

Extended Services Policy



Love, Learn and Shine together with Jesus

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Statement of intent

St. Matthew's Catholic Primary School believes in creating a safe, welcoming and stimulating environment for all the children in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence.

In order to help and support parents, the school aims to provide an affordable and convenient early morning child care service. This is made available to children aged 4-11, allowing parents more flexibility with their working hours.

The clubs cater for up to 70 children at a time, ensuring that there is a staff to child ratio of 1:10 at all times.

The school also provides numerous extracurricular clubs and activities as a method of developing children's social, behavioural and academic skills. All clubs and activities are conducted to the same high standard as that of the educational provision.

Early morning childcare, and extracurricular clubs and activities, may include provision by external providers – appropriate safeguarding procedures will be followed with regards to these.

1. Legal framework

- a. This policy has due regard to relevant legislation including, but not limited to, the following:
 - The Health and Safety at Work etc Act 1974
 - The Children Act 2004
 - The Equality Act 2010
 - The Children and Families Act 2014
- b. This policy has due regard to national guidance including, but not limited to, the following:
 - DfE (2018) 'Health and safety: responsibilities and duties for schools'
 - DfE (2020) 'Keeping children safe in education'
 - DfE (2016) 'Wraparound and holiday childcare'
- c. This policy is used in conjunction with the following school policies and procedures:
 - Supporting Pupils with Medical Conditions Policy
 - EYFS Policy
 - Complaints Policy
 - Health and Safety Policy
 - Positive Behaviour Policy
 - Fire Evacuation Plan

2. Early Morning Childcare

- a. Early morning childcare is defined as childcare provided before school which runs from 8am.
- b. The charges for early morning childcare will be broadly cost neutral. Any profit that the school makes from providing these services will be reinvested in the service or in the school.
- c. The process for handling requests from parents is as follows:
 - Early morning childcare places are allocated in July for the following school year.
 - Parents can request an early morning childcare place in June by completing the school application form.
 - Forms must be returned by the advised closing date. Any request received after this date or throughout the year will be placed on a waiting list.
 - All requests will be dated and kept in the SBM office in accordance with the school's Data Protection Policy.
 - Parents will be informed if they have been allocated a place in July for the following school year.

- d. If the school is unable to provide the service, parents are signposted to the local Family Information Service for up-to-date information about alternative childcare services in the area.

3. Roles and responsibilities

- a. The governing body will:
- Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school.
 - Hold the headteacher and SBM to account for the performance of the childcare services.
- b. The headteacher will:
- Report to the governing board on the performance of the childcare service.
 - Manage any complaints relating to the childcare service.
- c. The SBM will:
- Ensure that the appropriate risk assessments have been undertaken in respect of the childcare service.
 - Ensure that any reasonable adjustments are made to allow disabled children access to the childcare service.
 - Implement an appropriate payment system for the childcare service.
 - Purchase materials and equipment for the childcare service.
 - Maintain financial records for the childcare service.
 - Where requested, report to the governing board on the financial performance of the childcare service.
- d. The SENDCO will:
- Ensure that staff working at the childcare service consider the needs of children with SEND when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations.
- e. The DSL will:
- Review and update existing child protection and safeguarding policies and procedures to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
 - Ensure that any additional staff (both paid and volunteers) recruited for the childcare service complete an enhanced DBS (with barred list) check before they care for children.

4. Admissions and fees

- a. The school has a first come, first served policy for admissions to early morning services. When all the places have been filled, new applications are placed on a waiting list. The following cases are prioritised:

- Those already attending the service
 - Siblings of pupils already attending the school
 - Those requesting full time places
 - Those requesting part time places
- b. The pupil premium may be used to enable disadvantaged pupils to access early morning childcare.
- c. The staff to child ratio for our school's wraparound services is 1:10.
- d. When allocated a place parents will be directed to the school website for the following policies:
- Extended Provision Policy
 - Charging and Remissions Policy
 - Positive Behaviour Policy
 - Complaints Procedures Policy
- e. Parents are required to complete and return the following forms before children attend the clubs:
- Application form
 - Parent contract
- f. The standard daily fee for attending the breakfast club is £2. The following conditions are also in place:
- All fees must be paid monthly over 10 months; September to June.
 - Fees must be paid on 1st of the month in advance.
 - Fees are calculated for the whole year and divided by 10 to ensure that all fees are paid within the correct school year.
 - Fees must be paid by through Parent Pay
 - No place will be given without prior payment
 - The clubs accept childcare vouchers
 - Fees are charged if attendance is booked and the child does not attend
 - Failure to make payment as requested will result in the place being withdrawn. In this case the application will be put back onto the waiting list.
 - The school is unable to make monthly reminders for payment.

5. Extracurricular clubs and activities

- a. A wide variety of extracurricular activities are offered with the aim of developing pupils' life skills, such as cookery club – these are not the same as wraparound care.
- b. A range of opportunities are provided to pupils to promote a healthy lifestyle and support pupils' wellbeing, such as drama club to develop pupils' confidence and sporting activities to encourage team work.

- c. All clubs are available to all year groups at different times ensuring that pupils are given the opportunity to interact with others who have similar interests.
- d. In order to ensure that pupils' interests and needs are met, pupils are given the opportunity to contribute to the planning of extracurricular clubs and activities through the school council.
- e. Extracurricular clubs and activities are provided free of charge, except for the cost of personal or specialist equipment.
- f. All clubs and activities follow a first come, first served policy in relation to admissions. When all the places have been filled, new applications are placed on a waiting list.
- g. Extracurricular clubs are organised, managed and conducted in accordance with the school's existing policies.
- h. The staff to pupil ratio for extracurricular clubs and activities is 1:30 when teacher led. When support led this is; EYFS 1:10, KS1 1:15, KS2 1:20. When activities involve leaving the school premises, this ratio changes to 1:15.
- i. Pupils partaking in the club/activity are registered at the beginning and end of the session in order to ensure that nobody is missing.
- j. Whilst clubs and activities are being conducted, the designated member of staff leading the extracurricular club is responsible for the safety and welfare of all pupils.
- k. Appropriately trained members of staff partake in clubs and activities where SEND provision is needed.
- l. Extracurricular clubs do not discriminate against pupils with SEND.

6. Arrivals and departures

- a. The school is fully committed to the safety and security of all the children in its early morning and extracurricular clubs; therefore, several procedures are in place for when children arrive and leave.

Early Morning Club

- Parents drop their child off at the hall entrance.
- Attendance is recorded in the breakfast club's register.
- A member of the school staff will collect pupils from the club and escort them to their respective classes.
- The staff member collecting the pupils will be informed of any pupils that did not attend the breakfast club as expected; the school will follow its Attendance Policy if the whereabouts of those pupils remain unknown after registration is called.

Extra-Curricular clubs

- The collection point is the front entrance.
- Children are not allowed to walk home alone.
- A register is taken for each club.
- If children do not attend for 3 sessions they will lose their place.

7. Involving parents

- a. The school aims to achieve effective communication with parents; therefore, it has the following protocols in place to ensure effective information sharing:
 - All members of staff take note of information from parents that could affect the happiness and wellbeing of their child.

8. Missing child procedure

- a. The school has procedures in place to ensure the safety and wellbeing of all the children in the school's care and will follow the Missing Child Policy.

9. Uncollected children

- a. 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 the place being removed.
- b. If the parent is over 15 minutes late, the following procedure is followed:
 - If children are not collected after 15 minutes the staff will follow the safeguarding policy and seek advice from the safeguarding lead and/or SLT.

10. Health and safety

- a. All members of staff at the school are aware of their responsibilities and duties in regards to the Health and Safety Policy. All members of staff are responsible for:
 - Recording incidents, accidents and near misses.
 - Maintaining a safe environment for children and adults.
 - Taking part in any relevant health and safety training.

11. Illness and injury

- a. In the event of illness or injury, the school will act in accordance with the Near-Miss Policy and the First Aid Policy.

- b. All members of staff are trained in first aid and are aware of their duties if a child is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:
 - If a child becomes ill, the parents are contacted and asked to collect their child
 - If a child is complaining of illness, but the member of staff does not believe it is serious, they monitor the child until the end of the session
 - If a child suffers a minor injury, first aid is administered and the child is closely monitored for the rest of the session
- c. If a child suffers a major injury or becomes seriously ill, the following procedures are implemented:
 - If a child needs to go to the hospital, an ambulance is called and a member of staff accompanies them
 - The parents of the child are notified immediately
 - Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future

12. Medication

- a. Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy
- b. Members of staff are aware of the importance of administering prescribed medication to children. The school and its clubs understand that parental consent is crucial and has the following rules in place for administering medication to pupils:
 - Before any medication is given, the child's medical forms are checked to see if the medication has been approved by the parent.
 - When a member of staff administers medication, another member of staff witnesses the process.
 - Details of the process are recorded on the child's medication form.
 - If a child refuses to take the medication, the member of staff does not administer it. The parent is notified immediately.
 - If a certain medication requires training to administer medication, only members of staff with the relevant training will administer it.
 - If there are changes to the dosage or frequency of the medication, the changes are recorded on the medical forms. Parents are required to sign the forms again before any change in procedure.

13. Behaviour

- a. The school's early morning childcare services are subject to the existing Positive Behaviour Policy; disciplinary issues are reported to the parents of the child.

- b. Repeated breaches of the Positive Behaviour Policy may result in the child being barred from attending the clubs.
- c. Any outstanding fees paid by the parent are returned if a child is barred from attending the clubs.

14. EYFS

- a. Reception aged children are unable to partake in the school's extracurricular clubs and activities until the Autumn 2 term.
- b. Once the Autumn 2 term has commenced, reception aged children are only able to participate in one extracurricular club.

15. Emergency evacuation/closure

- a. In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.
- b. In the case of an emergency, the following procedures are followed:
 - Emergency services are contacted
 - All children are evacuated from the building and taken to the designated emergency assembly point – currently, this is the school yard.
 - A member of staff collects the register and checks that all the children are at the emergency assembly point
 - If a child is missing from the emergency assembly point, the emergency services are immediately informed
 - Parents are contacted to collect their children
 - All children remain at the emergency assembly point until they are collected by their parent

16. Monitoring and review

- a. This policy is reviewed every two years by the headteacher and the DSL.