



Breakfast Club and After School Club Care Safeguarding Policy

The team at Manford Primary School Breakfast club and After School Club are committed to safeguarding and promoting the welfare of the children in our care at all times. The person responsible for Safeguarding at Manford Primary Breakfast club is Tracey Osei as Safeguarding Lead alongside members of the Safeguarding Team –Lucy James and Gemma Anderson.

The club runs from 7.45/8am – 8.40am in the morning and from 3.15pm to 6pm in the evening.

In order to promote the welfare of the children in our care, all of our team have an up to date Disclosure and Barring Service check, a **Paediatric First Aid qualification** and a **Basic Food Hygiene certification**. They have all received **certification in Safeguarding children** and are familiar with and able to practice Safeguarding Policy of the school.

All staff are trained to recognise behaviours or symptoms that may result from the following:

- Neglect
- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Child Sexual Exploitation
- Female Genital Multination
- Peer on Peer Abuse

If any member of the team feels that there is any risk to any of the children attending breakfast club, they will follow this reporting procedure:

- Record all aspects of their concerns and record any disclosures or “actual words’ that have come from the child using CPOMS. Ensure as much information is written down with accurate dates, times and information regarding their child.
- Alongside this, report concerns to Mrs James or **any** member of the Safeguarding Team who will be able to follow next step procedures.

Whistleblowing

If any member of our team feels that a safeguarding issue has not been dealt with correctly or there has been any actions or incidents that are contrary to providing a safe environment for the children or team members, then the team members are actively encouraged to Whistle blow by disclosing this information to an appropriate body.

All members of the team have been trained on how to whistle blow and where to find the correct contacts to enable them to do so.

Allegations made against a member of the team

If an allegation is made against any member of the breakfast club team, it will be fully recorded and reported to:

- The Safeguarding Lead or a member of the safeguarding team/Headteacher – Mrs Donnelly.
- Redbridge Safeguarding Board and/or Local Authority Designated Officer.
- That member of the team will be suspended from working within the breakfast club until all issues surrounding allegation have been resolved.

To ensure that the children in our care are kept safe at all times, all children have a complete record of the following information on our MIS:

- Full name and contact details of child and parent/carer's details
- Permission to access emergency medical care
- Details of any medical conditions and/or allergies
- Any other significant information regarding the child attending.

All parents and children must adhere to Breakfast club Policy. A copy is available on the school website and will be provided upon request. All children to be signed in by an adult upon arrival and head counted before handing care over to supervision by school. The Breakfast club will work in unison with the school to ensure we are adhering to all health and safety measures already in place within the school.

Breakfast Club

Children are offered a choice of breakfast items (cereal, toast, pancakes, crumpets) and a choice of drink (milk or water).

Staff lay on various activities such as crafts, reading, drawing and games are available for the morning session.

There is use of the ICT suite on occasion and during suitable weather conditions the playground activities are available until 8.40am.

At the start of the school day EYFS/KS1 will be escorted by a member of staff to their classroom; KS2 are monitored moving to their classrooms in the morning.

After School Club Care

All children attending the After School Club will be supervised in the canteen area, computing suite and on the playground. Children are not permitted to play in the playground while the gates are open. After School Club staff should wait until all children have been picked up from the playground at 3.25pm before allowing the ASCC children to have active play outside. Children are not allowed to go back into the main school building unless accompanied by a member of school staff.

Children will be provided a light tea and drink, this may include a baguette, pizza, wrap or an alternative choice.

Parents/carers collect their children by buzzing at the playground gate for entry; please note there is a penalty fine if you pick your child up late. There are two pick up times 5pm and a 6pm.