



## BAFTA POLICY

Reviewed: September 2023

### AIMS

- To provide a welcoming, safe, secure environment for pupils at the beginning and end of a school day.
- To provide an affordable before and after school facility for parents/carers.
- To continue to build positive links/relationships with parents.
- To provide children with a nutritious snack at the beginning and end of the day in a pleasant and relaxed environment
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

### PROCEDURES

#### Staffing

- There will always be the appropriate amount of adults
- Staff will be on site from 7.30 am until 8.45 am and 3.10 pm until 6 pm

#### Booking Arrangements

- Parents will need to book their child's place by **11am the previous Wednesday** using the booking forms available
- Any late bookings/payment will not guarantee your child a place and will incur a late booking fee of £5

#### Refunds

- In the event that a child has paid in advance and is unable to attend BAFTA Club a refund will be given, if requested, providing that 24 hours' notice has been given. A refund **will only** be considered if the BAFTA absence has been reported to Rebecca Inglis or the school office.

#### Registration

- Children will be registered as they arrive by a member of staff
- Registers will be kept in the before and afterschool area.
- In the morning children should be dropped off by their parent or carer either at the BAFTA room (Early Years and Year 1) or the school hall (Year 2 upwards)
- After school children should be collected from either the BAFTA room (Early Years and Year 1) or the school hall (Year 2 upwards)

#### Cooking and Serving Facilities

- The Before and Afterschool Club Supervisor or a staff member will be in charge of preparing and serving food and ensuring that all areas are left tidy
- At least 2 members of staff on duty will have Food Hygiene Certification

#### Menus

- A healthy well balanced snack will be provided, together with healthy drinks
- Parents must advise us of any possible allergies
- Allergy information should be updated regularly and all BAFTA staff should have access and knowledge of these at all times

## **Communication with Parents**

- All children attending BAFTA will have filled out a Registration Form, giving personal and emergency contact details and any known allergies and dislikes
- Staff will have verbal communication with parents/carers dropping off or collecting children which may involve passing messages to classroom teachers
- Parents may make appointments with the Headteacher and BAFTA staff to discuss matters/issues pertaining to the BAFTA Club
- All complaints notified in writing by a parent regarding BAFTA Club will be investigated by the Headteacher and a record kept of the outcome. If parents are not happy they should follow the school's complaints policy.

## **Behaviour**

- The BAFTA Behaviour Management Policy will be followed

## **Medication**

- If a child needs an Inhaler, parents will be asked to bring in an additional inhaler which can be lodged with the BAFTA team
- All other medication administered will follow the existing school policy

## **Safeguarding**

- In accordance with Safeguarding, all staff involved in the running of the BAFTA Club will have current enhanced CRB/DBS clearance and have completed a Childcare Disqualification form. All staff records are held securely in the school office
- BAFTA Club staff will follow existing school policies and procedures for Child Protection and the Code of Conduct
- Where ICT equipment is used, they must also follow the school's Safety policy and procedures

## **Resources**

- BAFTA Club resources are kept in the appropriate areas. All electrical equipment must be PAT tested.

## **Fire Procedure**

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly line via the nearest exit
- The children and staff will congregate in the school playground
- The club register should be taken outside and all names checked
- A record will be kept of all evacuations

## **Risk Assessment**

- Separate risk assessments have been completed for the BAFTA Club

## **BAFTA Club staff will be led by Mrs Rebecca Inglis**

Signed for on behalf of Monkhouse Primary School \_\_\_\_\_

Date\_\_\_\_\_