

COASTAL TOGETHER

**Bacton  
Breakfast Club**



**Prospectus**

September 2023

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COASTAL TOGETHER

**Bacton  
Breakfast Club**



## 1. Welcome

Welcome to **Bacton Breakfast Club**. Our Breakfast Club is based in the school hall.

Our aims are;

- To provide a warm, clean, safe and fun environment in which children can relax and eat breakfast;
- To create a friendly atmosphere based on mutual respect between both children and adults;
- To promote positive behaviour;
- To provide contrasting areas where children can choose to play or be quiet;

If you would like to know more about The Breakfast Club then please contact the school office on 01692 650240

Thank you

**Simon Wakeman**  
Executive Head

## 2. Contact Details

The Bacton Breakfast Club runs during term time and is open to children attending Bacton Primary School, part of the The CoastalTogether Federation. We are based at Bacton Primary School and are governed by The CoastalTogether Federation Board of Governors.

Contact us:			
Address	Bacton Primary School Walcott Road Bacton NR12 0EY	Tel No:	01692 650240
		Email	<a href="mailto:office-bacton@coastaltogether.co.uk">office-bacton@coastaltogether.co.uk</a> (for non-urgent communication)
		Reg No	926/2007

### IN CASE OF EMERGENCY:

**MEDICAL EMERGENCY:** If your child becomes unwell we will make contact and arrange for their collection. On our registration form we ask your permission to call a doctor or take a child to hospital if we deem it necessary and are unable to reach you for authority.

**EMERGENCY EVACUATION:** In the event of having to evacuate the building our Emergency Assembly Point is the school field.

## 3. Our Sessions

### Breakfast Club

Breakfast is served until 8:15am.

Breakfast options include toast with a choice of toppings, a selection of cereals and a drink.

The rest of the time is free play with a variety of activities both indoors and outdoors (weather permitting). Children will be escorted by a member of staff to start the school day.

Session	Time	1st Child	Additional children
Session 1 (Inc Breakfast)	8.00 - 8.35	£2.50	£2.00 each
Session 2 (Exc breakfast)	8.20 - 8.35	£2.00	£2.00 each

### After School Clubs

Various after school clubs run during the school year. These are currently free of charge and are promoted/changed half termly.

## 4. Booking procedure

**Breakfast Club:** Advance bookings for sessions is advised if you need regular slots as some sessions might become full. Bookings can be made on School Money. We do accept ad hoc bookings if space allows, but can not guarantee availability.

### **Breakfast Club Fees**

Fees are charged per session regardless of drop off or pick up time due to staff costs and ratios. Fees for breakfast club are due on the day. Fees for ad hoc sessions are payable on the day.

Refunds are only offered where a minimum of 24 hours notice has been given. For Monday cancellations, notice must be received before 6pm on the preceding Friday.

**After School Clubs:** Places are limited for some of the after school clubs and parents/carers are informed if their child has a place following the completion of a new consent form each half term.

### **After School Club Fees:**

There is currently no charge for any of the after school clubs. Please note this is subject to change.

## 5. Arrivals and departures

The school is fully committed to the safety and security of all the children in its wraparound care; therefore, several procedures are in place for when children arrive at a breakfast or after-school club:

### Breakfast clubs

- Parents to accompany children and drop their child off at the main door.
- Attendance is recorded in the breakfast club's register; the parents of any pupil who was booked to attend, and is not present when the register is called, are contacted immediately.
- A member of school staff will escort pupils from the breakfast club to their respective classes.

### After-school clubs

- Registration will take place for all children attending. They will be dismissed to parents/carers at the end of the club unless permission has been given for children (years 4, 5 and 6) for children to walk home.

## **6. Policies and procedures**

All of our policies and procedures are available for you to see at the setting and copies of individual policies can be provided on request.

A full list of the policies and procedures can be found on the last page of this prospectus.

Our Information Sharing policy, Safeguarding & Child Protection Statement and Fees & Payments policy are included in this prospectus.

The settings policies help us to make sure that the service provided is high quality and that being a member of the setting is an enjoyable and beneficial experience for each child and parents/carers. The staff and management of the setting work together to adopt the policies, which are reviewed regularly.



## 7. Missing Child Procedure

The school has procedures in place to ensure the safety and wellbeing of all the children in the school's care. If, at any time, a child cannot be located, the following steps are taken:

- All members of staff are alerted that a pupil is missing.
- Members of staff conduct a search of the premises and the surrounding area.
- At least one member of staff stays with the other children involved in the club, in order to prevent further problems and keep a calm atmosphere.
- If the child is not located within 10 minutes, the police and the parents of the child are informed.
- The search for the child continues until the police arrive.
- The Executive Headteacher liaises with the police and the parents of the child.

## 8. Uncollected Child Procedure

Staff members do their best to ensure effective communication between clubs and parents.

If a parent is **up to 15 minutes late**, the following procedures are followed:

- The parent is reminded that they must notify a member of staff if they are running late
- The parent is warned that repeated late arrival will result in penalty fees

If the parent is **over 15 minutes** late, the following procedure is followed:

- A member of staff attempts to contact the parent using the details provided on the registration documents
- If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts listed on the registration form
- For the duration of the wait, the child is supervised by two members of staff
- When the parent arrives, they are issued with a penalty notice of £5 for late collection of their child.

If the parent is **more than 30 minutes late**, the following procedures are followed:

- If a member of staff has not reached the parent or an emergency contact, they contact the local social care team for advice
- The child remains on the premises with a member of staff, or is placed with the local social care team
- If the child has left the premises with the local social care team, a note is left on the door to the club informing the parent of the child's location. A contact number and address is displayed.

## 9. Fees and payment policy

### Aims

We aim to ensure that our services are available to all sections of our community regardless of their socio-economic background.

In order to achieve these aims, The CoastalTogether Federation operates the following policy:

- We plan to open our doors for the full 38-week academic year, matching our sessions to the CoastalTogether Federation school calendar for Breakfast club.
- We offer Breakfast Club sessions and some After School Clubs which are advised separately.
- Current session times and fees are available from school offices and on the school website.
- We set our fees according to the community's demands, taking into account the setting's costs.
- After school club sessions are run on a voluntary basis by staff and should not be relied upon for regular childcare.
- We expect parents/carers to book and pay for sessions in advance.
- We accept payment via SchoolMoney online payment system or paying by card over the telephone with the school office.

### Late payment

- The financial viability of the Breakfast Club depends on the prompt payment of fees.
- We will issue a reminder for any sessions which remain unpaid after 7 days.
- You will be contacted to discuss whether it will be necessary to set up a phased payment plan.
- If this payment plan is not adhered to then regrettably we will have to refuse your child entry to future sessions.

## **Late Collection Fee**

- Where a child is collected late (after the session end time), there will be a £5 fee payable. This fee is to cover the costs of two staff remaining to care for your child.

## **Registration and bookings**

- All After School Club registrations and bookings are handled through the school office.
- Parents/carers will be asked to complete all the necessary forms and consents when registering their child/children with the setting.
- Parents/carers must not knowingly book their child into a session they will not then attend.
- Pre-Booking ensures that appropriate staffing levels can be managed and that the after school club remains viable.

## **Ad Hoc Sessions**

- Where space is available, Breakfast Club sessions can be booked on an ad hoc basis. Contact the school office to check availability for specific days. Payment is expected prior to the session taking place.

## **Absences**

- All after school club cancellations and absences, must be notified directly to the school office.

## 10. Safeguarding children and child protection

The CoastalTogether Federation has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices insure children against the likelihood of abuse in our settings and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

We recognise that parents have a right to know that information they share will be regarded as confidential as well as be informed about the circumstances, and reasons, when we are obliged to share information. Our Information Sharing Policy, Safeguarding Children and Child Protection Policy and Children's Records Policy set out how and where information should be recorded and what information should be shared with another agency when making a referral.

We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates if it is in the public interest. That is when:

- it is to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult;
- or not sharing it could be worse than the outcome of having shared it.

# Safeguarding children and child protection

## Safeguarding Children and Child Protection Policy statement

We will work with children, parents and the community to ensure the rights and safety of children. Our Safeguarding Policy is based on three key commitments:

1. To build a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.
2. To respond promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused'.
3. To promote awareness of child abuse issues through staff training.

We are also committed to empowering young children, promoting their right to be strong, resilient and listened to.

Our designated safeguarding lead is:	David Hopkins Head of School	Tel No: 01692 650240
Alternatives are:	Simon Wakeman (Executive Head)	
	Zoe Winchester	
	Megan Lucas	

## 11. Information Sharing Policy

We recognise that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:

- it is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult; or
- not sharing it could be worse than the outcome of having shared it.

The decision should never be made as an individual, but with the back-up of the management team. The three critical criteria are:

- Where there is evidence that the child is suffering, or is at risk of suffering, significant harm.
- Where there is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm.
- To prevent significant harm arising to children and young people or adults, including the prevention, detection and prosecution of serious crime.

# Information Sharing Policy

## Procedures

Our procedure is based on the seven golden rules for information sharing:

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.

- Our policy and procedures on Information Sharing provide guidance to appropriate sharing of information with external agencies.

2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could, be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

In our setting we ensure parents:

- receive information about our Information Sharing Policy when starting their child in the setting and that they sign our Registration Form to say that they understand the circumstances in which information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult;
- have information about our Safeguarding Children and Child Protection Policy; and have information about the other circumstances when information will be shared with external agencies, for example, with regard to any special needs the child may have or transition to school.

3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.

- Managers contact the Children's Advice & Duty Line (CADS) for advice where they have doubts or are unsure.



# Information Sharing Policy

4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case. Information Sharing policy

- Guidelines for consent are part of this procedure.

5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.

In our setting we:

- record concerns and discuss these with the setting designated person and/or designated officer from the management committee for child protection matters;
- record decisions made and the reasons why information will be shared and to whom; and
- follow the procedures for reporting concerns and record keeping.

6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

- Our Safeguarding Children and Child Protection Policy and set out how and where information should be recorded and what information should be shared with another agency when making a referral.

7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose. Where information is shared, the reasons for doing so are recorded in the child's Safeguarding record; where it is decided that information is not to be shared that is recorded too.

# Information Sharing Policy

## Consent

Parents have a right to be informed that their consent to share information will be sought in most cases, as well as the kinds of circumstances when their consent may not be sought, or their refusal to give consent may be overridden. We do this as follows:

- Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.
- It is included in our prospectus.
- Parents sign our Registration Form at registration to say they understand this.
- Parents are asked to give written consent to share information about any additional needs their child may have, or to pass on child development summaries to the next provider/school.
- Copies are given to parents on request of the forms they sign.
- We consider the following questions when we need to share: –
  - Is there a legitimate purpose to sharing the information?
  - Does the information enable the person to be identified?
  - Is the information confidential?
  - If the information is confidential, do we have consent to share?
  - Is there a statutory duty or court order requiring us to share the information?
  - If consent is refused, or there are good reasons not to seek consent, is there sufficient public interest for us to share information?
  - If the decision is to share, are we sharing the right information in the right way?
  - Have we properly recorded our decision?
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All the undertakings above are subject to the paramount commitment of the setting, which is to ensure the safety and well-being of the child.

## 12. Policies and Procedures List

The following policies can be found on The Coastal Federation website

<p><b><u>Child Protection</u></b></p> <p>Children's rights and entitlements</p> <p>Safeguarding Children and Child Protection</p> <p>Looked After Children</p> <p>Uncollected Child</p> <p>Missing Child</p> <p>Use of Mobile Phones and Cameras</p> <p><b><u>Suitable people</u></b></p> <p>Employment</p> <p>Student Placements</p> <p>Staff Behaviour</p> <p><b><u>Staff Qualifications, Training, Support and Skills</u></b></p>	<p>Induction of Staff Volunteers and Managers</p> <p>First Aid</p> <p><b><u>Health</u></b></p> <p>Administering Medicines</p> <p>Managing Children who are Sick, Infectious or with Allergies</p> <p>Recording and Reporting of Accidents and Incidents</p> <p>Food &amp; Drink</p> <p>Food Hygiene</p> <p><b><u>Managing Behaviour</u></b></p> <p>Achieving Positive Behaviour</p>	<p><b><u>Safety and suitability of premises, environment and equipment</u></b></p> <p>Health and Safety policy</p> <p>Risk Assessment</p> <p>Fire Safety and Emergency Evacuation</p> <p><b><u>Information and records</u></b></p> <p>Admissions</p> <p>Parental Involvement</p> <p>Children's Records</p> <p>Providers Records</p> <p>Transfer of Records to School</p>	<p><b><u>Confidentiality and Client Access to</u></b></p> <p>Records</p> <p>Information Sharing</p> <p>Working in Partnership with Other Agencies</p> <p>Making a Complaint</p> <p><b><u>Equal Opportunities</u></b></p> <p>Valuing Diversity and Promoting Equality</p> <p>Supporting Children with Special Educational Needs</p> <p><b><u>Financial</u></b></p> <p>Fees and Payments Policy</p>
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## 13. Registration Form and Bookings

All bookings for Coastal Club Breakfast and After School sessions must be made on School Money and payment completed at the time of booking. In exceptional circumstances adhoc bookings can be made via the school office with payment being made or a card payment being taken over the phone to confirm the space.

## 14. Registration form

Although we have most of these details on our system it is essential that we have up-to-date information, which might differ from normal school hours details.

Please contact the office if you require a booking form or any further information. [office-bacton@coastaltogether.co.uk](mailto:office-bacton@coastaltogether.co.uk) or 01692 650240.