



Braunstone Community
Primary School

Be the best version of you!

Breakfast Club Provision 2020-2021



Discovery Schools
Academy Trust

Contents Page

- Aims and Objectives of DSAT
- Description of Wrap around Care
- Staff Role
- Policies and Procedures of the Wrap Around Care provision including staff handbook

Aims and Objectives of DSAT.

Discovering joy in learning. Sharing the journey for All our Tomorrows.

Dedicated to encouraging the aspirations of all in a supportive and safe culture of learning. Being visionary to create opportunities to develop both voice and partnerships across our diverse learning communities.

Providing dynamic, inclusive experiences where success is created through exciting opportunities. Voice, energy and resilience for the youth of today and tomorrow.

The purpose of the breakfast club is to provide high quality childcare for children registered on roll at **Braunstone Community Primary School** in a safe, happy and stimulating environment.

Provision is offered between 8.00am until 8.45am.

The club offers benefits for children, which enhance their social development, their capacity to learn, their need to play, investigate and aim high to achieve their potential whilst enjoying their childhood.

The club is fully integrated into each school. All staff come under the responsibility of the Discovery Schools Academy Trust (DSAT). WAC Managers will be line managed by Lee Gill Extended Services Manager.

The school will work in partnership with the DSAT Central team, putting policies into the induction pack and ensuring that there are sufficient resources and there is effective communication between all parties.

Premises

Wrap around care clubs will operate on the school's premises where we will provide care in a secure environment. Wrap around care will work with the school to determine where the most appropriate environment will be. Both WAC and the school will liaise and work together to ensure access to other areas of the school such as ICT and outdoor spaces.

Staffing

The management of the club is the responsibility of the Extended Services Manager. Day to day planning for the club is delegated to the operational staff, who report directly to the wrap around care manager.

Staffing levels will conform to 1:10 ratios.

However, **a minimum of 2 members of staff will always be on duty** to ensure safe staffing levels and to meet all the other requirements regarding care for the children.

The staff of Wrap Around Care will:

- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns about a child or adult by following school protocol/procedures.
- The Manager will be the Designated Safeguarding Lead and assist in managing referrals, working with others, undertaking training, raising awareness of safeguarding and wellbeing, monitoring incidents, planning support and maintaining effective child protection records in line with school reporting systems (CPOMS).
- Plan and deliver a range of activities that provide children with choice. These will consider the different ages, interests and abilities of the children and, where appropriate, the weather conditions.
- Ensure the Wrap Around Care register and contact information is to hand whilst the club is operational.
- Ensure all children are directly supervised and that in each activity area all children are within sight of the staff leading the activity.
- Provide a selection of food and a drink, taking account of dietary needs where applicable.
- Ensure the activities happen in a safe and appropriate place and risk assessments are written when needed.
- Ensure that at the end of each Club session, equipment is tidied away safely and securely, with areas left tidy and any damages are reported to the school immediately.
- Staff will contribute as appropriate to staff meetings, informing the Extended Services Manager as appropriate when information is to be shared with wider staff.
- To make sure all staff follow the correct policies and procedures which are set out by DSAT Virtual Pack and any other the school feels necessary.

Policies and Procedures

It is the responsibility of all staff to read, understand and sign for all policies detailed below. This information will be recorded on ScholarPack by the school office manager.

WAC staff will be included on the individual school's SCR and checks will be the responsibility of the school. Schools will be responsible for ensuring that all statutory training is kept up to date and evidence (certificate) is recorded on ScholarPack and in personnel files.

Induction will be the school's responsibility using the DSAT induction checklist. The Extended Services Manager will organise core training (Paediatric first aid, food & hygiene, FLICK modules). Any additional training will be the school's responsibility to organise (e.g. DSL, PREVENT)

Schools will ensure that WAC staff have **the annual statutory** training for safeguarding and the KCSIE 2018 at least part 1, Annex A, Safeguarding procedures specific to the school including the identity and role of the DSL, the identity and role of any Deputy DSL's and the safeguarding response to children missing from education, DSAT safeguarding and child protection policy, DSAT social media policy, school behaviour policy, DSAT staff code of conduct, safer working practice for staff and the Education child protection leaflet.

Any questions should be referred to Lee Gill -contact: 07961600811

Email: lgill@discoveryschoolstrust.org.uk

Central Policies	School Policies
Uncollected Child Policy	Behaviour Policy - Braunstone
DSAT staff code of conduct	School Health and Medical Policy – Braunstone (UNDER CONSULTATION)
DSAT policy volunteers and visitors 2018	School Complaints Procedure - Braunstone
DRAFT DSAT Deputy Designated Safeguarding Leads in WAC Role and Responsibilities	Health and Safety Policy - Braunstone
Keeping Children Safe in Education	Equality Policy - Braunstone
	Equal Opportunity Policy - Braunstone
	Safeguarding Child Protection Policy - Braunstone

Reviewed by	
Agreed	
Signed	