

4.2 Roles and Responsibilities of Breakfast Club and Out of School Club Staff Policy

Policy Statement

At Hopton school house, we are committed to providing a safe, stimulating, inclusive, and enjoyable environment for all children attending our Breakfast Club and Out of School Club. Staff play a vital role in ensuring children's safety, wellbeing, learning, and development while promoting positive relationships and high standards of care.

This policy outlines the roles and responsibilities of all staff working within the Breakfast Club and Out of School Club.

Aims

The aims of this policy are to:

- Clarify staff roles and responsibilities.
- Promote children's safety and wellbeing.
- Ensure consistent and high-quality practice.
- Support safeguarding and welfare requirements.
- Promote positive behaviour and inclusion.
- Ensure compliance with legal and statutory requirements.

Legal Framework

This policy is based on:

- Children Act 1989
- Children Act 2004
- Childcare Act 2006
- Working Together to Safeguard Children
- Health and Safety at Work etc. Act 1974
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Statutory Guidance for Providers Caring for Children Aged 5–18 Years
- Gloucestershire Safeguarding Children Partnership Procedures

Responsibilities of the Club Manager

The Club Manager is responsible for:

- The day-to-day management of the club.
- Ensuring children's safety and wellbeing.
- Implementing safeguarding procedures.
- Ensuring staffing ratios are maintained.
- Managing staff deployment.
- Conducting risk assessments.
- Supporting staff training and development.
- Maintaining records and documentation.
- Communicating with parents and carers.
- Ensuring policies and procedures are followed.
- Liaising with schools, local authorities, and other agencies where appropriate.

The Manager will act as a positive role model and ensure a high standard of care is maintained.

Responsibilities of Deputy Manager or Senior Staff

The Deputy Manager or Senior Staff Member will:

- Support the Manager in daily operations.
- Lead sessions in the Manager's absence.
- Assist with safeguarding responsibilities.
- Support staff supervision and mentoring.
- Monitor children's wellbeing.
- Assist with record keeping and administration.
- Support the implementation of policies and procedures.

Responsibilities of Playworkers and Club Staff

All staff are responsible for:

Safeguarding Children

- Promoting children's welfare.
- Following safeguarding and child protection procedures.
- Reporting concerns immediately to the Designated Safeguarding Lead (DSL).
- Maintaining professional boundaries.
- Understanding their safeguarding responsibilities.

Health and Safety

- Following health and safety procedures.
- Conducting daily safety checks where required.
- Reporting hazards and concerns.
- Supervising children effectively.
- Following emergency procedures.

Providing High-Quality Care

Staff will:

- Welcome children warmly.
- Create a safe and nurturing environment.
- Promote children's confidence and independence.
- Encourage participation in activities.
- Respect children's individuality and choices.

Positive Behaviour Management

Staff will:

- Encourage positive behaviour.
- Promote kindness, respect, and cooperation.
- Use positive and consistent behaviour management strategies.
- Support children in resolving conflicts appropriately.
- Act as positive role models.

Inclusion and Equality

Staff will:

- Treat all children fairly and respectfully.
- Promote equality and diversity.
- Support children with additional needs.
- Challenge discriminatory behaviour appropriately.
- Ensure activities are accessible and inclusive.

Responsibilities During Breakfast Club

Breakfast Club staff will:

- Prepare and serve healthy breakfast options.
- Follow food hygiene procedures.
- Ensure children have access to a nutritious meal where required.

- Create a calm and welcoming start to the day.
- Encourage positive social interaction.
- Ensure children arrive safely and are registered appropriately.
- Support transitions into the school day.

Responsibilities During Out of School Club

Out of School Club staff will:

- Provide a range of engaging activities.
- Promote play, recreation, and relaxation.
- Encourage children's choices and interests.
- Supervise indoor and outdoor activities safely.
- Ensure children are collected by authorised adults.

Attendance and Registration

Staff will:

- Maintain accurate attendance registers.
- Record arrival and departure times.
- Follow collection procedures.
- Monitor children's whereabouts at all times.
- Report unexplained absences appropriately.

Communication with Parents and Carers

Staff will:

- Develop positive relationships with families.
- Share relevant information appropriately.
- Report accidents, incidents, and concerns.
- Respect confidentiality.
- Promote effective communication between home and the club.

Confidentiality

All staff must:

- Maintain confidentiality regarding children and families.
- Follow data protection procedures.
- Share information only where appropriate and necessary.
- Adhere to safeguarding information-sharing requirements.

Professional Conduct

Staff are expected to:

- Act professionally at all times.
- Follow policies and procedures.
- Dress appropriately.
- Be punctual and reliable.
- Treat others with respect.
- Maintain positive relationships with colleagues and families.

Staff must not:

- Use inappropriate language.
- Engage in discriminatory behaviour.
- Share confidential information.
- Use personal mobile phones whilst supervising children unless authorised.

First Aid Responsibilities

Appropriately trained staff will:

- Administer first aid when required.
- Record accidents and incidents.
- Inform parents and carers of significant injuries.
- Follow the setting's First Aid Policy.

Training and Professional Development

Staff will:

- Attend mandatory training.
- Complete safeguarding updates.
- Participate in supervision and appraisal processes.
- Engage in continuing professional development.

Training may include:

- Safeguarding
- First Aid
- Food Hygiene
- Behaviour Management
- Equality and Diversity
- Health and Safety

Volunteers and Students

Volunteers and students will:

- Work under supervision.
- Follow all club policies and procedures.
- Maintain confidentiality.
- Support activities appropriately.
- Participate in safeguarding induction training.

They must not be left unsupervised with children unless suitability requirements have been met.

Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Behaviour Management Policy
- First Aid Policy
- Collection of Children Policy
- Equality and Inclusion Policy
- Staff Code of Conduct
- E-Safety Policy
- Food and Nutrition Policy