



Extended Services Policy

Version	Amended Date	Amended By	Main changes
ESP1	020223	HT/COG	
ESP2	201224	HT/COG	Late fees

Statement of intent

Statham Primary 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 wraparound and holiday childcare service. Breakfast, after-school and holiday clubs are made available to Statham Primary School children, allowing parents more flexibility with their working hours.

The clubs cater for up to **45** children at a time, ensuring that there is a staff to child ratio of **1:15** 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.

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

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Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2022) 'Keeping children safe in education'
- DfE (2016) 'Wraparound and holiday childcare'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Attendance and Absence Policy
- Data Protection Policy
- Healthy Eating and Drinking Policy
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Anti-bullying Policy
- Complaints Procedures Policy
- Health and Safety Policy
- Behaviour and Self Regulation Policy
- Fire Safety Policy

1. Wraparound and holiday childcare

Wraparound childcare is defined as childcare provided by a school that runs outside of normal school hours, e.g. breakfast clubs.

Holiday childcare is defined as childcare which is provided during school holidays.

Parents have the right to request that the school considers the provision of wraparound and holiday childcare for children in **Reception** up to Year **6**.

Where there is demand, the school may provide wraparound and holiday childcare services for children under the age of 5 years old, but it is not obliged to do so.

The charges for wraparound and holiday 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.

2. Roles and responsibilities

The governing board will:

- Maintain strategic oversight of how the 'right to request' process is working.
- Provide support to the headteacher in deciding whether the school should provide new childcare services.
- Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school.
- Hold the headteacher and external providers to account for the performance of the childcare services.

The headteacher will:

- Consult with the governing board about the viability of any new childcare service.
- Recruit any additional staff required for the childcare service and line manage the childcare service's staff.
- Report to the governing board on the performance of the childcare service.
- Manage any complaints relating to the childcare service.
- Review and update facilities management policies and procedures to ensure that they cover the childcare service, e.g. cleaning, maintenance and security.

The School Office Manager will:

- Assess prospective childcare providers and offer evidence-based recommendations to the headteacher as to which would be the most suitable.
- Ensure that employment contracts are revised for school staff working at the childcare service.
- Ensure that the appropriate risk assessments have been undertaken in respect of the childcare service.
- Ensure that the appropriate insurance is in place for any new 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.
- Market the childcare service on various channels.
- Maintain financial records for the childcare service.
- Ensure that any food provided is consistent with the school's Healthy Eating and Drinking Policy.
- Manage contracts, including putting in place the appropriate service level agreements, break clauses and exit strategies with external providers.
- 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.
- Obtain written confirmation from the external provider confirming that enhanced DBS (with barred list) certificates have been obtained for staff working at the childcare service.

The SENCO will:

- Review and update existing equal opportunities policies to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that providers have clear equal opportunities policies and procedures in place.
- 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.

The Designated Safeguarding Lead 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 providers have clear policies and procedures in place to safeguard children.

3. Dealing with requests from external childcare providers

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

Requests from providers who already offer childcare services to the school are considered.

The school assesses whether the current providers can establish the provision, and then reviews the proposal in the same manner as other requests.

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

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

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

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 childcare service
- Pricing information

- Arrangements for marketing and informing parents

4. Admissions and fees

The school has a first come, first served policy for admissions to wraparound services. When all the places have been filled, new applications are placed on a waiting list.

The pupil premium may be used to enable disadvantaged pupils to access wraparound and holiday childcare.

The staff to child ratio for our school's wraparound services is **1:15**.

Parents are required to complete an electronic registration form before children attend the clubs.

The standard daily fee for attending term time wrap around provision is

- Breakfast club 715-830 am £5.50 (late request within 24 hrs £6.00)
- Afterschool club full session 3-6pm (£11 late request within 24 hrs £12.00)
- Afterschool half session 3-430 pm £5.50 (late request within 24hrs £6)

Late Pick Up Fees

Should you be late to pick up your child, you must contact 01925 752142 and select Option 4 School reserves the right to charge late fees as follows:

10 mins late is £2

20 mins late is £4

30 mins late is £6

For anyone arriving after closing time , there will be an automatic charge of £5.

Extracurricular clubs and activities

A wide variety of extracurricular activities may be offered with the aim of developing pupils' life skills, such as clubs – these are not the same as wraparound care.

Extracurricular 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.

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.

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.

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.

There is a nominal £3.50 charge for extracurricular clubs and activities to cover the cost of resources.

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.

Extracurricular clubs are organised, managed and conducted in accordance with the school's existing policies.

The staff to pupil ratio for extracurricular clubs and activities is **1:15**.

Pupils partaking in the club/activity are registered at the beginning and end of the session in order to ensure that nobody is missing.

All extracurricular clubs and activities follow the same procedures and protocols as the school's extended services.

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.

Appropriately trained members of staff partake in clubs and activities where SEND provision is needed.

Extracurricular clubs do not discriminate against pupils with SEND.

5. Arrivals and departures

The school is fully committed to the safety and security of all the children in its wraparound, holiday and extracurricular clubs; therefore, several procedures are in place for when children arrive at a breakfast or after-school club:

Breakfast clubs

- Parents drop their child off at the breakfast club.
- Attendance is recorded in the electronic register; the parents of any pupil who was booked to attend, and is not present when the register is called, are contacted immediately.
- Pupils are escorted to their respective classes at the start of the school day.

After-school club

- **The collection point for children is the external wrap around building.**
- All children are escorted to the wrap around provision by school staff.

Holiday clubs

- Parents drop their child off at the holiday club.

- Attendance is recorded in the holiday club's register; the parents of any child who was booked to attend and is not present when the register is called are contacted immediately.

The school has the following procedures in place for when children leave an after-school or holiday club:

- Upon registration, parents will complete an [authorised person information collection form](#), which outlines:
 - The names and contact numbers of at least two individuals authorised to collect their children from the club on their behalf.
 - Brief descriptions of each authorised individual.
 - A password for each authorised individual.
- At the end of the after-school club, parents will sign their child out before they leave the premises.
- If someone other than the person registered is collecting the child, staff must be notified by the registered person in advance. The registered person must also provide a description of the individual and confirm the password.
- If the registered person is running late, staff must be notified before the end of the collection period by the registered person. If no notification is received, the club will follow the procedures outlined in [section 10](#) of this policy.

6. Involving parents

The school aims to achieve effective communication with parents; therefore, it has the following protocols in place to ensure effective information sharing:

- Parents are invited to visit the facilities before their child attends.
- All the club's policies are available on the school's website, and hard copies are also available upon request.
- All members of staff take note of information from parents that could affect the happiness and wellbeing of their child.
- Parents 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.

7. Missing child procedure

The school has procedures in place to ensure the safety and wellbeing of all the children in the school's care.

The school ensures it holds at least two emergency contacts for each pupil registered at the club.

All staff are informed of the missing child procedure as part of their induction.

If at any time a child 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 children involved in the club, in order to prevent further problems and keep a calm atmosphere.
- If the child is not located within **10** minutes, the police and the parents of the child are informed.
- The search for the child continues until the police arrive.
- The headteacher liaises with the police and the parents of the child.

8. Uncollected children

Staff members do their best to ensure effective communication between clubs and parents. We expect parents to be punctual in collecting their children from the provision.

If a member of staff has not reached the parent or an emergency contact, they contact the local social care team for advice

- The child remains on the premises with a member of staff, or is placed with the local social care team
- If the child has left the premises with the local social care team, a note is left on the door to the club informing the parent of the child's location. A contact number and address is displayed.

9. Health and safety

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.

10.Safeguarding

All members of staff and volunteers are suitable to be working with children in wraparound care – anyone without the appropriate checks will be supervised by a member of staff who is permitted to undertake regulated activity with children.

All staff employed to work with children in wraparound care, up to the age of 8, are permitted to work with children and are not disqualified from working in a school, in accordance with the Childcare Disqualifications Regulations 2018.

Child protection and safeguarding extends to all wraparound care provision and the school expects all staff and volunteers involved in the provision of wraparound care to read and adhere to the Child Protection and Safeguarding Policy.

The Child Protection and Safeguarding Policy is provided to all staff and volunteers involved in wraparound care upon induction.

Any safeguarding matters are raised with the DSL or deputy DSL as soon as possible. In the event that the DSL or a deputy are not available before or after school hours, safeguarding protocols outlined in our policy are followed.

11. Illness and injury

In the event of illness or injury, the school will act in accordance with the Health and Safety Policy and the First Aid Policy.

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

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

Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy.

13. Behaviour

The school's wraparound childcare services are subject to the existing [Behaviour and Self Regulation Policy](#); disciplinary issues are reported to the parents of the child.

Repeated breaches of the Behaviour and Self Regulation Policy may result in the child being barred from attending the clubs.

Any outstanding fees paid by the parent are returned if a child is barred from attending the clubs.

14. Anti-bullying Policy

The school has a strict [Anti-bullying Policy](#) which is implemented at all times.

Any child who is the victim of bullying is supported in a sympathetic and friendly manner.

If bullying is reported, it is noted and investigated by a member of staff and the parents of both children are informed.

The school defines bullying as repeated harassment of others, including psychological, physical, verbal or emotional abuse.

Bullying of a sexual nature will **never** be tolerated and will be addressed according to the procedures outlined in the school's Child Protection and Safeguarding Policy. Where crimes are included in a report of bullying, the police will be notified.

15. Emergency evacuation/closure

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

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 playground](#).
- A member of staff collects the electronic 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

If a child has not been collected after undergoing the emergency procedure, members of staff follow the [uncollected child procedure](#).

16. Monitoring and review

This policy is reviewed [annually](#) by the headteacher and the DSL.

The scheduled review date for this policy is July 2023.