

## Vallis First School Before School Clubs Policy

### Admissions Policy

Our Before School Club is designed to provide a safe, happy and relaxed environment for children to start their school day. All children attending our school from Reception to Year Four are entitled to attend the Breakfast Club.

Our policy is to aim to cater for all children without discrimination on the basis of race, gender, disability or need. One place is funded from Pupil Premium to enable children entitled to Benefit based Free School Meals access to the provision.

The Before School Club takes place in our Community Room which has wheelchair and pram access down a slope from Milk Street and through a door wide enough for a wheel chair or mobility aid. It also has kitchen facilities and a spacious toilet which can accommodate a wheel chair or mobility aid if necessary and has changing facilities.

### Safeguarding and Staffing Policy

The club is staffed by a member of our school staff and caters for a maximum of 8 children. Should the numbers go above 8 an additional member of staff will be allocated to the club. Staff are employed by Vallis First School Governors and are line managed by the Headteacher.

Staff are employed subject to safeguarding principles which require vetting under the Disclosure procedure. Staff must hold a current certificate in First Aid. The Headteacher is the Designated Child Protection Officer for the Before School Club. Staff are briefed to report any concerns to him for actioning.

### Personal Safety

Any member of staff running the Before School club must have a mobile phone with them at all times so that help can be sought should an emergency occur. The phone must not be used to take photographs of the children. They must also be trained in activation of the panic alarm. In the event of the fire alarm being triggered, staff will accompany children to the games court at the front of the school.

### Booking and Sharing Information Policy

Children cannot attend the Before School club until they are booked in by their parents or carers completing a contact and information form. These forms ensure that the Before School club staff have complete information about the child including their medical, personal and emotional needs and emergency contact details. The booking form indicates the days when children will be attending the Before School club

### Fees and Food Policy

Before School Club runs from 7.45-8.45 am. Currently the charge for Before School Club is £3.50 for the hour or any part thereof. This must be paid in advance of the child attending the club. Parents can pay by cash or cheque (cheques made payable to Somerset County Council). Parents can supply breakfast for those children who have not eaten before they come. All resources for activities are supplied.

At 8.45 am, Before School Club staff will escort children to their classrooms.