



Thoughtful. Explorers. Awesome. Motivated.

## Breakfast and after School Club

Welcome to  
the Folly Hill Breakfast and After School Club

Your Welcome Pack is enclosed.

Please sign the relevant forms  
and return them to the school office  
as soon as possible.

Thank you.

Mrs Ali Stone  
Headteacher



# Safeguarding

## SAFEGUARDING STATEMENT

At Folly Hill Infant Academy, we strongly recognise the need for vigilant awareness of safeguarding issues. It is important that all staff have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out. Staff, pupils, parents and governors should feel confident that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of safeguarding and promoting the welfare of children and young people and protecting staff. This is supported by clear behaviour, anti-bullying and child protection policies, careful risk assessment, appropriate induction and training, briefing and discussion of relevant issues and relevant learning through our Personal Social Health and Emotional (PSHE) and Relationship curriculum.

We recognise that the key elements of safeguarding children are health, safety and ensuring achievement.

Designated Safeguarding Lead (DSL) – Mrs A Stone  
Deputy DSLs – Mrs J Norbury, Mrs T Farr, Mrs E Mann  
DSL Governor and Looked After Child Governor – Mrs J Doe

The Breakfast and Afterschool clubs follow the Academy policies including  
Safeguarding  
Health and safety  
Code of conduct for staff  
Acceptable use of IT  
Medicine and First Aid  
Intimate care  
For a full list please speak to the school office.



**Folly Hill out of hours school clubs provide high quality childcare for families of Folly Hill Infant Academy. Our aim is to create a welcoming, friendly social setting where children feel safe, valued and enjoy their time at the club.**

### **Breakfast Club**

Our Breakfast Club opens at 7.45am. Breakfast is included in the price and children can choose from a range of healthy cereals, whole meal toast and fruit. We can accommodate 20 pupils at Breakfast Club.

Sessions must be booked in advance. The cost of a Breakfast Club session is £7.15 and booked sessions must be paid for in advance through our online system Scopay, via childcare vouchers, or by cash.

### **After School Club**

Children are picked up by a member of staff from their classrooms. Children can also be collected by a member of staff from external after school clubs held at Folly Hill. Children are offered a healthy snack on arrival before settling down to a range of play-based activities. We can accommodate up to 20 children after school (Monday to Thursday) and sessions must be booked in advance.

The cost of an after-school session is £8.25 for a half session until 4.30pm or £11.55 for a full session until 5.45pm. Booked sessions must be paid for in advance through our online system Scopay, using online childcare vouchers, or by cash.

### **Payment**

Payments should be made in advance and on-line wherever possible. There is a link from the school website to the Scopay log-in page :

[www.folly-hill.surrey.sch.uk](http://www.folly-hill.surrey.sch.uk) > Parents Information > Online Payments.

If you are using Scopay for the first time, please contact the school office and you will be given an activation code. Cash payments can be made to the school office. Cash payment should be in an envelope stating the name of the club and amount enclosed.

If you are using childcare vouchers through your company, please give them the school details so they can set up the account. If you require a code, contact the school office.

In the event that an invoice has not been raised prior to the child attending the club e.g. start of the September term, then the child can attend as agreed and payment made once the invoice has been generated.

Please contact the school office to enquire about ad hoc sessions for breakfast or after school club. Ad hoc sessions are charged at the same rate as other sessions and must be paid for in advance. Ad hoc sessions will only be offered if there is space available.

Please note the clubs do not run on INSET days

## Folly Hill Infant School Breakfast and After School Club

### Breakfast Club suite

#### Club Policy

#### ADMISSIONS POLICY

**All children attending Folly Hill Infant Academy will have access to Breakfast and Afterschool Club through open, fair and clearly communicated procedures.**

- All children who attend Folly Hill Infant academy are eligible to attend the Club.
- Places should be booked on a half termly basis through the school office.
- Priority will be given to children who will be using the club on a regular basis and children who are already members of the club.
- There is provision for 20 children in Breakfast club and After school club
- If any spaces remain, these can be booked on an ad hoc basis the week before.
- If spaces are available, Breakfast Club may be used by older siblings or any child who has a viable connection with the school at the discretion of Breakfast Club staff, governors and head teacher
- Parents will only be able to take up the offered place if they have signed the terms and conditions document and have paid half term in an advance or week in advance in case of ad hoc agreement.
- The supervisor of the Clubs and head teacher can refuse to offer a place in the Clubs if they have good reasons for doing so.
- If the Club is full a waiting list will come into operation on a first come first served basis.

#### SETTLING IN

**We will ensure that all the children in the Clubs feel safe, secure and comfortable with their surroundings and staff. Consideration will be given to every child's individual needs and their parent's wishes.**

- Parents will be provided with a welcome pack of information before their child starts. More information will be provided at the new parent's induction meeting for September starters.
- Opportunities will be provided for parents to visit the Clubs by appointment only.
- Parents will sign a Terms and Conditions document before their child starts the Clubs.
- The Clubs supervisor play worker and head teacher will ask parents and children for regular feedback on the Clubs provision.
- Staff will report to parents on any problem's children have in settling into the Clubs and discuss the way forward with parents and children.
- Parents will be encouraged to say goodbye to their child at the door and allow staff to settle the child into the morning session.

#### REGISTRATION SYSTEM for CHILDREN and STAFF

We are required to provide a registration system for children and staff attendance on a daily basis, showing hours of attendance.

Our register will show 1 year's attendance at a time. All children will leave Breakfast Club at 8.40 a.m.

Registers will be placed in a locked drawer in the school office at the end of the session.

After school Club session registers will be kept during the session and collection will be recorded. Children will be collected from Starlight.

The register will be taken as each child enters the Club.

Any change to end of the day arrangements should be noted in social diary and transferred to diary in school office.

Children's details will be in the register file along with parents signed copy of Breakfast and After school Club terms and conditions.

In case of emergency, the register should be taken by the Club supervisor to the assembly point and checked to make sure all children and staff have left the premises.

There will be NO VISITORS to the Club unless they have made an appointment with the head teacher and follow school visitor policy.

## **COMPLAINTS PROCEDURE**

**We aim to provide a high quality, safe, stimulating and consistent provision for all your children and yourselves. If you have a complaint, please go through the following procedures as detailed in the Club welcome pack.**

- Discuss complaint with Club staff. They will consider the complaint and discuss next steps with you. They should organise a follow up appointment with you to discuss if the problem has been resolved.
- Staff should record the complaint in a complaints book (records should be kept for 10 years.)
- Staff may request to have the complaint put in writing.
- The complaint should be dealt with immediately and action should be seen to be taken and effective within 28 days.
- If parents are still not happy the complaint has been adequately dealt with then they should make an appointment to discuss the issue with the head teacher who will follow the school's complaints procedures and if necessary, Child protection procedures.
- Any further action should be directed through the school's Chair of Governors or Surrey Safeguarding Children Board.

Useful resources

See Surrey Complaints procedure

Advisory, conciliation and arbitration service (ACAS) - [www.acas.org.uk](http://www.acas.org.uk) 08457 474747

Surrey Children's information service- 08456011777

## **CHILDREN'S ACTIVITIES**

**Activities will take into account the children's choices and preferences- they should have input into planning of activities through discussion with the Club staff.**

### **Building positive relationships and developing self-esteem**

- Develop confidence and independence by providing a warm and secure environment where staff are friendly and approachable, positive and respectful of children of all backgrounds and abilities.
- Staff give reassurance, encouragement and appropriate praise, and value each child and what they have to offer.
- Staff encourage children to try new activities in a safe and supportive environment.
- Wider society is reflected as far as possible with regard to race and gender.
- Children's individual preferences are valued.
- Staff will ensure they have time to talk to children particularly over a healthy breakfast.
- Staff and parents will endeavour to achieve positive, supportive relationships.
- Staff will provide communication to parents about Breakfast Club in order that they feel informed about what is going on.



### **Learning right from wrong**

- Help children learn right from wrong by reassuring them that strong feelings are acceptable especially when children do not have the language to express how they feel.
- Staff will set fair and consistent boundaries, appropriate to the child's level of understanding, to help them become aware of the effect of what they do and say to others.
- Staff will help children respect the feelings of others by setting a good example and showing them how to respect and co-operate with others.

### **Learning and play opportunities**

- Staff will plan a range of free play and directed activities for children taking the child's interests into account.

### **Imagination and creativity**

- Children are encouraged to express their imagination and creativity through activities such as listening to music, acting out stories, moving to music, responding through their senses and painting, drawing and modelling with a variety of media.

### **Organising resources**

- When organising resources, staff are aware of children's access to materials so that they can make choices and use their initiative.

### **Healthy Eating Policy Statement**

At Folly Hill Infant School Breakfast Club, we serve healthy options, setting the children up for a good day.

Our breakfast options are;

- Fruit
- Wraps
- Rice Crackers
- Pitta Bread
- Low or no sugar cereal
- Toast
- Yoghurts
- Tropical and Apple Juice
- Water
- Milk

At Folly Hill Infant Afterschool Club we regard snack time as an important part of the day's setting as it provides an opportunity for children and adults to socialise and helps children to learn about healthy eating. Our setting aims to provide children with a well-balanced and nutritious snack that meets all children's dietary needs.

We also try to provide children with different food experiences by regularly providing a range of exotic fruit and vegetables for children to try.

### **Procedures**

Before any child starts to attend the Club we find out from parents through the registration form if their child has any dietary needs or allergies.

This information is made available to all staff to ensure that children only receive food and drink that is consistent with their dietary needs as well as their parents' wishes.

We take care not to provide food containing nuts or nut products, and are especially vigilant where we have a child who has a known nut allergy. We are No Nut school.

A typical example of food included in well-balanced snacks are:

- Celery and Carrot sticks
- Fruit
- Wraps

The Kite  
Academy  
Trust  
Flying high  
together

- Rice Crackers
- Grated or sliced Cheese
- Sliced ham
- Pita Bread
- Hummus (pea/without sesame seeds)
- Tropical or Apple Juice
- Water
- Milk

On special Cultural and Religious Celebrations, we provide children with the opportunity to try new foods. All children who wish to eat are encouraged to wash their hands before snack and find a chair around a table. Food is placed in the centre of each table, and children are encouraged to help themselves to food and drink by staff. This develops independence through children making their own choices and encourages sharing skills and good table manners. Snack is organised so that they are social occasions in which children and staff participate. Fresh drinking water is constantly provided throughout the day and children have access to water and can ask for it at any point throughout the session.

The Club also promotes healthy eating through cooking activities, which encourage children to think about the food that they eat, and to try different food. No child will be forced to eat or drink something against their will, and the withholding of food and drink will never be used as a punishment or reward.

### **Food Hygiene**

All Staff involved in the preparation of food have successfully completed a Food Hygiene Certificate which is updated every three years in line with the Food Hygiene Standards.

Food purchasing, preparation, service and storage meet the appropriate standards for food safety and sanitation. All food, which needs to be kept chilled, is put on the appropriate shelf in the fridge and eaten before its sell by date.

Food, which is uneaten at the end of the day, will be thrown away or stored in the appropriate way.

All tables are wiped clean with COSHH approved cleaning fluids before any food preparation takes place, and staff will ensure that they wash their hands. Gloves will be worn in the preparation of food.

At the end of the week the fridge is cleaned out and the insides wiped with COSHH approved cleaning fluids.

### **Hygiene Policy**

#### **Policy Statement**

Our Clubs recognises the importance of maintaining the highest possible standards of hygiene in and around the premises so as to minimise the risks posed to children, staff and other visitors. The School and staff are committed to taking all practicable steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

#### **Personal Hygiene:**

In all circumstances, staff will adhere to the following examples of good personal hygiene:

- Washing hands before and after handling food and drink
- Washing hands after using the toilet
- Encouraging children to adopt these same routines
- Covering cuts and abrasions while at the Clubs
- Keeping long hair tied back
- Taking any other steps that are likely to minimise the spread of infections.

#### **Dealing with Spillages:**

Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine, and faeces will be cleaned up immediately and disposed of safely and hygienically. Staff will wear disposable plastic gloves and an apron while using bleach or disinfectant solution and wash themselves thoroughly afterwards. Children will be kept well clear whilst these situations are dealt with.

### First Aid Hygiene:

Further to the provisions set out in the Health, Sickness and Medication policy, the designated First Aider will be mindful of the need to observe the highest standards of personal hygiene when administering any treatment to children.

As such, they will wash their hands thoroughly both before and after giving first aid, and ensure that plasters or disposable gloves cover any cuts, wounds or skin damage.

### Kitchen Hygiene:

All areas where food and drink are stored, prepared and eaten are prone to the spread of infections. Therefore, staff must be particularly careful to observe high standards of hygiene in such circumstances. To this end the following steps will be taken:

- Waste bins will be disposed of safely and all bins will be covered
- Food storage facilities will be regularly and thoroughly cleaned
- Kitchen equipment will be thoroughly cleaned after use
- Staff and children will wash and dry their hands thoroughly before coming into contact with food.
- If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the session.

### Document Management

<b>Last Review:</b>	March 2023	<b>Review Period:</b>	3 years
<b>Responsibility of:</b>	Head Teacher	<b>Ratified by:</b>	Academy Council (Governors)