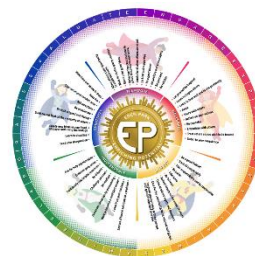


Incident Plan for Breakfast and After School Club



What if a child requires first aid?	A member of the wrap-around team will be called to assist if the injury requires level 3 paediatric care. All bumped heads will be seen by a first aider. Upon collection, any first aid care will be shared and a signature required (unless bumped head occurred at Breakfast club where a text message will be sent). All staff are able to administer basic first aid.
What if a child becomes unwell during a session?	In line with school policy, if a child becomes unwell during the before/after school session, a phone call home will be made for collection. The cost of the session will still be applied. If the child is unwell prior to the session starting, and therefore unable to attend, credit will be applied to your account.
What if my child has an allergy?	You will add this information onto the pupil registration form. Please note, the wrap around clubs will not have access to other forms completed. Therefore, please provide comprehensive information on the pupil registration document.
What if my child requires medication?	In line with school policy, an administering medication form should have been completed with dosage and timings detailed.
What if I need to collect my child early?	Please do your best to adhere to your preferred pick-up time as we do not have the capacity to accommodate specific collection times.
What if I am going to be late?	Please make direct contact with the relevant club (phone numbers below) and let them know of your estimated time of arrival. Persistent late collection will incur an additional fee.
What if I don't turn up to a session?	Should you not have your child attend a booked session and not inform staff of non-attendance you will still incur the charge for the session.
What happens in the case of a fire evacuation?	Evacuation in line with school policy and muster points. Staff will follow usual procedure.
What will my child be accessing on the iPad?	School approved learning apps such as Sumdog, TT Rockstars, Spelling Shed or other websites in line with their homework requirements.
What if someone new is picking up my child?	A unique password will need to be agreed and passed onto the supervisors and the collecting adult will need to present ID. Please ensure that this is done with as much notice as possible.

What if there is a safeguarding concern?	Staff will follow school procedure and the Designated Safeguarding Lead alerted.
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Nursery club direct line (during club times only) 07342307298

Reception, KS1 & KS2 club direct line (during club times only) 07442017658