



**Checklist for
Breakfast, After
School Clubs and
Holiday
Playschemes
September 2022**



SURREY
COUNTY COUNCIL

Below is a list of questions you can ask when visiting breakfast club, after school club or holiday playscheme. If you are visiting more than one, we suggest keeping to these questions so you can compare your answers.

First Impressions:

- Did you get a warm welcome when you arrived?
- Do the children seem happy and are staff interacting with them?
- Are staff available to show you around the setting?
- Is there an area for outdoor play?
- Do staff seem approachable?
- Does the club look clean and are there a range of resources and play spaces accessible for children?

Vacancies and cost:

- Are there any vacancies for children? If not how long is the waiting list?
- Do they open in school holidays, bank holidays and inset days?
- Do you have to pay a deposit or retainer fee to secure the place? If so, how much is it?
- Do you need to pay for settling in time, when your child can get to know the staff and setting before they start?
- How much are fees what do they include (meals/ snacks/ holidays) and how do you take payment?
- Do they offer discounts i.e. early booking, whole week or for siblings?
- Do they allow for ad hoc bookings? If so, is there a higher fee rate for this?
- Do you accept payment from a childcare scheme or registered for tax free childcare?

Staffing and Premises:

- How many children do they care for and what is the ratio of staff to children?
- What age range of children do they take?
- Do they have a named key person?
- What is staff turnover like?
- What qualifications do staff hold? Do they have good experience?
- Do all staff have a DBS and how many have first aid training?
- Do they have sole use of the space when the setting is open?
- If the setting is not on a school site how are children transported to the club?
- Are you able to see the bathroom facilities?

Registration and organisation:

- Is the club run by the school or privately managed?
- Is the club registered with Ofsted? If not, why?
- Can you see a copy of their registration certificate and inspection report?
- What records do they keep and where are they stored?
- How do they record and report accidents/incidents?

Activities and Support:

- What activities indoors and outdoors do children take part in? do they have free flow access to the outside? How do you ensure these are safe?
- Are the resources easily accessible for the children?
- How do they support behaviour needs/ SEND needs?
- How do they ensure all children's cultures and backgrounds are reflected in practice?
- What needs to be bought in by parents daily? Clothes, sun cream
- What food and drink is offered and when?
- How would the club help new children settle in?

Emergencies:

- What is their sickness policy?
- What happens if you are late collecting your child?
- What happens if I need someone else to collect my child?
- How will they contact parents in an emergency?

Government Guidance:

- Ratios for staff to children are as follows: Pre-school children 1-8, unless there is a staff member L6+ then 1:13. 2 years olds 1:4. Reception age and above can run at 1:30 if they can do it safely, 1:10 is preferable. This information can be found within the Early Years Foundation Stage (EYFS) Statutory Framework here: [Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/442423/early-years-foundation-stage-eyfs-statutory-framework-2017.pdf)
- Qualifications of staff are as follows: Just school aged children: no minimum qualification for managers or staff. Staff must have suitable skills and training set by management. Pre-school children: manager must hold at least a L3.at lest 50% of staff should hold a L2/L3. This information can be found here: [Qualifications for OSC Factsheet \(outofschoolalliance.co.uk\)](https://www.outofschoolalliance.co.uk/qualifications-for-osc-factsheet)
- All staff must have a DBS certificate and at least one staff member with a paediatric first aid certificate should be always on site.
- To search an Ofsted report you can use this link: [Find an Ofsted inspection report](https://www.gov.uk/government/collections/inspection-reports)

