Fordbridge Community Primary School

Achieving excellence together

Fordbridge Friends, After School Club and Before School Club Policy

Approved by Mrs H Simcox: Date: September 2026

Date: September 2026

Reviewed by: Ms Sam Spencer: Chair of Governors

Review date: September 2027

This policy outlines our before and afterschool club care that we offer at Fordbridge Community Primary school.

Aims

We aim to provide a safe, clean and welcoming environment for children in our care. Health and safety are a high priority in our setting, and this includes carrying out regular risk assessment checks and ensuring that there is always a qualified first aider on site, with a food hygiene certificate.

We aim to allow and cater for children of all abilities to have access to our planned play activities.

- To provide 'Out of School Care' in a safe and secure environment for the children of working parents.
- To provide a variety of stimulating and exciting play opportunities for the children in a group situation.
- To offer a free breakfast club which supports attendance, healthy eating and enables parents to work.
- To offer each year group a free after school club at least weekly, until 4.15 which supports and enhances the curriculum.

To achieve our aims:

- We will hold club sessions every day.
- We will regularly clean and inspect the premises and equipment used.
- We will ensure that there is always a qualified first aider on the premises.
- We will implement regular fire drills and ensure that all staff and children are aware and familiar with the procedure.
- We will encourage the children to be independent, to experiment, to be creative and work together, with our Golden Values underpinning all that we do.

Staffing

Harriett Simcox – Headteacher
Natalie Reilly – Assistant Headteacher / DSL / ENCo
Hayley Berry – Administration Assistant

Breakfast Club
Natalie Timmins – Before School Club Leader / Child Protection / Food Hygiene / Fire Safety
Danny Meers – Behaviour
Breakfast Club workers:
Anita Akins (Paediatric first aider)
Gaby Newman (Paediatric first aider) / Resources lead
Kyle Gold (Paediatric first aider)
Ruby Gardiner (Paediatric first aider)
Danielle Gerald,

Breakfast club sports lead- Lauren Bruton
Sue Jones – SENDCo

Fordbridge Friends
Stephani Baker – After School Club Play Leader / Child Protection (DSL trained) / ENCo / Fire Safety Lead / Paediatric first aider / Fire Lead
Laura Stone - After School Club Play Worker / DSL trained / Paediatric first aider / Food Hygiene
Sue Jones - SENDCo

Admissions Policy

Here at Fordbridge Community Primary School we provide an out of school club for working parents.

Places are allocated to children that attend full time education and siblings / LAC pupils do take priority.

If there are available spaces, we do accept Pre-school children, but they must be 4 years old. If there are no spaces your child will be put on to a waiting list and you will be informed as soon as a space becomes available.

The after school is registered on a ratio of 1:13 for children Rec – KS 1 and 1:17 for those over, from 4-11-year olds at any time. To a maximum of 30 children with 2 adults.

The breakfast club / operates at 1:8 for Nursery, 1:13 Rec – KS 1 and 1:20 for those over. This is run by TA's and Learning Mentors.

The curriculum and sports clubs run by teachers and sports coaches operate at 1:25 ratio

Out of School Club Hours

Out of School Club children are collected from the classrooms at the end of the school day and taken to the community room hall within the school setting.

Opening Hours:

Before School: Monday – Friday 8am – 8.30am (free of charge)

After School: Monday – Friday 3.15pm – 6.00pm

Late collection- Arriving after the hours you have booked out is chargeable. Please call Out of School Club directly on 0121 779 8049, if you know you are going to be late.

Childcare Provision - After School Club

Currently Fordbridge Friends operates a childcare facility from 3.15pm to 6pm every evening for children attending Reception and above.

The following prices are in effect:

4 – 11-year olds £6.00 per hour

Fees

All fees are payable on the **1st** of the month for the full month in advance via the ParentPay system. If your child is absent due to illness, appointments, holidays or the setting has to close due to adverse weather conditions **all fees must still be paid in full.**

Please see the charging policy for further information.

Security Policy

The club is committed to provide a safe and secure environment. Staff will adhere to the following guidelines:

- No child will be left unsupervised in the club at any time.
- Visitors to the club will not be left unsupervised at any time and adequate identification will be required. Identification will be provided and prior appointments should be made were possible.
- Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. A password will be held on file for each child which can be asked for from anyone collecting the children. If staff are unsure of the person collecting the child that child will remain at the club and parents will be informed of the decision.
- Entrance to the club will be monitored to ensure security at all times. Children will be signed in and out of the club.
- Parental/Carer consent will be sought for the use of videos and photographs for promotional usage
- **Passwords / Medical / Contact details are the same as held on the school system and a paper copy of this information is kept in the school office**

Parents and carers must keep the school informed of any updated medical or contact information.

Complaints and Comments Policy

In the event of staff, parents or others having comments, concerns or being dissatisfied with our aims, principles and the high standard to which we are committed to provide at our Out of School club, the following procedure should be adhered to:

- Parents should speak to a member of staff who should be responsive to your issues.

- If Parents / Carers are unhappy with the action taken by members of staff, contact with the Senior Leadership team or the Head teacher should be made. In line with the school complaints policy on the school website.

- Following this if it is not resolved then the Governing Body will be informed, and appropriate action will be taken. If parents wish, the Governing Body can be contacted at the initial stage of their issues. An email address can be provided through the school office or you can send a letter c/o Chair of Governors to the school address.

- If a complaint or concern is made by a child or parent against a member of staff, then the issues will be dealt with by the Head teacher and the Governing Body in line with school policy.

Behaviour Policy

We aim to provide a happy, caring environment with challenging activities. Therefore, we set high expectations of behaviour through encouraging and praising good behaviour.

We expect all children to continue their behaviour and follow the same rules and expectations as they do during the school day.

The children are encouraged to respect themselves, each other, adults and property.

Understandable rules are applied to be fair and consistent.

Parents will be informed of persistent unacceptable behaviour. The child may be monitored by staff to identify any further problems.

If a child physically assaults a member of staff or a pupil, the Parent / Carer will be informed and could be asked to collect the pupil early. The pupil may not be able to continue to attend the afterschool club.

We hold the right to withdraw a place when the pupil is in persistence breach of the school, health and safety policy and present consistent disruptive / harmful behaviour.

Any decisions will be made in agreement with the Headteacher and Senior Assistant Head Teachers.

Safeguarding

Staff will follow the school's Child Protection and Safeguarding Policy and have read and understood Part 1 of Keeping Children Safe in Education 2026.

All adults working within Fordbridge Friends will undergo appropriate safeguarding checks, including enhanced DBS checks, references and safer recruitment procedures in accordance with KCSIE 2026 and school policy.

The club recognises that safeguarding includes online safety. Staff will promote safe use of technology and report any online safety concerns in line with the school's safeguarding procedures.

Daily attendance registers will be maintained for all sessions.

Parents / Carers must keep school and after school staff updated on any medical / health changes of their child, using the school form.

Safeguarding Staff on site – Miss L Bacciochi / Miss N Timmins / Mrs S Baker / Mrs L Stone

Natalie Reilly DSL
Linda Lockley DDSL

Any visits / visitors must go through the school, **at least two weeks before they take place**, the school policy and procedures will be followed.

Whistleblowing Arrangements

Staff and volunteers should report concerns about the conduct of adults working with children through the school's Whistleblowing Policy.

Emergency Fire Procedure Policy

Upon hearing the fire alarm all staff and children should follow carefully the instructions below:

Staff:

- Before school clubs / sports clubs escort all the children calmly, quietly and safely outside to the MUGA. Line the children in register order.
- Fordbridge friends exit and wait by the front entrance, line the children up along the path away from the school building.
    - Ensuring that the register and any medical supplies are taken with you.
- Elected member of staff to check toilets before going.
- Whilst on the playground keep the children quiet and still while the register is taken.
- Await instructions before leaving the area and returning to school

Out of School Club will follow the school lockdown policy and emergency plan in the event of other emergency situations arising

Food and Hygiene Policy

- Those responsible for the preparation of food should be fully aware of hygiene and storage regulations. All staff serving food hold a food hygiene certificate.

    - A specific person must be responsible for checking food is safe for each child at every snack time – Anita Atkins (breakfast club) / Stephani Baker & Laura Stone (pm)
    - Staff supervision and having a paediatric first aid-trained adult present during mealtimes. -Anita Atkins (breakfast club) / Stephani Baker & Laura Stone (pm)
    - There will always we a paediatric first aider, observing the Nursery and Reception pupils eating -Anita Atkins (breakfast club) / Stephani Baker & Laura Stone (pm)

- Tables used for food and drink should be cleaned before and after use.

- Children should be encouraged to wash their hands on a regular basis and before and after eating food.

- Children should not be allowed in food preparation area / kitchen.

- The kitchen area should be free of contamination, dust, flies, rodents etc and all surfaces should be in good repair.

- All utensils should be kept clean and stored correctly.

• A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned on a morning and afternoon after session.

• All food and drink should be stored correctly and used within the recommended use by date.

• Staff drinking hot drinks will not be involved with the children / or a cup with a lid on should be used.
• Staff preparing food will always adhere to personal hygiene recommendation.

Treats for parties and celebrations may be offered but will always be carefully selected to ensure the allergens and dietary requirements of all children are met and no child is excluded.

Sickness Policy

It is the class teacher's responsibility to ensure that their child is not ill when brought to the out of school club.

In the case of a child becoming ill at the out of school club, staff will inform parents/carers as soon as possible and will be requested to collect their child.

This is for the wellbeing of other children and staff on the premises and to prevent the spread of infection.

Parent/Carers should inform the out of school club as soon as possible of their child's absence. Through Hayley Berry on 0121 779 8040 ext 3.

Missing Child

The safety and welfare of all children attending Fordbridge Friends is our highest priority. Staff will take all reasonable steps to ensure that children remain safe and accounted for at all times.

If a child is found to be missing

If a child cannot be located, staff will:

1. Remain calm and immediately inform the Club Leader and the Designated Safeguarding Lead (DSL) or Deputy DSL.
2. Carry out an immediate search of:
    - All areas of the club
    - Toilets and changing areas
    - Classrooms and communal areas
    - Outdoor play areas and the wider school site
3. Check attendance registers, signing in/out records and any authorised collection information to ensure there has not been an error in recording.
4. Ask staff and children, where appropriate, if they have seen the child.
5. Ensure the remaining children continue to be supervised safely at all times.

Escalation Procedures

If the child cannot be located within a short period of time, the Club Leader will:

- Inform the Headteacher or member of the Senior Leadership Team immediately.
- Contact the child's parent/carer to establish whether the child has been collected or may have returned home.
- Contact the police if the child's whereabouts remain unknown.
- Follow any advice provided by the police and other relevant agencies.

When the Child is Found

Once the child is located:

- Staff will ensure the child is safe and well.
- Parents/carers will be informed immediately.
- The child will be reassured and supported appropriately.
- Consideration will be given to whether any safeguarding concerns require further action.

Recording and Review

Following any missing child incident:

- A written record will be completed as soon as possible.
- The record will include the circumstances of the incident, actions taken, timescales and outcomes.
- The incident will be reported on CPOMS and reviewed by the DSL and Headteacher.
- Any lessons learned will be identified and appropriate changes made to procedures, risk assessments or staffing arrangements to reduce the likelihood of a similar incident occurring again.

Where a safeguarding concern is identified, staff will follow the school's Child Protection and Safeguarding Policy and relevant local safeguarding procedures.

Contact information

During the hours of 8.00am-3.00pm, Mrs Berry is in the FCP office to answer your calls and deal with any enquiries. The number is 0121 779 8040 ext 3.

After 3.00pm unfortunately there is no one in the FCP office to answer the phone.

Please use the following number only, between the hours of 3.00pm-6.00pm for Fordbridge Friends, After School Club to ensure we don't miss any important calls. The phone number is 0121 779 8049.

The number provided is the direct number to the club, please do not ring the main school office for any Fordbridge Friends enquiries as all enquiries are dealt with, either directly with the Fordbridge Friends staff or Mrs Berry in Fordbridge Childcare Plus.