



## Moring Club Policy 2023/24

Approved by: FGB Date: 17th October 2023

Last reviewed on: 17th October 2023

Next review due by: 17th October 2024

At Sedgeberrow C of E First School and Preschool, we provide a Morning Club for children. All children are accepted to Morning Club. We aim to provide a safe and welcoming environment for children in our care. Our expectations are that all children behave as well as they do during the school day.

Our aims are:

- To provide Morning Club in a safe and secure environment
- To provide a play opportunities for the children in a group situation.

To achieve our aims:

- We will hold morning 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 to develop self-discipline and acceptable behaviour.

### Opening Hours:

Breakfast Club: Monday – Friday 8.00am – 8.45am

Entrance times – 8.00, 8.15 and 8.30

After School Activity Clubs : 3.15pm – 4.00pm

### Security

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.
- Children will not be released with anyone other than the recognised parent/carer unless prior notice is given.
- Entrance to the club will be monitored to ensure security at all times and the door kept locked.

Children will be registered when entering hall.

- Parental/carer consent will be sought for the use of videos and photographs for promotional usage.
- All school polices apply during Morning Club.

### Parental Involvement

We believe that all parents and staff should work with each other to ensure a happy, relaxed environment where each child can flourish.



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We will encourage parents and carers to express their views and will value any information shared with staff members.

Communication between staff and parents is vital in building a positive and trusting relationship. Staff will regularly talk to parents/carers about their child's progress and achievements.

It is our policy to contact parents/ carers when there is a concern about a Child's progress, health or behaviour and in turn we hope, that you as parents will discuss any concerns you may have. If you do have any queries or problems our staff or manager in charge will be happy to discuss these issues with you as they arise.

### **Complaints**

Complaints follow the school Complaints 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 Morning 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 are unhappy with the action taken by members of staff, contact with the headteacher, should be made.
- 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.
- All formal complaints will be recorded.

### **Behaviour**

The club will follow the behaviour policy of the school.

We aim to provide a happy, caring environment with challenging activities. Therefore, we set high expectations of behaviour through encouraging and praising good behaviour. The children are encouraged to respect themselves, each other, adults and property. Understandable rules are applied to be fair and consistent.

Children will have sanctions if:

- Unwanted behaviour is likely to hurt, injure or upset another child, themselves or even an adult.
- Unwanted behaviour shows a lack of respect for others, disrupts their play and learning and may even damage toys or property.

Discipline is all about positive reinforcement of acceptable behaviour and providing positive role models.

If a child's behaviour is frequently poor then the school can refuse the morning club service.

Our aim is to provide a happy, caring, stimulating and challenging environment. We endeavour to ensure all children feel secure within our setting and are treated as individuals and given fair opportunities to learn and progress taking into account whether their language and understanding is matched to their developmental stage.

SEND Behavioural and Emotional Support



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Our procedure for dealing with withdrawn behaviour are as follows:

- Praise and reward.
- Encouragement.
- Provide one to one care. The staff initially assist the child with tasks then gradually reduce intervention and give the child more independence during the activities.
- Involve the child in small group activities with an adult present then increase group size over a period of time.

### Safeguarding

All Safeguarding procedures are the same as the school , see Safeguarding Policy.

All children must ask a member of staff if they need to go to the toilet, so all staff know who has gone to the toilet if there is a fire. Reception children are accompanied to the toilet by an older child. (Buddy system).

Sedgeberrow C of E First School and Preschool Morning Club recognises the need to ensure the welfare and safety of all children.

In order to safeguard children in our care there is a requirement for staff, volunteers and visitors on arrival at Out of School Club to place electronic devices, which can capture or store images e.g. Mobile phones, cameras, games consoles and USB sticks to leave these devices in a secure area. Parents / carers must not have mobile phones out whilst dropping their children at morning club.

Health and safety are a high priority in our setting, and this includes carrying out risk assessment checks and ensuring that there is always a qualified first aider on site.



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