



QPG Breakfast and After School Club Policy

- To provide a happy, welcoming place at the start and end of the school day where all children are valued. Promoting
- To support working parents by providing an affordable daily childcare facility.
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is learning at the QPG Hub Breakfast and After-school Club.
- To encourage healthy nutrition, good mental health, well-being and active lifestyles.

Opening Times:

Monday to Friday 8.10am – 8.50am- Breakfast Club

Monday to Friday 3.10pm / 3.20pm (depending on year group bubble) to – 5.00pm - After School Club Wilberforce Primary School Term time only. Breakfast stops being served at 8.40am. Currently, all places available for keyworkers this terms Breakfast Club are filled.

INSET Days:

Breakfast/ After School club will not operate on staff development and training days. These dates will be publicised at the beginning of the previous school term and in our newsletter.

Admissions:

The hub is fully inclusive for children from Year 2 to Year 6, as agreed with the WBF school.

Location of Breakfast/ After School Club:

All sessions are held at the QPG Community & Sports Hub, 254 Kilburn Lane. Staff are responsible for ensuring that all areas are left clean and tidy at the end of each session.

Behaviour:

The School Policy and Rules with regard to behaviour are followed to ensure consistency for the children at the club. These are available on the QPG Hub website and at the main hub.

Communication with Parents:

Emails, letters or texts will be sent home regarding Breakfast/ After School Club, if parents need to be informed of anything. We also send out a monthly newsletter to all subscribers.

Staffing:

Please contact the hub management team for full details or to speak directly to the QPG Hub Site Manager. The staff work together to ensure that the children have activities and that they are playing and learning in a safe environment. They organise the cleaning of the equipment required to run the Breakfast/ After School Club and prepare distribution of food.

In addition to Breakfast/ After School club staff, other hub site managers are on site from 8.00am onwards. If a member of staff is absent, they must ring the Breakfast Club Manager who will arrange any necessary cover. All staff have an enhanced DBS check and are First Aid trained via Active Westminster and Groundworks. Staff are trained in Level 2 Food Hygiene. Staff are identified by a lanyard with their photo and name. Staff / Child ratio is 1:4.

Routine:

- * Children must enter the QPG Breakfast/ After School Club via the Kilburn Lane Entrance.
- * Children must be registered by parents. The parent must accompany the child to the main door of the Breakfast Club and collect them at the end of the After-school Club at 5.00pm.
- * They will eat their breakfast/ snack and have their drink and participate in a choice of activities and games after an educational session. A member of the hub staff will wash the equipment. All surfaces will be cleaned with anti-bacterial spray that has been provided.

Resources:

Breakfast/ After School Club has its own supply of craft resources, games and tableware. This is kept in the backroom where the club sessions takes place. All electrical equipment is PAT tested regularly; this is arranged via Wilberforce Primary School on a termly basis.

Parental and Pupil Feedback:

The school values any parental/ pupil opinions and welcomes feedback about how the hub is run. Please talk to staff or make an appointment to speak to the after-school club manager.

Cancellations:

Cancellations would be due to school closure for adverse weather conditions or problems with the building. For example: no heating or water supplies, or unforeseen circumstances. In the event of cancellation:

- A member of school staff will endeavour to contact individuals by text or phone by 7.30am or as soon as possible.
- Changes in restrictions to schools, in relation to COVID-19, announced by the UK Government may mean that these announcements maybe given to parents at short notice. QPG Breakfast and After-school club staff will liaise with the school and local authority.
- School closures are reported in the first instance via text message, followed by e-mail.

Breakfast Menu:

Our selection of food aims to be a healthy balance. Children will be active in the preparation of their breakfast and will learn hygiene skills. Fruit is purchased by the QPG Hub and other breakfast items such as bagels, bread, cereals and juices are provided by Magic Breakfast.

Activities:

Breakfast/ After School Club offer structured activities as well as free choice.

Weekly programmes of activities may include:

- Science Club
- Mathematics Club
- English Reading and Writing
- Cookery Club
- Health and Nutrition
- Year 6 Booster Clubs
- Multi-sports activities
- Football sessions

Emergencies:

The QPG Hub team have emergency contact details for the children, securely on site daily.

Fire Procedures:

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The club's register for the day will be called and all names will be checked. There will be a fire practice in accordance with the School's emergency fire and evacuation policy. Currently access via the back gate is not possible

Health and Safety:

Breakfast/ After School Club is run by QPG Community & Sports Hub and the existing Health and Safety Policies will be followed. Food must comply with the Councils food standards and hygiene regulations and be from agreed partner agency Magic Breakfast.

Risk assessment:

A risk assessment has been completed for Breakfast/ After School Club sessions and activities. An updated Covid-19 risk assessment for the QPG Hub has been approved.

Equal Opportunities:

Breakfast / After School Club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value and will adopt United Learnings 'Education with Character' policy.

Safeguarding:

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast/ After School Club have current enhanced DBS clearance via Westminster City Council. These records are held in the QPG Hub office. Breakfast/ After School Club staff will follow existing policies and procedures for child protection and the full code of conduct.

Policies and Procedures:

Breakfast/ After School Club will follow the Wilberforce Primary School's own policies and procedures and these are available from the main school office and on the school website.

Accidents:

Accidents will be treated by a trained first aider and the accident will be recorded in the QPG hub accident book. Breakfast/ After School club will follow the council's first aid policy.

Medication:

Inhalers are kept in the Medical boxes at the QPG Hub. If a child needs their inhaler, then a member of staff will escort them and observe that the medication has been taken correctly. Other medication will be administered according to the existing hub policies on medication.

Monitoring:

The quality of the supervision and of the activities of the Breakfast and After School Club will be monitored and checked by the management board, Ofsted and the local authority team.