



## ESPRIT MAT Before and After School Club Policy

**Full Governing Body agree to adopt this policy September 2018 and agree next review date of July 2019. Policy updated February 2019**



## **ESPRIT MAT Before and After School Club (BASC) Policy**

Appendix 1: BASC Agreement

Appendix 2: Registration form

Appendix 3: Arrangements in case of sickness and/or any emergency

Appendix 4: Permission for use of sun cream

Appendix 5: Permission for photography and digital images

Appendix 6: Permission for outdoor activities within the Academy grounds

Appendix 7: Fees and Registration

Appendix 8: ABC form

## ESPRIT MAT Before and After School club policy

*\*To be read in conjunction with the academy's Safeguarding policies.*

### **Introduction**

The Esprit Multi Academy Trust (MAT) has provision for a Before and After School Club. It is run by staff from the Academies and exists to provide high quality out of school hours childcare for our parents within the MAT. It provides a range of stimulating and creative activities in a safe and nurturing environment.

The Before school club operates between 7:30am – 8:50am term time and the After school club operates between 3:00pm and 5:45pm term time, and current costs for each session can be obtained from the fees and registration form (Appendix 7). A copy of this policy is provided to all parents of children attending BASC and is available on the Academy websites.

**All parents must complete a registration form for each child attending the BASC and sign a parent contract to adhere to the terms of this policy.**

### **Admissions**

- Only children that attend our Academies within the MAT are eligible to attend the BASC.
- All places are subject to availability at the discretion of the PDBW lead.
- The registration process must be completed prior to the child's commencement at the BASC.
- All parents will receive a paper copy of this policy and this policy is available to view via the Academy websites.
- All BASC staff are made aware of the details of a new child.
- Where there are medical needs the BASC staff will liaise with the child's Academy medical lead.
- Children's attendance is recorded in a register.
- Where there are additional needs BASC staff will liaise with the Academy's inclusion team.

**All admissions to BASC are at the discretion of the Academy's PDBW lead.**

### **Arrival and Departure**

#### **Before School Club**

- Parents/carers are required to bring their child directly to club and sign them in.
- Children will be escorted to their Academy by a member of the BASC staff.

#### **After School Club**

Collection of Infant Children – All children will be collected from their classes and taken to the BASC by a member of the BASC staff.

Collection of Junior Children – All children will be collected by a member of BASC staff. They will then use our walking bus service to take them to the BASC. All children will wear high visibility jackets and staff will follow the Academy's approved risk assessed route.

The BASC staff will take a register of all contracted children at the point of collection and will liaise with class teacher/Academy office to determine any reason for absence.

### **Departure**

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents/carers must inform BASC staff if their child is going to be absent from BASC prior to the contracted session.

Each BASC will have a set routine for morning and afternoon sessions that includes the provision of breakfast and an afternoon snack.

### **Behaviour**

The Before and After School Club uses effective behaviour management strategies to promote the welfare and enjoyment of children attending the Club. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies. The BASC rules are clearly displayed at every session, and are discussed regularly. These are:

- 1) Always be honest.
- 2) Always look after property.
- 3) Always be polite and respectful
- 4) Always listen.
- 5) Always do your best.
- 6) Always be kind.

The BASC's designated member of staff responsible for behaviour management is the Before and After School club manager in liaison with the Academy's PDBW lead.

When attending Before and After School Club we expect children to:

- Use socially acceptable behaviour
- Comply with the BASC rules, which are compiled by the children.
- Respect one another, accepting differences of race, gender, ability, age and religion
- Develop their independence by maintaining self-discipline
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at the BASC

### **Encouraging positive behaviour**

At Before and After School Club positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Sticker rewards
- Informing parents about individual achievements
- Offering a variety of play opportunities to meet the needs of the children attending the BASC

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at the BASC will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring

### **Dealing with inappropriate behaviour**

- Challenging behaviour will be addressed in a calm, firm and positive manner;
- In the first instance, the child will be given a verbal or visual reminder about their behaviour. If this recurs, children will be temporarily removed from the activity;
- Staff will discuss why the behaviour displayed is deemed inappropriate;
- Staff will give the child an opportunity to explain their behaviour, to help prevent a recurrence;
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation;
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour;
- If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the BASC may decide to implement a behaviour chart with the support of parents. This will be put in place for 6 weeks and monitored closely by the behaviour lead. A weekly meeting will take place between the BASC Manager and the parents to ensure effective communication and partnership working to improve the behaviour of the child.
- If after the 6 week period, the child continues to display inappropriate behaviour and there has not been significant improvement, the BASC may exclude the child.

If a child's behaviour is causing concern, then PDBW/Behaviour lead for the Academy that the child attends will be informed immediately in order to work collaboratively to advise on strategies and support for the child and BASC staff to apply.

### **Physical intervention**

All BASC staff are aware of the Department for Education (DFE) guidance to schools in England entitled Use of Reasonable Force. Physical restraint will be used as a last resort and staff will exhaust other strategies before intervening.

If intervention is required, the Academy PDBW lead will be notified immediately and an ABC form will be completed by BASC staff. Parents will be contacted to collect their child and the incident will be discussed on arrival.

Where ABC forms are completed (Appendix 8) they are kept in the child's file and will be used to build a pattern of behaviour which may indicate an underlying cause. These will be shared with the PDBW lead at the relevant Academy.

Where it is deemed necessary a meeting will be held to discuss the suitability of the child's access to BASC.

## **Safeguarding**

A child's welfare is paramount. Each child has the right to be protected from harm and exploitation and to have their welfare safeguarded.

Where there is a safeguarding issue BASC staff will work in accordance with the principles outlined in the Stoke-on-Trent Safeguarding children board interagency policies and procedures, and the academies Safeguarding policies, under the guidance of the PDBW lead.

If a child is at risk of significant harm we have a duty of care to share information with Stoke-on-Trent Children's Social Care or other authorities as necessary.

## **First Aid**

- All accidents will be recorded accurately and reported to the parents/carers upon collection and signed by a member of BASC staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who becomes unwell during BASC will be contacted immediately. If a child is sent home during Academy hours, it is the responsibility of parents to advise BASC of their child's absence.

## **Missing or uncollected children**

### **Missing Children**

In the event that a child goes missing, the following procedure will be undertaken:

- BASC supervisor and Senior Academy staff will be informed of the missing child.
- BASC staff will search inside of the building and delegate the outside search of the building to other members of staff. If the child remains missing, parents/carers and the emergency services will be contacted.

### **Uncollected/late collected children**

If a child has not been collected within ten minutes of their contracted session end parents/carers will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately thirty minutes, the police and social services will be contacted.

## **BASC feedback**

We value all comments about our BASC and we will endeavour to address your concerns at the earliest stage possible.

In the first instance complaints should be directed to a member of BASC staff, who will refer the issue to the most appropriate person.

## **Payment of Fees**

It is a requirement of the club that parents/carers pay their fees in advance on Parent Pay and payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent/carer signing the clubs registration form is known as the contracting parent and is responsible for the payment of all fees.

It is possible to pay fees via Parent Pay or childcare vouchers.

## **Procedure for payment of fees**

- Payments can be made via Parent Pay. Payment can also be made by Childcare vouchers.
- Four weeks' notice must be given to resign your child's place.

**Appendix 1**

**ESPRIT MAT Before and After School Club (BASC) agreement**

I .....Parent/Carer of .....

Have read and accept a copy of the ESPRIT MAT BASC Policy and agree to abide by the terms there in.

I accept that I am the contracting parent for the above child.

Parent/carers signature .....

Print name .....

Date .....

BASC Manager signature .....

On behalf of ESPRIT MAT Before and After School Club

Print name ..... Date .....

PDBW Lead signature .....

Print name ..... Date .....



**Appendix 2**

**Before and After School Club Registration Form**

E-mail: [hamilton@espritmat.org](mailto:hamilton@espritmat.org) / [northwoodbroom@espritmat.org](mailto:northwoodbroom@espritmat.org)

Telephone: 01782 234420 / 01782 234379

**Information recorded here is kept confidential**

**Child's personal details:**

**Full name of child:** .....

**Date of Birth: (day/month/year)** .....

**Gender:**    Male    Female

**Child's Home address:**

.....  
.....

.....**Postcode:** .....

**Telephone contact: Home:**.....

**Mobile:**.....

**Work:** .....

**E-mail:** .....

**Parents'/carers' details:**

<b>Full names:</b>	<b><u>Parent/Carer 1</u></b>	<b><u>Parent/Carer 2</u></b>
<b>Relationship to child:</b>		
<b>Home address:</b>		



<b>Postcode:</b>		
<b>Home telephone:</b>		
<b>Work telephone:</b>		
<b>Mobile:</b>		
<b>Email:</b>		

**Additional emergency contact information – Please provide at least two:**

<b>Full names:</b>		
<b>Relationship to child:</b>		
<b>Home address: Postcode:</b>		
<b>Home telephone:</b>		
<b>Work telephone:</b>		
<b>Mobile:</b>		
<b>Email:</b>		

**Nominated individuals authorised to collect your child or who can be contacted in an emergency**

**Please provide in the table below the details of all other individuals authorised to collect your child from our Before and After School Club.**

<b>Full name:</b>	<b>Contact 1</b>	<b>Contact 2</b>	<b>Contact 3</b>
<b>Relationship to child:</b>			
<b>Home address:</b>			

Postcode:			
Home telephone:			
Work telephone:			
Mobile:			
Email:			
Password:			

**Proof of identity, a phone call for verbal permission with an accurate description of the collector is required before releasing any child to anyone other than those noted above. Password will be required for anyone not on the above list.**

Signed: Parent/carer: ..... Date: .....

Signed: BASC Manager..... Date : .....

Child's medical information/individual needs:

Is there a current Health Care Plan in place at your child's Academy? Yes / No (Please circle)

*\*Where parents answer 'yes', the BASC manager will contact the child's educational Academy for further information.*

Name of doctor:.....

Name of health visitor:.....



Doctor's surgery and address:.....

.....

Postcode:.....

Doctor's telephone number:.....

Known medical conditions, allergies, special dietary and health needs:

Yes

No

If yes, please give details:.....

.....

Details of any medication being

used:.....

.....

Are your child's immunisations up to date?

Yes

No

To the best of your knowledge, has your child been in contact with any contagious or infectious diseases, or suffered anything that may be, or become contagious or infectious?

Yes

No

If yes, please give details.....

.....

Any other relevant information we should be aware of? Birthmark/asthma

.....

I undertake to inform the BASC Manager at \_\_\_\_\_ Academy as soon as possible of any change in medical and/or any other relevant circumstances.

**Signed: Parent/carers:** .....

**Date:** .....

**Signed: BASC Manager**.....

**Date :**.....



**Appendix 3**

**Arrangements in the case of sickness and/or any emergency:**

ESPRIT MAT Before & After School Club does not accept children who are unwell and we expect parents/carers to inform us prior to the session if their child will not be attending. If a child becomes unwell during their stay with us, we contact the parent/carer at the earliest opportunity. Staff at ESPRIT MAT Before & After School Club have undertaken appropriate first aid training.

While every attempt will be made to contact you, there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written record will be kept) and in an emergency call the emergency services. Please sign below giving your consent to ESPRIT MAT Before & After School Club taking such action in your absence:

I (print name) ..... Give my consent to ESPRIT MAT Before & After School Club administering basic first aid (of which a written record will be kept).

Signature of parent/carer: .....

Date: .....

I (print name) ..... give my consent to ESPRIT MAT Before & After School Club signing any written form or consent required by hospital authorities, including anaesthetic, if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety.

Signature of parent/carer: .....

Date:.....

**Appendix 4**

**Permission for use of Sun cream**

During the hot weather, please send in your child’s sun lotion clearly labelled with your child’s name.

Also, please sign your consent below for staff to support the application of sun cream during very hot weather.

**Parental Consent**

**Name of child:** .....

I give my consent for a member of ESPRIT MAT Before & After School Club staff to support the application of sun cream to the named above child.

**Signed: Parent/carer:** .....

**Date:** .....

**Signed: BASC Manager**.....

**Date:** .....



**Appendix 5**

**Permission for Photographs and Digital Images**

I consent to photographs and digital images of the child named below, appearing in Academy printed publications or on the academy’s websites. I understand that the images will be used only for educational purposes and that the identity of my child will be protected.

I also acknowledge that the images may also be used in and distributed by other media, such as CD-ROM, as part of the promotional activities of the BASC.

- We/I give permission for my child to be photographed
- We/I give permission for my child to be videoed.
- We/I give permission for my child’s photograph/video to be placed on Academy websites.
- On receipt of specific information, and a separate consent for each promotional activity, we/I give permission for my child’s photograph/video to be considered for external promotional activities at the BASC.

Name of child: .....

Name of parent /carer: .....

Address: .....  
.....  
.....

**Signed: Parent/carers:** .....

**Date:** .....

**Signed: BASC Manager**.....

**Date:** .....



**Appendix 6**

**Activities within the Academy grounds**

From time to time, the BASC may use the wider Academy grounds for activities.

- We/I hereby give permission for my child to take part in activities on the wider Academy grounds and will provide spare clothes for my child for outdoor activities.

**Signed:** ..... **Parent/carer** **Date:** .....

**Signed:** ..... **BASC Manager** **Date** .....



## Appendix 7

### ESPRIT Before and After School Club fees and payments

The cost of each session will be:

Breakfast Club session: £3.50 per child (Includes breakfast)

After School Club session (Until 5:45pm): £9.00 (snack provided)

After School Club (Until 5:45pm): £9.00 (snack provided)

In order to forecast numbers and plan staffing ratios carefully, whenever possible a minimum of a **week's notice** is required for attendance at ESPRIT MAT Before & After School Club. However, **regular monthly fees** will be paid in advance each month (via ParentPay) and **4 weeks written notice** is required if the place at ESPRIT MAT Before & After School Club is no longer required or the number of sessions the child attends is to be reduced. In the event of absence without notice or illness, occasional days off and parental holidays, payment of the full session is required.

All bookings are subject to availability.

Parents/carers are advised to speak to the BASC Manager/Academy Office about payment of fees in cases of prolonged absence.

Childcare voucher scheme (please advise the ESPRIT MAT Before & After School Club of your employer scheme name) and by parentpay\*\* (Account set up required).

**A child's continued place at ESPRIT MAT Before & After School Club is dependent on continued payment of fees.**

**BASC Registration:**

(Name of child)..... to start on: ..... for  
 ..... number of sessions/days per week.

**Operational hours:** These are during academy term dates only **and exclude Inset days** at the Academies.

*Please tick each session you wish to book*

Morning Session  7:30 – Start of academy day	Mon	Tues	Wed	Thurs	Fri
Evening session:  End of academy day - 5:45	Mon	Tues	Wed	Thurs	Fri

Date received: .....

**Signed:** .....**Parent/Carer** **Date :**.....

**Signed:** .....**BASC Manager**

**Date:**.....



## Appendix 8:

# Incident Form

De-escalation	Disengagement (MAPA)	Seated intervention (MAPA)	Standing intervention (MAPA)
Distraction	Low level	Low level	Low level
Emotion coaching	Medium level	Medium level	Medium level
Ignoring questioning	High level	High level	High level
Allow personal space			
Choices			
Limit setting			
Reflection time/time for decision making			

*\* management strategies implemented must be identified above as well as in the chronology of events below.*

Date:	Time:
	Duration:
Child or children involved:	Staff involved:
<b>ANTECEDENT</b>	
<b>BEHAVIOUR</b>	

<b>CONSEQUENCE</b>	

Completed by:			
Staff member	Role	Signed	Date

Shared with:			
	Signed	Person sharing information	Date
Class teacher (if not involved)			
SLT			
Inclusion team			
Parents			