern) and reported to the DSL/ASL immediately who will determine the appropriate course of action. All staff involved in the running of the Breakfast Club and ESCAPE Club will have current DBS clearance, and other required recruitment checks completed. These records are held by the school. The staff will follow existing school policies and procedures for child protection and will follow the code of conduct. Where ICT equipment is used, they must also follow the school's e-safety policy and procedures. The Alternative Safeguarding Lead on site at Breakfast Club and Escape Club is Amanda Sherman as well as members of SLT.