Extended Schools Policy

(Sticklepath Breakfast and After School Club)

Sticklepath Community Primary Academy

New policy date – June 2019

REVIEW DATE: June 2021

As a matter of policy and practice Sticklepath Community Primary Academy carries out an equality impact assessment (EIA) to ensure a policy does not, even inadvertently, disadvantage groups of pupils with protected characteristics, in compliance with para 1.4.17 of the school Equality Policy

1. Introduction

1.1 At Sticklepath Breakfast and After School Club, our policy is to make our club inclusive to all children and families attending Sticklepath Community Primary Academy between the ages of **3 and 11.**

1.2 Our aim is to provide a happy, safe environment for the care of children between the hours of 7.30am – 9.00 am and 3.00 pm – 6.00pm during term time.

1.3 The children will experience a creative environment that fosters independence and supports their self-development. We involve the children in the planning of the club and seek their views on how they want the club to run. Activities planned are appropriate to the age and development of the individual children and are designed to encourage children to explore and engage in a variety of learning opportunities.

Activities include:-

- Art and craft
- Music and drama
- Preparing and eating food and learning about healthy food choices
- Sports and games
- Books and story telling
- Quiet time
- Homework sessions

1.4 Information on children's learning will be passed onto the children's teachers to help inform their assessments.

2. Organisation

2.1 Sticklepath Before and After School Club meets the requirements for adult: child ratios and ensures training and qualification requirements are met.

2.2

- The Play leader ensures staff are deployed effectively within the premises to ensure the safety, welfare and development of the children.
- The Play leader plans for each session.
- The Play leader is responsible for ordering resources and food for each session.
- Children's information is held centrally by the school office.

- Teachers will inform the Play leader of incidences arising in school for these to be communicated to parents where appropriate.

3. Health and Safety

3.1 At Sticklepath Breakfast and After School Club, we adhere to the guidance set out in the Health and Safety Policy. This includes considerations regarding allergies and dietary requirements. It is the responsibility of the Play leader to ensure that this policy is implemented.

3.2 There will always be a trained first aider present and any incidents are recorded and parents informed.

3.3 Sticklepath Breakfast and After School Club adhere to the fire safety and evacuation procedures relevant to the club site. All fire doors are clearly marked and unobstructed. All smoke detectors/alarms and fire equipment conform to BSEN standards. Fire drills are routinely carried out to ensure all children understand the procedures including where the meeting points are.

3.4 In the event of the fire alarm sounding:-

- Children vacate the building via the nearest exit.
- For the Breakfast Club, the assembly point is in the school carpark next to the mobile classroom.
- For the After School Club, the assembly point is on the school field (in line with school fire procedures).
- The Play leader will ensure all staff are clear about their roles should the fire alarm sound. This is especially important for staff working in the Children's Centre.
- One Play worker will check the toilets to ensure no child is left; one Play worker will lead the children out of the building with the register. The register will be called when assembled at the meeting point.
- The fire brigade will be called by:
    - The Play leader – Breakfast Club
    - The school – After School Club during office hours
    - The Play leader – After School Club when office is closed
- Children will not be allowed back into the building until the fire brigade has deemed it safe.

4. Accident and Incident Record

4.1 Sticklepath Breakfast and After School Club follows the guidelines for Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child Protection matters or behaviour incidents between children are NOT regarded as incidents and there are separate procedures for this (see Safeguarding Policy; Behaviour Policy).

4.2 All staff must have a current First Aid Certificate.

4.3 Accidents are recorded in the accident book which is stored securely when not in use. The following details are recorded:-

- Date and time of accident
- Details of the accident
- Play worker's signature
- If the child sustains a head injury, the child is given a 'bumped head' sticker and a separate note is completed which is given to the parent/carer on collection.

4.4 Parents will be informed of any accident on collection.

4.5 The accident book will be reviewed termly by the Play leader and any trends or reoccurring causes of injury reported to the co-headteacher.

4.6 If a child has a serious accident the Play leader will assess whether the child needs specialist medical treatment and phone for an ambulance or to arrange for parents/carers to collect them. If the Play leader is unable to contact parents/carers, the emergency contact will be informed. If the child needs emergency treatment the Play leader will accompany the child to hospital and a member of the Senior Leadership Team will take charge of the club. All relevant paperwork will be taken to the hospital.

5. Procedure for Staff Absence

5.1 In circumstances where a Play worker is unable to attend work due to illness, the play worker will contact the co-headteacher and the Play leader. The co-headteacher will then arrange cover for the absence by contacting the list of available staff members.

5.2 Where a Play leader is unable to attend work due to illness, the Play leader will contact the co-headteacher who will arrange cover.

6. Other Policies and Procedures

6.1 Sticklepath Breakfast and After School Club is run by Sticklepath Community Primary Academy and as such conforms to relevant school policies (see www.sticklepathschool.org).

Terms and Conditions:

7 Registration

7.1The club accepts children aged 3 to 11 years who attend Sticklepath Community Primary Academy and Nursery. All children must be registered with the club in order to attend. A registration form must be completed for each child (see appendices). All records will be saved on our central system. We ensure that information about Sticklepath Breakfast and After School Club is accessible to all families.

7.2 Copies of our booking and registration forms are available from the school reception or via the school website.

8 Booking

8.1 The club accepts 24 children per session.

8.2 Bookings are made via the school office. Priority will be given to those children attending every day. If the club becomes full for a particular session, children will be placed on a waiting list and parents/carers will be contacted once a place becomes available.

8.3 One off bookings can be made via the school office.

8.4 These places are subject to availability.

8.5 **All bookings must be made in advance via the school office.**

9 Fees

9.1 Sessions can be paid for at the time of registration. Parents will be invoiced monthly in advance from the school office. Payment of fees must be cleared by the end of the month. All booked sessions must be paid for, even if not attended. The only exception will be for school related activities. In these cases, parents will be credited the amount towards the next invoice.

9.2 One off bookings must be paid for at the time of booking via the school office.

9.3 Payment can be made in cash or via School Comms. If you have not yet registered to make on-line payments, please contact the school office. We also accept childcare vouchers provided by employers. Please ask at the school office for further details.

9.4 We charge £5.00 for every fifteen minutes or part thereof for late collection of children after 6.00pm. This is to contribute towards staffing costs.

9.5 The school retains the right to refuse any family for non-payment of fees or for any infringement of club terms and conditions.

9.6 For permanent cancellations four week's notice is required.

10. Other

10.1 The club reserves the right to exclude any child if he or she consistently misbehaves or if any of the above terms and conditions are not adhered to. Prior to exclusion, any issues will be discussed with the parent/carer in order to achieve a resolution. Please see the School Behaviour Policy.
10.2 Any accident or incident and resulting action will be recorded on an accident or incident form and the parent will be informed.
10.3 The club does not accept responsibility for the loss or damage of any personal belongings.
10.4 Sticklepath Community Primary Academy is inspected and registered by Ofsted.

11. Breakfast Club Procedures

11.1 Sticklepath Breakfast Club runs from the Children's Centre training room.

11.2 Breakfast Club runs from 7.30am until 9.00am.

11.3 Parents can drop off at any time during Breakfast Club hours. Children will be marked off against the session register. It is the parents' responsibility to ensure attendance at this club or to inform the school of any absence; the school will not contact parents if a child on the register does not attend.

11.4 Children in Nursery, Reception and Key Stage 1 will be delivered to their classrooms after Breakfast Club. Children in Key Stage 2 will make their own way to their classrooms as directed by the Play leader.

12. After School Club Procedures

12.1 Sticklepath After School Club runs from JMU classroom (located at the KS1 end of the main school building). The children will have use of all school facilities and have access to outdoor and indoor play.

12.2 Children in Nursery, Reception and Key Stage 1 will be picked up from their classrooms if they are attending After School Club.

12.3 Children in Key Stage 2 will make their own way to After School Club from their classrooms as directed by the class teacher.

12.4 Registration:

- A register will be taken at 3.25pm to allow time for all children to arrive. The Play leader will be made aware by the school office of any child who is absent.

- If a child does not turn up at the club who is due to attend, the Play leader will seek to ascertain the whereabouts of the child. If the Play leader is unable to do this, the Co-headteacher and school office will be informed and parents contacted.
- If a child attends whose name is not on the session register, the parent/carer will be contacted to clarify arrangements. If the parent/carer cannot be contacted, the school will work through the emergency contacts. The child will remain at the club until alternative arrangements are made. The co-headteacher will be informed and a report of the incident will be recorded and filed.

12.5 Collection:

- Children can be collected from the club located in class JMU at any time up until 6.00pm.
- Parents/Carers must sign out children as they are collected and the time of collection noted on the register for that day.
- If a child is being collected by a different adult, club staff must be informed; details of this person will be taken and added to the contact list. If this procedure is not followed, club staff will contact the parent/carer to confirm collection. Children must be collected by an adult unless by prior agreement with the co-headteachers.
- Club staff will refuse collection of a child by an unauthorised adult.
- If a child is deemed unwell, the parent/carer will be asked to collect the child early.

12.6 Late collection:
This will incur a penalty charge of £5.00 per 15 minutes or part thereof after 6.00pm for the additional overtime of staff. The time the parent/carer collects the child will be noted on the register. An invoice will be issued with payment due within 14 days. Failure to pay could result in the school refusing the family use of the club.

- If a parent/carer is held up by unforeseen events and is unable to pick up by 6.00pm or arrange an alternative adult to collect, they must try to contact the school/Play leader to advise of the collect time.
- If the 6.00pm deadline for collection is regularly abused, the following procedure will be initiated:
    - the club administrator will issue a written warning
    - if the situation does not improve, the co-headteacher will write to the family withdrawing use of the club from a specified date

12.7 Non collection
In the event that a child is not collected and the club has had no contact from the parent/carer, Sticklepath After School Club will put into practice agreed procedures. These will ensure the child is cared for safely and by an experienced and qualified Play worker who is known to the child. The club will ensure the child receives a high standard of care in order to cause as little distress as possible.

- The following procedure will be initiated:
    - The Play leader will inform the co-headteacher of the non-collection and phone the contact numbers provided on the registration form.
    - If there is no reply, the Play leader will phone the emergency contact numbers. If the person is unknown to the club but is listed on the registration form, they will be asked to bring proof of identity.
    - If all lines of communication are exhausted, social services will be informed; in the meantime the child will remain in the care of the school and on school premises.
    - A message will be left for the parent/carer advising them of action taken. A full report of the incident will be recorded and filed. A meeting with the co-headteacher will be arranged if required.

Appendices

- Registration form

- Incident form

Sticklepath Breakfast and After School Club

Registration Form

Name of Child	
Year Group in September 2019	

I wish to book the following sessions (please tick):

Breakfast Club Sessions @ £3.00 per session				
Monday	Tuesday	Wednesday	Thursday	Friday

After School Club Sessions @ £6.00 per session				
Monday	Tuesday	Wednesday	Thursday	Friday

For occasional and ad hoc bookings, please contact the school office.

Sticklepath Before and After School Club will use the contact information we already hold for your child. If there are different emergency contact details for before/after school than those we already hold on record, or special arrangements for dropping off/collecting, please given details here:-
Sticklepath Before and After School Club provide snacks/light meals. If your child has any special dietary needs, please give details here:-
If your child has any additional needs that may require support, please give details here:-

All booked sessions will be charged in full regardless of attendance unless the school is closed or your child is on a school related activity. Invoices will be sent monthly. The Academy reserves the right to withdraw the place if timely payments are not received.

Signed:…….... Date:…….

PRINT NAME:……

Sticklepath Breakfast and After School Club

Incident Sheet

(to be used to record a pupil incident such as a serious breach of acceptable behaviour)

Name of Child:	Class:
Date of incident:	Location of incident:
Signed (member of staff): Print name:	Date:

Details of incident: If incident leads to physical injury an accident form is available from school office
Actions to be taken:
Reported to: (please specify)

A copy of this form should be filed and a copy given to the co-headteachers. The incident must be reported to parents by the Play leader.