



CHALKWELL HALL JUNIOR SCHOOL

Conkers Clubs Policy

Reviewed and Approved by: Governing Body

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Next Review Date: February 2029



**Tenacitas
Trust**

CHALKWELL HALL JUNIOR SCHOOL
CONKERS CLUBS POLICY

STATEMENT OF INTENT

At Chalkwell Hall Infant and Junior Schools we believe that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour. We believe that high quality care and education are promoted by providing children with resources and equipment that help to consolidate and extend their knowledge, skills, interests and aptitudes.

AIMS

We aim to provide high quality child care for children before and after school who attend Chalkwell Hall Infant and Junior School. We teach children to behave in socially acceptable ways and to understand the needs and rights of others. We also aim to ensure that all aspects of food and nutrition in breakfast and after school club promote health and well-being of all our children. We aim to provide children with safe, clean, attractive, age and stage appropriate resources, toys and equipment.

OPENING AND CLOSING TIMES

- The club is open during term time Monday to Friday;
- Breakfast club is open from 7.30am until 8.35am;
- Breakfast is served until 8.15am;
- After school club is open from 3pm to 6.00pm;
- All children must enter the breakfast club and leave the after school club via Rockleigh Road gate;
- Parents/carers must accompany their child to and from the entrance and wait for a member of staff;
- At 8.20am Junior children will go onto the playground;
- At 8.35am Infant children will go onto the playground;
- At 8.35am Reception children are escorted to their classes;
- At the end of the school day infant children will be also be escorted to the club by an infant member of staff;
- Lower school Junior children will also be escorted to after school club by a junior member of staff;
- Upper school children will make their own way to the club;
- Children will be registered immediately on arrival;
- Parents/carers must collect their child at or before 6pm. Parents/carers will be charged an additional amount to cover the cost of staffing if they are late picking up their children on more than one occasion within a half term. This charge is at the discretion of the Junior School Headteacher.

CRITERIA

1. Looked after children and previously looked after children;
2. Pupils with a sibling already attending Breakfast or After School Club;
3. Pupils of staff at the schools;
4. Chalkwell Hall Nursery pupils who have applied for a place in CHIS reception;
5. Date the request was made and the contract days available.

BOOKINGS

Places at breakfast and after school club must be booked and paid for in advance. To register an interest parents/carers can register by following this link:

<https://chalkwellhall.kidsclubhq.co.uk/rdr?u=home>.

Bookings are made by Mrs Roe and Mrs Wilson. We do not provide ad hoc bookings.

- Payment can be made at the Junior school office or directly to a member of staff working in the club. If a member of the Conkers Club staff take money, this is recorded, held in a locked tin and passed to the Business Manager of the Junior school;
- Junior school families are able to pay for Conkers Clubs by using **SchoolMoney**. This is the preferred method of payment for Junior school families.
- Infant school families will need to pay by **cash or cheque**, made payable to Chalkwell Hall Junior School. Payment can be made directly to Conkers staff, or through the Junior school office.
- The cost of breakfast club is £4 per session, per child and after school club is £10 per session, per child;
- Payment can be made by Work Child Care Vouchers;
- The Government also have two schemes for help pay for child care; Tax Free Childcare <https://www.gov.uk/tax-free-childcare> and the Childcare Grant <https://www.ccgpay.co.uk> ;
- All parents/carers who would like to use the club facilities will need to register through the Kids Club HQ system. It is the parents' responsibility to keep all details up to date on the system.
- When the child leaves the school the records of the children will be deleted from the system.
- Bookings for Infant pre-admission children will not be taken until the Infant parent meetings have been held which are held in June/July.
- Bookings for Junior pre-admission children will also not be taken until June/July.
- Existing contracts will be rolled over each term and take priority over new contracts.

CANCELLATIONS

- Cancellations will incur a session fee unless your child is absent from school due to illness. Cancellations should be made via email (asclub@chalkwellhall-jun.southend.sch.uk) or telephone (07756263156).
- Any cancellations must be made by a parent/carer;
- Charges will not be incurred if the child is sent home during the day, due to illness/accident.
- We require **2 weeks' notice** of cancellation of part or all of your Breakfast and/or After School Contract.

COLLECTION OF CHILDREN

In emergencies, when parents/carers or the persons normally authorised to collect the child are not able to collect the child, they give the name and telephone number of the person who will be collecting their child to the Extended Schools Club Manager. We agree with parents/carer how to verify the identity the person who is to collect their child. This procedure involves a password system that is put in place and recorded on the Kids Club HQ system.

In the event that a child is not collected by an authorised adult at the end of the session, the after school club puts into practice the agreed procedures detailed below. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure the child receives a high standard of care in order to cause as little distress as possible. We inform parent/carers of our

procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

In the event is not collected from the club by an authorised adult, the staff cannot a parent/carer and all reasonable attempts have been made and staff can no longer supervise the child on the premises – we apply the following procedures:

- The child does not leave the premises with anyone other than those named on the Kids Club HQ system of those informed to the Extended Schools Club Manager;
- The Extended Schools Club Manager is Designated Safeguarding Lead or, in their absence, the Designated Safeguarding Lead of the Infant or Junior School depending on the school the child attends would be contacted;
- The child stays at the After School Club in the care of two members of staff until the child is safely collected either by the parents/cares or the Designated Safeguarding Lead of the Infant or Junior school depending on the school the child attends;
- The Designated Safeguarding Lead of the Infant or Junior school will make contact with The First Contact Team – Emergency Duty Services (01702 215007 or 534707 or out of hours: 0345 606 1212);
- Under no circumstances will staff go to look for the parent, nor take the child home with them;
- A full written report of the incident is recorded;
- Depending on circumstances and at the discretion of the Junior school Headteacher, we reserve the right to charge parents for the additional hours worked by our staff.

This policy should also be read in conjunction with Chalkwell Hall Junior School's Safeguarding Child Protection Policy.

ATTENDANCE AT EXTRA CURRICULAR CLUBS

- Parents/carers will notify the Extended Schools Club Manager if their child is attending an extra-curricular club before or after school;
- During breakfast club a member of staff from the breakfast club will escort the child to the club and ensure the child arrives for the correct start time;
- The person responsible for the extra-curricular club must escort the children to After School Club and inform a member of staff of their arrival;
- If a parent/carer decides to collect the child directly from the extra-curricular club the Extended Schools Club Manager and a member of the Junior school office staff MUST be notified. A charge will be incurred for the session.

EQUIPMENT AND RESOURCES

We will:

- Provide play equipment and resources that are safe and – where applicable – have a CE marking and therefore conform to the Toys (Safety) Regulation (2011);
- Provide a sufficient quantity of equipment and resources of the number of children;
- Provide resources that promote all areas of children's learning and development, which may be child or adult led;
- Select books, equipment and resources that promote positive images of people of all colours, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping;

- Provide play equipment and resources that promote continuity and progression, provide sufficient challenge and meet the needs and interests of all children;
- Provide furniture that is suitable for children and furniture that is suitable of adults;
- Repair and clean, or replace, any unsafe, worn out, dirty or damaged equipment;
- Plan the provision of activities and appropriate resources so that a balance of familiar equipment and resources and new exciting challenges is offered.

FOOD

- Breakfast is served from 7.30am to 8.15am;
- Snack is served from 3pm to 4.30pm;
- A healthy breakfast is served to those children who attend the Breakfast Club, for example: cereals such as Weetabix, Rice Krispies, porridge, Shreddies and Cornflakes, pancakes, toast with various toppings, apple or orange juice;
- Gluten free options available;
- Dairy free butter used throughout;
- Children who attend the After School Club are provided with a snack and a drink, for example: crumpets, toast with beans or spaghetti, jam or cheese sandwiches, fruit, water or milk;
- Children are always reminded about the importance of hand washing before eating or handling food and to use individual cutlery, cups and plates. Good manners are expected at all times;
- The Breakfast and After School Clubs are allergy aware environments and avoid using products containing nuts;
- Children are only allowed to eat food provided by the club;
- All staff hold a food hygiene certificate.

This policy should also be read in conjunction with Chalkwell Hall Junior School's Food Policy.

SAFEGUARDING

- Any member of staff at the breakfast or after school club who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred must report it immediately to the Designated Safeguarding Lead or, in their absence, the Designated Safeguarding Lead of the Infant of Junior school depending on the school the child attends;
- If the matter needs to be dealt with urgently the Extended Schools Club Manager/Designated Safeguarding Lead or the Designated Safeguarding lead of the Infant of Junior school they will make contact with The First Contact Team – Emergency Duty Services (01702 215007 or 534707 or out of hours: 0345 606 1212).

BEHAVIOUR

We have a named person, Mrs Tracey Roe, Extended School Club Manager, who has overall responsibility for our programme for supporting personal, social and emotional development, including issues concerning behaviour.

We believe that good behaviour is important if we are all to achieve the potential we have within us, both in the school environment and in others areas of life. We strive to help our children to acquire self-discipline and self-control. We believe that these standards help us assume and fulfil our potential in society as a whole. We have an agreed set of standards that we work towards in breakfast and after school club.

We encourage a calm, purposeful and happy atmosphere within the club. Children are expected to foster a caring attitude to all. The best way to apply these values is to simply notice all good behaviour and effort and verbally praise this whenever seen.

To maintain the required behaviour standards we expect the name person, Mrs Tracey Roe, Extended Schools Club Manager to:

- Keep all staff up to date with legislation, research and thinking on promoting positive behaviour and on handling children's behaviour where it may require additional support;
- Ensure all staff have access to relevant sources of expertise and training on promoting positive behaviour for supporting person, social and emotional development;
- Ensure all staff, volunteers and students provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.

If a child chooses inappropriate behaviour the following consequences will be used:

Consequence 1: They will be reminded of the correct standard required with an explanation of their actions.

Consequence 2: They will be sent to the Extended Schools Club Manager and removed from activities for an appropriate amount of time. Parents will be informed when the child is collected.

Consequence 3: If the inappropriate behaviour continues the parents will be contacted immediately and asked for the child to be collected from the club. IF NECESSARY STAFF WILL REFER TO THE DfE GUIDELINES ON USE OF REASONABLE FORCE. The Headteacher of either the Infant or Junior School will be informed.

There is some behaviour which will not follow the consequences procedure and will go straight to consequence 3, for example (not exhaustive):

- Verbal abuse to Staff and others, including swearing at an adult or racist verbal abuse;
- Verbal abuse to students including swearing or racist verbal abuse;
- Physical abuse/attack on staff;
- Physical abuse/attack on pupils;
- Actual or threatened violence against another student or a member of staff;
- Indecent behaviour;
- Damage to property;
- Theft.

If a child's behaviour is extreme or persistent there may be a need for parents/carers to be informed that their child cannot attend the club for a fixed period or, in very rare occasions, on a permanent basis. This decision will be made by the Extended Schools Club Manager and the Headteacher. If there is no improvement the Extended School's Manager can make the decision to suspend or cancel the contract.

HEALTH AND SAFETY

The Breakfast and After School Clubs operate within the requirements of Chalkwell Hall Junior School's health and safety policies. It is a principal duty of all managers to actively maintain and improve, the health, safety and wellbeing of all persons in there are of accountability. The Headteacher expects the full co-operation of employees at all times in this endeavour.

All staff are trained in basic first aid and a first aid box is available.

Accidents are dealt with in accordance with Chalkwell Hall Junior School's Accident Reporting Procedure.

Once a term fire drills will be carried out to ensure children and staff follow the correct evacuation procedures.

SICKNESS

- If a child is ill whilst at the club the parent/carer will be informed and asked to collect the child;
- In line with the school policy, if a child has vomited or had diarrhoea they should not attend Breakfast or After School Club for 48 hours.

MEDICINES

- Medical information is provided on the Kids Club HQ system when registering for Breakfast and After School Club;
- It is the responsibility of the parent/carer to provide information giving full details of: medical conditions, allergies, regular medication, emergency contact numbers, name of family doctor/consultant/SEN.

