

Staining Breakfast and After School Club (BASC)



Parents / Carers' Handbook September 2023

ABOUT THE CLUB

Staining BASC is registered with Ofsted (Registration No 119375) and is based in Staining CE Primary School.

Breakfast club is open from: 7.30am - 8.30am.

After School Club is open from: 3.30pm - 5.30pm.

You can download our last Ofsted inspection report here: 'Find an Ofsted Inspection Report - GOV UK', then type 119375 in the URN box.

Staining BASC is based within the school. We have access to the hall, ICT suite, library and outdoors (playground and field.)

Aims of Our Clubs

Our clubs aim to meet the needs of our children by:

- Providing a happy, safe, and stimulating environment where all children are given opportunities to play, learn and develop freely,
- Responding to the needs of each child, by providing a variety of fun and exciting activities that include sport, music, art and culture.
- Supporting children to develop a positive attitude and have respect for both themselves and other people.

- Ensuring a smooth transition between school and the clubs (before and after school.)
- Providing opportunities that encourage children to develop confidence and become independent.
- Ensuring that our clubs are inclusive and accessible to all children at Staining CE Primary School.
- Implementing regular monitoring and evaluation of our services to ensure that our BASCs continue to meet the needs of children and parents / carers.



Our club aims to meet the needs of our parents / carers by:

- Providing a fully inclusive environment, where all children flourish and staff plan effectively to meet the individual needs of the children.
- Creating a parents / carers notice board in the entrance hall with updates and useful information.
- Keeping you informed of our policies and procedures, opening times, fees and charges, and information about activities.
- Providing questionnaires to enable us to evaluate the service that we provide for you and your child - we want to provide the best service possible and will appreciate feedback.
- Sharing and discussing your child's achievements and experiences through photos and videos via DoJo to give you the opportunity to see your children participating in exciting activities and experiences during their time at the clubs.
- Celebrating any festivals that children celebrate at home such as Christmas, Hanukkah, Easter, Ramadan, Eid al-Fitr, Mother's day, Father's day etc. Please let us know which festivals you celebrate at home with your child, and also if there are any celebrations that you would rather your child didn't participate in, and we will provide alternative enjoyable activities for them instead.
- Ensuring that you have opportunities to chat to a member of staff during arrival and departure times to discuss your child's achievements, experiences, progress

and friendships along with any difficulties that may arise. We will do our very best to answer any questions and hopefully, alleviate any concerns.

- Celebrating what the children have achieved and looking for ways of building on their interests and achievements.

You know your child best! We welcome suggestions and comments that will help us provide the best quality care for your child within our BASCs.



What we offer

Our Club follows the Playwork Principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including dressing up, den-making, craft, board games, construction, computer games, physical play, and reading. Additional resources are available to select from our equipment library and children will also have the opportunity to participate in a themed, focused activity during the week such as cookery, stone painting or puppet making etc.

What we provide

We ensure that snack times are enjoyable and social occasions at BASC. Cereal, brioche and fresh fruit is provided for breakfast, and a selection of healthy snacks, including fresh fruit and vegetables are provided at After School Club. (Please note that the food we provide at After School Club is not intended as a substitute for a main evening meal.)

We promote independence, by encouraging the children to select their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. Our snack choices are carefully planned to ensure that all children get an interesting and varied choice of snacks that are enjoyable and nutritious.

***All dietary and cultural requirements are catered for, where possible.
We have a list of snacks that we provide and their allergen contents, filed in the kitchen. Please ask a member of staff if you would like a copy of this.***

Staffing

Our staffing consists of 2 BASC Leaders and 3 BASC assistants.

Our staff have significant experience of working with children and undertake professional development training. All staff members have appropriate DBS checks. We adhere to government guidance regarding staff / child ratios, to ensure that we meet / work above the correct ratios of staff to children.

Please do not hesitate to speak to any of us if you have any queries, questions or concerns.

Organisation

Staining BASC is run as a provider for children attending Staining CE Primary School. We enjoy a close working relationship with Staining School in order to ensure continuity of care, and to maintain good communication links.

Admission

Our Club aims to be accessible to all children and families from Staining CE Primary School.

Admission to the club can be accessed by:

- Enquiring at the school office
- Accessing the school app: Teachers2 Parents School Money App

Please do not hesitate to contact us if you wish your child to attend the BASC at short notice.

Please confirm your child's place at the end of each school year, in preparation for the following school year to ensure your place is retained.

Induction

You are welcome to visit the Club before your child's first day, to familiarise yourselves with the staff and to help your child settle in. To arrange this, you can either:

- Speak to someone at the school office
- Contact the school office on 01253 882983
- Speak direct to Breakfast /After School Club

During your child's first session time will be set aside to explain the routine, including snack times, activity times (both indoors and outdoors), which toilets are used etc, and introducing your child to the staff and other children.

Another child will usually be allocated to act as your child's buddy for the first few sessions. See our ***Child Induction Policy*** for more details.

Arrivals and departures for Breakfast Club

You will find the register at the front of the office, where you will sign your child in. We ask that you remain by the outer door to ensure the safety of our children.

Arrivals and departures for After School Club

Children assemble in school, and a register is taken - you will sign your child out when you collect your child at the end of the session.

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation. We operate a password system; please let us know if someone different is collecting your child, and ensure they know what the password is. See our ***Arrivals and Departures Policy*** for more details.

The club finishes at 5.30pm, if you are delayed for any reason please telephone the Club to let us know. A late payment fee of £5.00 per 10 minutes will be charged if you collect your child after the Club has closed. You may also be asked to make a contribution towards any extra staff wages and transport costs incurred.

If your child remains uncollected after 6.00pm, 30 minutes after your club closes and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our ***Uncollected Children Policy*** and contact the Social Care team. See our ***Uncollected Children Policy***.

Changes to days and cancelling your place

If you need to change the days that your child attends, please login to the School Money App. Please note cancellation via the app must be amended with at least 24 hours notice. If you require a last minute change please call the school office to advise. We try to accommodate such changes wherever possible. Two weeks notice is required if you decide that you do not require a place at BASC.



Payment of fees

The current fees are **£3.00** per child for the Breakfast Club and **£6.00** for the After School Club. Fees are payable either weekly or termly in advance in the following ways:

- School Money App
- Tax-Free Childcare or childcare vouchers

We accept vouchers from most of the childcare voucher schemes. Please advise us of your scheme, so that we can arrange registration.

The price per session per child applies to all children.

Please ensure that fees are paid promptly. If you are having difficulty paying fees, please don't hesitate to speak to the school office / (Club Leader.)

Policies and procedures

The Club has clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are kept in the school office and are available for parents / carers to consult at all times.

Child protection

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our **Safeguarding Policy**.



Equal opportunities

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of harassment.

Special needs

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents / carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Our staff training programme includes specific elements relating to children with special needs.

For more details on equal opportunities and special needs, see our ***Equalities Policy***.



Behaviour (children)

Children and staff have created rules for acceptable behaviour whilst at the Club. These are displayed at the Club for everyone to see.

We have a clear ***Behaviour Management Policy***, a copy of which is distributed to all parents and carers:

The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases. However, if your child's behaviour continues to be unacceptable, we will discuss whether he / she remains in the club.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club. See our ***Suspensions and Exclusions Policy*** for full details.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting appropriate behaviour from our premises. See the schools ***Behaviour Policy*** for more details.



Sickness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected.

Please inform a member of staff of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him / her to the Club for 48 hours after the illness has ceased. See our ***Illness and Accidents Policy*** for more details.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. For full details see our ***Illness and Accidents Policy***.

Medication

Please let a member of staff know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a ***Permission to administer medication form*** in advance. See the schools ***Administering Medication Policy*** for more details.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to Club Leader or any other member of staff at the clubs or the school office.

Verbal complaints will be discussed as soon as possible (but within 24 hours) with relevant people eg. Breakfast and After School Club staff, School Manager, Headteacher. staff, parents / carers will aim to reach a satisfactory resolution.

All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days. ***A full copy of our Complaints Policy is available on request.***

All of the above policies are in line with Staining CE Primary School Policies.

Privacy Notice

At Staining Breakfast and After School Club we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via phone, email, social media and post, so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO). * *We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*

CONTACT INFORMATION

Staining Breakfast and After School Club

***Staining C of E Primary School, Staining Road, Staining, Blackpool.
Lancashire. FY3 0BW***

School Phone Number: 01253 882983

Club Staff and Qualifications

Club Leaders: Julie Bryan BA (Hons) in Childhood Studies EYPS
Georgina Lovell TA3

BASC Assistants: Annette Holden
Beverley Atkinson
Deborah Bennett

**Early Years and Childcare
Service**

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Preston, Lancashire
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Ofsted

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