

Stanford Junior and Infant School



Out of Hours Clubs & Extended Provision Policy

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OUT OF HOURS CLUBS & EXTENDED PROVISION POLICY

Objectives:

Stanford Junior and Infant School believes in creating a safe, welcoming and stimulating environment for all the pupils where Parents and Carers feel confident to leave their children. The school believes that a safe and secure atmosphere helps pupils of all ages to develop their social skills and confidence, whilst providing positive physical, intellectual, creative and emotional experiences for the children.

In order to help and support parents/carers, the school aims to provide affordable and convenient additional hours provision. Therefore, before and after-school provisions are made available to pupils aged 4 to 11, allowing parents/carers more flexibility with their working hours. All extended hours provision is conducted to the same high standard as that of the educational provision to ensure that the children are appropriately supervised and engaged throughout the period of their attendance and at the end of club meetings.

1. Legal framework

- 1.1. 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

- 1.2. 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 (2016) 'Keeping children safe in education'

- 1.3. This policy is used in conjunction with the following school policies and procedures:
 - Accident Incident Reporting and Investigation Procedure
 - Adverse Weather Conditions Policy
 - Behaviour, Anti-Bullying Policy & Attendance Policy
 - Care, Control and Restraint Policy
 - Child Protection & Safeguarding Policy
 - Complaints Policy and Procedure
 - EYFS Policy
 - Fire Evacuation Plan
 - Health and Safety Policy
 - Premises Use Policy
 - Supporting Pupils with Medical Conditions Policy
 - Whole School Food Policy

2. Organisation & Responsibilities of Partners

Stanford Junior and Infant School organise a range of out of hours clubs and extended provision open to pupils attending in both Key Stages, as well as Foundation Stage. Extended provision runs from open from 7.45am to 8.50 am, and from 3.15pm to 5.30pm. For the Breakfast Club children should arrive no later than 8.15am to enable staff to clear food and clean before the start of the school day. Breakfast club is held in the school hall.

The child's details, medical conditions, emergency contact details, and additional emergency contact name, address and telephone number are kept in the School Office which is accessible to club supervisors. It is the responsibility of the parents to ensure that the office is informed of contact changes.

2.1. Parent's responsibilities are to: -

- Enrol their child/ren by signed consent forms, to a Club or extended provision of their choice (In the case of an external provider running an afterschool club there is usually a requirement for a minimum of half a term sign-up.).
- Ensure that their child/ren are collected promptly at the end of the Club or extended provision, from the appropriate doorway and inform the relevant leader when they leave with their child.
- Check at lunchtime during extreme weather conditions if a Club will run that day.
- Be aware that club leaders or the school cannot be held responsible for any accidents or incidents occurring to their child providing reasonable risk assessment has been carried out.

2.2. Children's responsibilities are to: -

- Tell the Club leader if they need to leave the room/field/garden area for any reason.
- Behave in the same way that would be expected of them during normal school hours.

2.3. School's responsibilities are to: -

- Ensure that a full risk assessment is carried out for all activities.
- Risk assessments will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.
- Ensure that there is a member of staff present on the school premises during all Club activities.
- Ensure that all Club staff have undergone the necessary checks for suitability to be involved in a Club for children and are suitably inducted into the procedures of the school.

3. Accidents and Illness

3.1. Our staff will make every effort to keep your child(ren) safe however from time to time accidents will occur. If your child(ren) are injured a First Aid accident slip will be completed and given to you in accordance with the Stanford School First Aid Policy.

3.2. If your child needs serious medical attention (e.g. potential for hospitalisation) you will be contacted immediately. If your child requires hospital treatment and you are

unable to attend quickly, then any decision about medical care will be taken by suitably qualified medical staff.

- 3.3. As a matter of precaution any head injury will be reported to you immediately.
- 3.4. Please do not send your child to any club or extended provision if they are ill or have a contagious disease. If your child becomes unwell during the course of the session you will be contacted. Please make sure that you keep staff updated on any changes to your contact telephone numbers.
- 3.5. All members of staff 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
- 3.6. 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.
- 3.7. Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy. At Stanford 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, we have 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.
 - When a member of staff administers medication, another member of staff witnesses the process, unless in an emergency situation.
 - Details of the process are recorded on the pupil's medication form / booklet.
 - 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.

4. Admissions and fees

- 4.1. Stanford Junior and Infant 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:

- Siblings of pupils already attending
- Pupils in receipt of Pupil Premium funding

Presently the Out of Hours provision does not cater for children attending other schools.

- 4.2. The staff to pupil ratio for Stanford School's extended services will follow recognised safe practice guidelines and will not exceed 1 adult to every 30 children for on-site care. However, these ratios will usually be much lower. When activities involve leaving the school premises, this ratios change to -

- 1 adult for every 6 pupils in school years 1 to 3 (under 5s reception classes should have a higher ratio);
- 1 adult for every 10-15 pupils in school years 4 to 6

- 4.3. Before registration, parents/carers are given or directed to the following information:

- The availability of places and arrangements for fees
- Out of Hours Clubs and Extended Provision policy
- The Behaviour, Anti-Bullying and Attendance Policy
- The Complaints Policy and Procedure

- 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

- 4.5. The standard daily fee for attending the breakfast club is:

£2 for 07:45 to 8:50 or £1.50 for 08:10 to 08:50.

Provision can be provided from 07:30 by special request at a cost of £4.00.

- 4.6. The standard daily fee for attending the after-school club is:

£4 from 15:15 until 17:00 or £5.00 to 15:15 until 17:30

Provision can be provided until 17:45 by special request at a cost of £6.00.

- 4.7. Sports clubs run by external providers are charged at between is £1 to £4 per session dependent on provider and activity.
- 4.8. The following conditions are also in place:
- All fees for external providers must be paid in advance.
 - School run extended hours provision will be charged weekly
 - Fees are charged if attendance is booked and the child does not attend
 - There is a fee of £10.00 per hour for late collection of pupils

5. Extracurricular clubs and activities

- 5.1. Stanford Schools extracurricular clubs and activities, such as the football club or craft club, are provided where possible on a not for profit basis.
- 5.2. 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.
- 5.3. Extracurricular clubs are organised, managed and conducted in accordance with the school's existing policies.
- 5.4. The staff to pupil ratio for extracurricular clubs and activities up to 1:25 dependent on qualifications and insurance of providers, however lower ratios are usually employed.
- 5.5. Pupils partaking in the club/activity are collected at the end of the school day by a member of staff and taken to the library to be immediately registered at the beginning of the session. Regular headcounts take place during and at the end of the session to ensure that nobody is missing.
- 5.6. All extracurricular clubs and activities follow the same procedures and protocols as the school's extended services.
- 5.7. Whilst clubs and activities are being conducted, the external provider leading the extracurricular club is responsible for the safety and welfare of all pupils.
- 5.8. Appropriately trained members of staff partake in clubs and activities where special educational needs and disabilities (SEND) provision is needed.
- 5.9. Extracurricular clubs do not discriminate against pupils with SEND.

6. Arrivals and departures

- 6.1. Stanford School is fully committed to the safety and security of all the pupils in its clubs and on the school premises; therefore, the a number of procedures are 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:
- Children are visibly and directly handed over to Parents/carers before they leave the premises, unless other alternative arrangements have been agreed.

- If the parent/carer is running late, staff must be notified before the end of the collection period by the registered person.
- Pupils are allowed to leave the premises unaccompanied if written permission is given by the parent/carer. There is no set age at which children are deemed 'old enough' to walk home unaccompanied, however the most important factors to consider is how mature the child is, how far away the home is from school and the ambient conditions such as weather and levels of light.

7. Involving parents/carers

7.1. Stanford 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 school's and club's policies are available on the Stanford Junior and Infant 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. Stanford 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 headteacher liaises with the police and the parents/carers of the pupil.

9. Health and safety

9.1. All members of staff at Stanford School are aware of their responsibilities and duties in regards to the Safeguarding and Child Protection Policy and 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. Behaviour

- 10.1 The breakfast club, after-school club and any externally provided sports clubs are subject to the existing Behaviour, Anti-Bullying Policy and Attendance Policy. Disciplinary issues are reported to the parents/carers of the pupil.
- 10.2 Continuous bad behaviour and rule breaking may result in the pupil being barred from attending the clubs.
- 10.3 Any outstanding fees paid by the parent/carer are returned if a pupil is barred from attending the clubs.
- 10.4 Stanford School has a strict Behaviour, Anti-Bullying and Attendance Policy which is to be implemented at all times.
- 10.5 Any pupil who is the victim of bullying is supported in a sympathetic and friendly manner.
- 10.6 Stanford School defines bullying as repeated harassment of others, including psychological, physical, verbal or emotional abuse.
- 10.7 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 Headteacher, Deputy Headteacher or the Inclusion Manager, and incidents are recorded

11 Early years foundation stage (EYFS)

- 11.2 The EYFS coordinator for Stanford School is Miss Katie Wilson. 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

12. Uncollected children

- 12.1. Staff members at Stanford 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
- 12.2 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 an appropriate number of staff.
 - When the parent/carer arrives, they may be issued with a notice of a late fee.
- 12.3 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, until either a parent / emergency contact becomes available or the local social care team assume control.

13. Emergency evacuation/closure

- 13.1 In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.
- 13.2 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 the playground
 - 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
- 13.3. If a pupil has not been collected after undergoing the emergency procedure, members of staff follow the uncollected child procedure.

14. Monitoring and review

- 14.2 This policy is reviewed every two years by the Headteacher, the Designated Safeguarding Officer and the school Governors.
- 14.3 The scheduled review date for this policy is Jan 2019.

Signed By

Chair of Governors:

JM Chubb

Date: 24/01/17

Headteacher:

Leona Rickard

Date: 24/01/17