



Frosties Before and After School Club Procedures

Registration

An annual registration form giving details of contact names, addresses and phone numbers of people we can get in touch with in case of an emergency or a child being unwell, any medical details eg, allergies or special dietary requirements and a permission form for taking photos, putting on plasters and calling for an ambulance should it be necessary, must be filled out by the parent of any child wishing to access Frosties, along with a registration fee of £5 per annum. Registration details are constantly updated within the club – eg change of addresses, change of jobs or new telephone and mobile numbers.

Administration of Medicines / First Aid

We have an 'Administration of Medicines Policy' that incorporates details of procedures to be followed if a child needs to take prescribed medication. Prescribed medicines are kept in a fridge in the staffroom where only named persons can have access to them. They are marked with the child's name and date and the correct dosage to be taken.

Some children keep inhalers in school and they are in individual pockets in the child's classroom and every time a child uses their inhaler, the date, number of puffs taken and signature of the first aid person are recorded in their individual record book.

There is a first aid box and portable first aid kits for use by the club and records of accidents and first aid treatment are kept.

Most of the Breakfast Club and Frostie staff have undergone training in emergency first aid or paediatric first aid and are well equipped to deal with minor injuries should they arise.

Child Protection

Our Child Protection Policy contributes to the personal safety of all children using the facilities, through actively promoting an awareness of procedures and good practice.

Supervisors of the Club have responsibility for the implementation.

All staff undergo training in Safeguarding children – Child Protection Awareness Training.

They are also made aware of the importance of confidentiality and privacy.

An enhanced Criminal Records Bureau (CRB) Disclosure is obtained for all members of staff before they are allowed unsupervised access to the children. Records of these are kept in the school office. All staff also undergo a suitability interview and must provide references, full employment history, qualifications, identity and medical checks.



Fire Procedures

In the event of a fire breaking out, or an evacuation of the building is necessary, the procedures laid down in our Fire Drill Procedure will be followed. Fire exits are clearly signed and emergency lighting ensures that staff and children will be able to exit the building. The club carries out a practice fire drill once every term and the results are recorded. If any problems arise, a record is made of how they are resolved. Parents are notified of the fire procedure in the event of them being present on the premises during an evacuation. Fire detection and control equipment are checked annually.

No Smoking Policy

The school has a strict no smoking policy.

Health & Safety Policy and Procedures

An annual review is made of our risk assessment policy and a half termly checklist is also carried out taking all reasonable steps to ensure the children's safety. A Health and Safety Policy is in place to indicate the systems and procedures to be followed to ensure the safety of all the children and adults in the setting. Equipment is checked daily as it is put out, during the session and as it is put away to ensure that it is not faulty or dangerous. All faulty or dangerous equipment is removed immediately and is either repaired or replaced.

Admission of Children

Children are booked into Breakfast Club and Frosties using our booking in forms and this can be done either on a weekly or a half termly basis.

The children are allowed into breakfast club at 7.45 am when there are 2 adults on the premises. No child will be admitted before 7.45 am. On arrival at the main door, they will ring the Frostie bell and a member of staff will admit them into the building. The building cannot be accessed by any other door. There are posters on display outside school and on the school doors to remind parents of the importance of security. The younger children are escorted into the hall by their parent and either they, or their parent will sign them in with their signature and the time of arrival.

Anyone not known or not expected will be challenged before they gain entry to the school.



Transition From School To Frosties

At 3.10pm, one member of staff takes the register and goes to each classroom to collect the children. They are shown into the hall. The children are all in Frosties before the other children finish school at the end of the day – this avoids congestion in the corridor.

When all the children are in Frosties, the register is checked to ensure all children and staff are entered on it and a head count is taken. If the hall is needed for an after school club, Frosties will then transfer to class 2.

Collection of Children

When a parent arrives to collect their child, they must sign them out of Frosties with their signature and the time of collection. Only a parent or carer who is known to us will be allowed to collect a child. If a court order has been issued, only the parent with the order for care will be allowed to take the child. If a child is to be collected by someone different than the known parent or carer, then advance notice in writing is required from the parent and the new person must give the password the school has for that child.

Monitoring of children in attendance

During the session, the Supervisor regularly takes a head count and checks the register to ensure that all the children and staff are signed in correctly. At 8.40, the children are asked to help with tidying away the activities and then they line up at the doors leading from the hall. At 8.45 after the other children are collected from the school yard by their teachers, the Supervisor will give them permission to go into class, classes 3 and 4, watched by one staff member, exit from the kitchen end of the hall into their respective classrooms and classes 1 and 2 exit from the bottom door of the hall, watched by the other staff member.

Indoor Activities

Frosties can be either in the hall or in class 2.

The staff set out the activities before the children arrive, either on tables or on rubber mats on the floor and the children are free to choose what to do as they come in. They are set out in different areas. Eg. mats on floor areas for construction and puzzles, a table top area for mark-making and board games and a quiet, chill-out area with books. If the children wish to leave the room for any reason, they must first ask an adult's permission, as the children must be supervised at all times.



Outdoor Activities / Security

At 3.40 pm, the caretaker checks all the schoolchildren and parents have vacated the school premises and will then lock the bottom entrance gate. All the outer doors are locked so the children are secure in school. If expected visitors are in school, after showing their ID, they sign in on the premises giving their name, reason for visit and times of arrival and departure. Anyone not expected will be challenged and ID must be shown.

If the children would like to go outside, they tidy up their activity and line up at the hall or classroom door. One adult will fasten the top yard gate with a lock and will take out the register, mobile phone and green bag. After checking the outdoor area for any hazards, they then return inside and ask the children to line up at the door, ready to follow the adult outside. 2 members of staff will supervise the children outside and portable bum bags carrying first aid equipment are worn in case of a minor emergency.

If it is sunny, the children will be encouraged to wear sun hats and suitable sun screen (with parental permission).

Frostie equipment is stored in a locked shed at the side of school and the children can choose which toys they would like out. They then bring it around to the front of school where they can play in the yard, or on the field, weather permitting.

If the children are playing on the field or adventure playground, one of the adults will supervise them. The other adult stays near the gate to open and close it to let parents in who are collecting their children.



Healthy Breakfast / Snacks

The children have a choice of healthy cereals, toast, fresh fruit juice, milk and water for breakfast. They are set out on a table and the children will approach a member of staff and ask for what they would like.

All staff are expected to take a Level 2 Food Safety Course if they are to come into contact with food preparation. The toast is made in an electric toaster on a heat resistant surface, out of the reach of the children. When their breakfast is ready, the children will leave their activity and sit at a designated table to eat their breakfast. When they have finished, they bring their used bowls, plates and cups to a member of staff and resume playing.

In Frosties, once the register has been checked, the children can wash and dry their hands thoroughly for snack time. There is a different snack available each day, which could be tortilla wraps, breadsticks, malt loaf, fruit, vegetable sticks and salad and a drink of water or milk. They sit on the bench at the snack table whilst eating. They are not allowed to walk around or continue playing.

Staffing

For Breakfast Club, there are 2 members of staff. The staff enter the building by using a coded admission system to which only staff know the number and then sign in on the in/out board situated at the rear entrance of the school.

In the afternoon, the staff start work at 3pm and sign in on the in/out board at the rear entrance door and depending on the number of children booked in for a session there will either be 2 or 3 members of staff assisting the Supervisor. The adult : child ratios stipulated by Ofsted are always adhered to. There will be at least 2 members of staff with the children at all times.

Booking In Procedures.

Children are booked into Breakfast Club and Frosties in advance on either a weekly or a half termly basis. However, if a parent is unable to make it to school on time to pick up their child, they can ring the secretary on either the Frostie mobile or the school phone and she will book the child into Frosties and also let that child know they will be going into Frosties at the end of the day.



Payments

Payment for childcare can be made either weekly or half termly by School Money or works voucher schemes. The accounts are recorded on the School Money programme

Behaviour

In order to maintain a respectful, motivated and happy atmosphere, where appropriate behaviour is positively reinforced, Frosties follows the school's Behaviour Policy and Expectations.

The children have also worked together to make their own list of guidelines for modelling positive behaviour in the Club. Regular discussions take place between staff and children to remind everyone of our Frostie expectations.

School also operates an Anti-Bullying Policy which is followed by Frostie staff.

Equal Opportunities

All our children are entitled to access the provision and we have provided a disabled access, and a disabled toilet.

Girls' and boys' toilets are situated at each end of the school and children can freely use these facilities after telling an adult that they wish to leave the room.

The premises are clean, adequately ventilated and well lit with daylight being the main source of light.

All our activities are there for everyone to use. If a child had a problem in accessing a particular activity, we would modify it to make it possible.

Lost Children

In the event of a child going missing, the Frostie procedure for lost children will be followed.

Uncollected Children

If a child is uncollected at the end of the session, the procedure laid down in our 'Uncollected Children Policy' will be followed.



Confidential Information

All confidential information is stored in a locked cabinet outside the Head Teacher's office. Staff are only given details of a confidential nature on a 'need to know' basis.

Complaints Procedure

The procedure for making a complaint and details of how to contact Ofsted are listed in our Frostie booklet. If anyone has concerns about any aspect of the Frostie provision, the Supervisor is available to discuss them. If the matter cannot be resolved, Frosties will then follow School's Complaints Procedures both in the event of a complaint and in the instance of an allegation being made against a member of staff. Written copies of the complaint and their outcome are kept for 2 years.