



Caring **A**chieving **R**espectful **E**xciting

Extended Services Policy

School Leader: P Clark

Link Governor: L Newby

Policy Approved **Signed: L Newby** **Date: 13.06.2019**

Policy Reviewed Signed: Date:

Policy Reviewed Signed: Date:

Policy Reviewed Signed: Date:

Policy Reviewed Signed: Date:

Introduction

Statement of intent

Hardwick Primary School believes in creating a safe, welcoming and stimulating environment for all the pupils in its care. The school believes that a safe social atmosphere helps pupils of all ages to develop their social skills and confidence.

In order to help and support parents/carers, the school aims to provide an affordable and convenient wrap-around childcare service. Breakfast and after-school care clubs are made available to pupils aged 4 to 7 allowing parents/carers more flexibility with their working hours.

The clubs caters for up to **45** pupils at a time, ensuring that there is a staff to pupil ratio of one member of staff for every **15** pupils at all times.

Furthermore, Hardwick Primary School provides numerous extra-curricular clubs and activities as a method of developing the social, behavioural, and academic skills of pupils. All clubs and activities are conducted to the same high standard as that of the educational provision.

1. Legal framework

This policy has due regard to statutory 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

1.1. This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2018) 'Keeping children safe in education'

1.2. This policy is used in conjunction with the following school policies and procedures:

- **Accident Reporting Procedure Policy**
- **Supporting Pupils with Medical Conditions Policy**
- **Administering Medication Policy**
- **Anti-Bullying Policy**
- **EYFS Policy**
- **Complaints Procedure Policy**
- **Health and Safety Policy**
- **Behavioural Policy**
- **Fire Evacuation Plan**

2. Wraparound and holiday childcare

Wraparound childcare is defined as childcare provided before and after school, which runs until 6pm or later.

2.1. The process for handling requests from parents/carers, is as follows:

- Parents/carers are informed of their right to request wraparound and holiday childcare
- Parents/carers are informed of the process for making a request
- A threshold is set for considering requests
- The demand for the service is calculated
- The **governing body** decides whether the school provides the service
- Parents/carers are informed of the school's decision within eight weeks from the count of the number of requests

- 2.2. Parents/carers are advised to submit written requests or emails, which describe the type of service they require, the times of day when the provision is required and the age of their children.
- 2.3. All requests from parents/carers are recorded and dated and stored in the **main office**.
- 2.4. Parents/carers are made aware of the timetable for the process, as well as the correct process they are expected to follow.

Parents/carers are informed of the established threshold, how many requests were received, whether the threshold was reached, and the reasons behind the decision that was made.

The school is permitted to refuse the decision to provide the service only under the following circumstances:

- There is a lack of a suitable space
 - There is a lack of demand from parents/carers
 - The school is unable to make arrangements with partner organisations
 - A similar service is already available and can be used without difficulty
 - The school has been placed in special measures
- 2.5. If the school is unable to provide the service, parents are informed of alternative services in the local area.
 - 2.6. Parents/carers are informed of the allocation of places within two weeks of application.

3. Dealing with requests from childcare providers

- 3.1. The school records all requests from providers, informing them of the timetable for processing requests. The school adheres to the following steps:
 - A meeting is arranged with the provider to discuss their proposal
 - The demand for the provision is established
 - The practicalities of establishing the provision are identified
- 3.1. Requests from providers who already offer services to the school are considered.
- 3.2. The school assesses whether the current providers are able to establish the provision, and then reviews the proposal in the same manner as other requests.
- 3.3. The school is permitted to reject a proposal from a childcare provider under the following circumstances:
 - The provision is unsuitable

- The information provided is insufficient
- Value for money cannot be guaranteed
- The quality of the provision is inadequate
- There is a lack of capability to deliver the provision

3.4. The school informs the provider of their decision within eight weeks of the submission of the proposal.

3.5. When the school accepts a proposal, they agree a plan with the provider which describes how the provision will be established.

3.6. The school ensures that a clear framework is established for the delivery of the provision, which includes the following information:

- Aims and objectives
- A description of the service
- Pricing information
- Arrangements for marketing and informing parents/carers

4. **Admissions and fees**

4.1. Hardwick Primary School has a first come, first served policy for admissions to extended services. When all the places have been filled, new applications are placed on a waiting list. The following cases are prioritised:

4.2. Pupils who attend Hardwick Primary School The staff to pupil ratio for Hardwick Primary School s extended services is **1:15**. When activities involve leaving the school premises, this ratio change to:

1:6 Children aged 5 – 8

1:10 Children aged 9 - 11

4.3. Before registration, parents/carers are given the following information:

- **The availability of places**
- **The Admissions and Fees Policy**
- **The Behaviour Policy**
- **The Club Handbook**
- **The Complaints Policy**

4.4. Parents/carers are required to complete and return the following forms before pupils attend the clubs:

- **Registration form**
- **Medical form**

- **Parent/carer contract**
- **Booking form**

4.5. The standard daily fee for attending the breakfast club is **£1.00**.

- All fees must be paid **weekly**
- No place will be given without prior payment
- Fees are charged if attendance is booked, and the child does not attend

5. Extra-curricular clubs and activities

- 5.1. Hardwick Primary School offers a variety of extra-curricular activities with the aim of developing pupils' life skills, such as singing club.
- 5.2. Extra-curricular activities are also used to prepare pupils for further education and professions, as well as give pupils the chance to explore things which they've never encountered by exploring beyond the national curriculum.
- 5.3. 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.
- 5.4. All clubs are available to a mix of age groups, ensuring that pupils are given the opportunity to interact with others who have similar interests, rather than always being with classmates or small groups.
- 5.5. Where possible, the school will link extra-curricular activities to work experience and volunteering in order to help prepare pupils for further education.
- 5.6. In order to ensure that pupils' interests and needs are met, pupils will be given the opportunity to contribute to the planning of extra-curricular clubs and activities.
- 5.7. Hardwick Primary School extra-curricular clubs and activities are provided **at a subsidised charge reviewed annually** (see Charges and Remissions Policy)
- 5.8. 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.
- 5.9. Extra-curricular clubs are organised, managed and conducted in accordance with the school's existing policies.
- 5.10. The staff to pupil ratio for extra-curricular clubs and activities is **1:15**. When activities involve leaving the school premises, this ratio changes to:

1:6 Children aged 5 – 8

1:10 Children aged 9 - 11

- 5.11. Pupils partaking in the club/activity are registered at the beginning and end of the session in order to ensure that nobody is missing.
- 5.12. All extra-curricular clubs and activities follow the same procedures and protocols as the school's extended services.
- 5.13. Whilst clubs and activities are being conducted, the designated member of staff, **name of staff member**, leading the extra-curricular club is responsible for the safety and welfare of all pupils.
- 5.14. Appropriately trained members of staff partake in clubs and activities where special educational needs and disabilities (SEND) provision is needed.
- 5.15. Extra-curricular clubs do not discriminate against pupils with SEND.

6. Arrivals and departures

- 6.1. Hardwick Primary School is fully committed to the safety and security of all the pupils in its clubs and on the school premises; therefore, there are a number of procedures in place for when pupils arrive and leave the school premises:
 - Attendance is recorded in the register; the parents/carers of any pupil who was booked to attend, and is not present when the register is called, are contacted immediately.
 - A member of staff is always present at the collection point to escort pupils to the designated areas.
- 6.2. At the end of the after-school care club, members of staff carry out the following checks to ensure the safety of pupils:
 - Only registered individuals are allowed to collect the child. If someone other than the person registered is collecting the child, staff must be notified by the registered person **half an hour** in advance.
 - If the registered person is running late, staff must be notified before the end of the collection period by the registered person.
 - Pupils are not permitted to leave the premises unless collected by a responsible adult aged 18 or older. Children in Years 5 – 6 are allowed to walk home alone if written permission is received from parents.

7. Involving parents/carers

- 7.1. Hardwick Primary School aims to achieve effective communication with parents/carers; therefore, it has the following protocols in place to ensure effective information sharing:
 - Parents/carers are invited to visit the facilities before their child attends.

- All the club's policies are available on the Hardwick Primary School website, and hard copies are also available upon request.
- All members of staff take note of information from parents/carers that could affect the happiness and wellbeing of their child.
- Parents/carers are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.
- An annual survey is conducted to collect feedback and improve services.

8. **Missing child procedure**

- 8.1. Hardwick Primary School has procedures in place to ensure the safety and wellbeing of all the pupils in the school's care. If, at any time, a pupil 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(s) of staff stays with the other pupils involved in the club, in order to prevent further problems and keep a calm atmosphere.
 - If the pupil is not located within **10** minutes, the police and the parents/carers of the pupil are informed.
 - The search for the pupil continues until the police arrive.
 - The **Head of School** liaises with the police and the parents/carers of the pupil.

9. **Health and safety**

- 9.1. All members of staff at Hardwick Primary 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 pupils and adults.
 - Taking part in any relevant health and safety training.

10. **Illness and injury**

- 10.1. In the event of illness or injury, Hardwick Primary School acts in accordance with the Accident Reporting Procedure Policy, Health & Safety Policy, Medication Policy.
- 10.2. Hardwick Primary School have trained staff in first aid who are aware of their duties if a pupil is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:
- If a pupil becomes ill, the parents/carers are contacted and asked to collect their child

- If a pupil is complaining of illness, but the member of staff does not believe it is serious, they monitor the pupil until the end of the day
 - If a pupil suffers a minor injury, first aid is administered and the pupil is closely monitored for the rest of the day
- 10.3. If a pupil suffers a major injury or becomes seriously ill, the following procedures are implemented:
- If a pupil needs to go to the hospital, an ambulance is called and a member of staff accompanies them
 - The parents/carers of the pupil 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

11. Medication

- 11.1. Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy.
- 11.2. At Hardwick Primary School members of staff are aware of the importance of administering prescribed medication to pupils. The school understands that parental consent is crucial. With this in mind, Hardwick Primary School has the following rules in place for administering medication to pupils:
- Before any medication is given, the pupil's medical forms are checked to see if the medication has been approved by the parent/carer.
 - Details of the process are recorded on the pupil's medication form.
 - If a pupil refuses to take the medication, the member of staff does not administer it. The parent/carer is notified immediately.
 - If a certain medication requires training to administer, 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/carers are required to sign the forms again before any change in procedure.

12. Behaviour

- 12.1. The breakfast club and after-school care club is subject to the existing **Behaviour Policy**; disciplinary issues are reported to the parents/carers of the pupil.
- 12.2. Continuous bad behaviour and rule breaking may result in the pupil being barred from attending the clubs.

- 12.3. Any outstanding fees paid by the parent/carer are returned if a pupil is barred from attending the clubs.

13. Anti-Bullying Policy

- 13.1. Hardwick Primary School has a strict **Anti-Bullying Policy** which is implemented at all times.
- 13.2. Any pupil who is the victim of bullying is supported in a sympathetic and friendly manner.
- 13.3. If bullying is reported, it is noted by a member of staff and the parents/carers of both pupils are informed.
- 13.4. Hardwick Primary School defines bullying as repeated harassment of others, including psychological, physical, verbal or emotional abuse.
- 13.5. If it is discovered that bullying has taken place, the following procedures are adhered to:
- Incidents are dealt with in a sensitive and thorough way
 - Victims have the chance to discuss what happened with a member of staff
 - Victims of bullying are reassured that the case will be taken seriously
 - Victims of bullying are monitored to ensure further incidents do not occur
 - If another pupil reported the incident they are reassured that they did the right thing
 - The pupil who is accused of bullying is made to understand why their behaviour was wrong
 - If the bullying persists, more serious action, such as exclusion, is considered
 - All incidents are reported to the **Head of School**, and incidents are recorded

14. Early years foundation stage (EYFS)

- 14.1. The EYFS coordinator for Hardwick Primary School is **name of lead**. In line with DfE guidelines, the EYFS coordinator has the following responsibilities:
- Ensuring that all members of staff have been given adequate EYFS training
 - Identifying EYFS pupils when they join
 - Assigning a key person for every EYFS child
 - Setting up a communication book so that the clubs, staff, and parents/carers can discuss any concerns
 - Meeting with the primary EYFS provider to discuss the status and progress of EYFS pupils

15. Uncollected children

- 15.1. Staff members at **Hardwick Primary School** do their best to ensure the effective communication between the school and parents/carers. If a parent/carer is up to **15** minutes late, the following procedures are followed:

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

15.2. If the parent/carer is over **15** minutes late, the following procedure is followed:

- A member of staff attempts to contact the parent/carer 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/carer arrives, they are issued with a penalty notice of **£5.00**

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

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

16. Emergency evacuation/closure

16.1. In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.

16.2. In the case of an emergency, the following procedures are followed:

- Emergency services are contacted
- All pupils are evacuated from the building and taken to the designated emergency assembly point – currently, this is **name of location**
- A member of staff collects the register and checks that all the pupils are at the emergency assembly point
- If a pupil is missing from the emergency assembly point, the emergency services are immediately informed
- Parents/carers are contacted to collect their children
- All pupils remain at the emergency assembly point until they are collected by their parent/carer

16.3. If a pupil has not been collected after undergoing the emergency procedure, members of staff follow the uncollected child procedure.

17. Monitoring and review

- 17.1. This policy is reviewed every **two years** by the **School Business Leader** and the **designated safeguarding lead**.
- 17.2. The scheduled review date for this policy is **May 2020**