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Policy for

## **Before and After School Club (Chill Zone)**

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Prepared by:	Adopted by Local Academy Committee	Signed	Renewal Date (Annual cycle)
L. Hesmondhalgh Principal		----- Chair of Local Academy Committee	Spring 2022

## **Before and After School Club Policy**

We believe it is essential to offer good quality childcare for working parents or those in training or education. From here on in, the Before and After School Club will be referred to as 'Chill Zone'.

### **1. Aims**

- 1.1.** To provide quality before and after school care, by offering a range of activities designed to meet the social, physical, intellectual, creative, and emotional needs of each individual child.
- 1.2.** To help children develop and maintain positive social relationships with other pupils and staff.
- 1.3.** To help children develop a more confident and positive attitude towards school and to integrate better into the school community.

### **2. Roles and Responsibilities for the Policy and Procedure**

#### **2.1 Role of the Local Academy Committee**

- 2.1.1 To appoint a member of staff to be the Chill Zone Manager who will deal with all day to day issues;
- 2.1.2 To delegate powers and responsibilities to the Principal to ensure all academy personnel and visitors to the academy are aware of and comply with this policy;
- 2.1.3 To ensure that the academy complies with all equalities legislation;
- 2.1.4 To nominate a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- 2.1.5 To ensure funding is in place to support this policy;
- 2.1.6 To ensure this policy is maintained and updated regularly;
- 2.1.7 To ensure all policies are made available to parents;
- 2.1.8 Has responsibility for the effective implementation, monitoring and evaluation of this policy

#### **2.2 Role of the Principal**

- 2.2.1 Promote the Chill Zone Club with pupils and parents;
- 2.2.2 Ensure all academy personnel, pupils and parents are aware of and comply with this policy;
- 2.2.3 Provide leadership and vision in respect of equality;
- 2.2.4 Provide guidance, support and training to all staff;
- 2.2.5 Monitor the effectiveness of this policy;
- 2.2.6 Annually report to the Local Academy Committee on the success and development of this policy

#### **2.3 Chill Zone Manager**

- 2.3.1 Deal with all day to day management and organisational issues;
- 2.3.2 Lead the development of this policy;

- 2.3.3 Provide guidance and support to all staff;
- 2.3.4 Provide training for all staff on induction and when the need arises keep up to date with new developments and resources;
- 2.3.5 Review and monitor the policy with the Principal.

### 3 Admissions and Prices

**3.1** All parents must complete a Chill Zone information sheet. This includes emergency contact details, collection passwords, medical information and permissions. All pupil information is kept securely in a locked filing cabinet in the main school office.

**3.2** Parents must indicate on the Chill Zone Booking form regular days they would like to book their child into the club. The Booking Form also includes Chill Zone Terms and Conditions which parents must read and sign.

#### 3.3 Chill Zone Prices

<i>Session</i>	<i>Pre-booked</i>
<b>Breakfast Club with breakfast 8.00 am – 8.45 am</b>	£4.50
<b>Afternoon 3.30pm – 5.30 pm</b>	£9.00
<b>Sibling Afternoon 3.30pm – 5.30 pm</b>	£8.50

#### 3.4 Late Collection Charges and Procedures

- 3.4.1 Parents who collect late (after 5.30 pm will be charged a late fee and asked to sign the Late Book)
- 3.4.2 Up to 5 minutes, £5. Up to 10 minutes, £10. Up to 15 minutes, £15. More than 15 minutes late, £30 for every 15 minutes.
- 3.4.3 Where children are not collected within 1 hour of closing time, staff will refer to the Late Collection Policy.

### 4 Daily Organisation

- 4.1 A daily register is kept together with information about each child's individual needs.
- 4.2 The Chill Zone Manager is responsible for planning the staffing rota and ensuring there is suitable staff cover for the number of children booked in.
- 4.3 Children attending Chill Zone go directly from their class to the school hall at 3.30 pm where a member of the Chill Zone staff meets them.
- 4.4 Children attending Breakfast will be signed in by a member of staff in the main hall.

## **5 Snack Planning and Preparation**

- 5.1 Staff are trained in food hygiene and follow current recommendations.
- 5.2 Potential allergy information is clearly displayed within the kitchen area.
- 5.3 A healthy snack, including fruit or vegetables is offered each afternoon.
- 5.4 Where possible, children play an active role in planning and preparing snacks.

## **6 Activities**

- 6.1 Activities are planned to cover a wide range of abilities, interests, and ages.
- 6.2 Children will also have free choice of regular activities
- 6.3 Outside play is encouraged when possible.
- 6.4 The Chill Zone Manager will ensure that activities are promoted via regular newsletters, the website, and noticeboards in school.

## **7 Premises & Equipment**

- 7.1 The premises are designed so as to not restrict mobility for any individual.
- 7.2 All equipment is periodically checked and removed or replaced as necessary.

## **8 Parents**

- 8.1 Parents are encouraged to comment on the club or talk to staff about any aspect of their child's needs or involvement.
- 8.2 At collection, parents are given a brief overview of the session's activities.

## **9 Raising Awareness of this Policy**

- 9.1 By inclusion on the academy website
- 9.2 Inclusion on the staff induction sheet
- 9.3 Through meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- 9.4 Through meetings with academy personnel
- 9.5 Include on communications with home such as newsletters
- 9.6 Include in annual report to parents and Principal's reports to the Local Academy Committee
- 9.7 Through information displays in the school building and Chill Zone entrance.

## **10 Training**

- 10.1 All academy personnel have equal access to training, career development and promotion.
- 10.2 Periodic training is available to all academy personnel to ensure they are kept up to date with equal opportunities guidelines.
- 10.3 All staff receive statutory Safeguarding Training.
- 10.4 Nominated staff receive training in Emergency First Aid at work and Food Handling and Hygiene in line with statutory regulations.