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Policy for

# Extended Services

Prepared by:	Adopted by AET
CEO	<b>Summer 2024</b>

**Summer 2024 updates highlighted in yellow**

**Areas for schools to personalise in red**

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## Statement of intent

All AET policies are written to support our schools and communities. We do this by ensuring they are always in line with our Colleague Values:



Applying these values to everything we do means always acting with integrity, in the interests of others, being honest, open and transparent and putting the safety of our children first.

Parkroyal Community 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.

The school provides a number of extended services in the following five areas:

1. Extra-curricular clubs and activities
2. Wraparound childcare before and after the school day - 7:30am – 6pm (see Wraparound Childcare Policy)
3. Access to targeted and specialist support services, such as speech and language therapy
4. Community access to facilities including adult learning, ICT, and sports facilities

In providing and enabling the provision of these services the school will continue to ensure that the highest standards of care, guidance and support are afforded to all attendees, at all times.

The school will ensure that services are provided in line with the school's ethos, vision and values and in accordance with school policy and procedure.

## 1. 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 (2023) 'Keeping children safe in education 2023'
- DfE (2024) 'Wraparound childcare: guidance for schools and trusts in England'
- DfE (2024) 'Responding to requests for wraparound childcare'
- DfE (2018) 'Charging for school activities'
- DfE (2023) 'After-school clubs, community activities and tuition: safeguarding guidance for providers'
- The School Premises (England) Regulations 2012

## 2. Extended services: overview

Extended services relate to a suite of additional services and activities provided by the school which are usually offered outside of the school day – after school, evenings, weekends and holidays. These services and activities will generally include provision related to the following five areas:

- A varied menu of activities provided by schools, which may include study support, play/recreation, sport, music, arts and craft and other special interest clubs, volunteering and business and enterprise activities
- Wraparound childcare before and after the school day - 7:30am – 6pm
- Swift and easy access to targeted and specialist support services, such as speech and language therapy
- Community access to facilities including adult learning, ICT, and sports facilities

### Wraparound and holiday childcare

The government expects **all** schools to have wraparound childcare on the school site, unless there is a reasonable justification not to, having considered all support available.

Wraparound childcare is defined as childcare that 'wraps around' the conventional school day i.e. provision directly before and after the school day, during school term time for school age children. It also refers to childcare provision in the school holidays.

Wraparound and holiday childcare can either be:

- On a school's site, run in-house by the school or in partnership with a provider.
- At a nearby school or private, voluntary or independent (PVI) provider.

Provision should:

- Be regular.

- Have longer hours.
- Be more dependable for working parents.
- Not require parents to pick their children up from school and drop them off at another location.

Schools are expected to consider and respond to requests relating to wraparound childcare requests from both parents and PVI providers.

The schools' existing enrichment and extracurricular offers will interact with, complement, and support delivery of wraparound childcare provision. The remainder of this policy applies to the school's provision of these enrichment and extracurricular services and activities.

## **Roles and responsibilities**

The LAC will:

- Ensure the school responds to its community's needs by providing a varied menu of services and activities.
- Ensure that any extended services activities do not interfere with the school's responsibility to provide a high quality and safe teaching environment.
- Ensure that child protection and safeguarding policies and procedures are updated to reflect any services provided by the school.
- Hold the Headteacher and SBM to account for the provision or performance of any extended services provided or facilitated by the school.
- Provide support to the Headteacher in deciding whether the school should provide new childcare services.

The Headteacher will:

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- Recruit and manage staff required for the extended services provided.
- Report to the governing board on the performance of the extended services provision.
- Manage any complaints relating to the school's extended services provision.
- Establish a clear and transparent charging and remissions policy, including the details of any extra charges being applied, where appropriate and necessary.
- Check the school has the appropriate policies and agreements in place to deliver and run the planned extended services.

The SBM will:

- Determine the financial viability and practicalities of any new childcare service and offer evidence-based recommendations to the Headteacher as to whether the school should provide the service and how it should be delivered i.e. school run or by private, voluntary, and independent (PVI) providers.
- Ensure that employment contracts are revised for school staff working within any of the extended services provided.
- Ensure that the appropriate risk assessments have been undertaken for all services and activities being delivered on the school site.
- Ensure that the appropriate insurance is in place for any extended service provision.

- Implement an appropriate payment system for the extended services provided.
- Purchase materials and equipment for the extended services provided, as appropriate.
- Publicise the services and activities that parents and families can access at the school on the various information channels available to the school.
- Maintain financial records for the extended services provided.
- Review and update facilities management policies and procedures to ensure that they cover the extended services provided, e.g. cleaning, maintenance and security.

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.

The SENCO will:

- Review and update existing equal opportunities policies to reflect any new services and activities provided by the school, 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 within the school's extended services consider the needs of children with SEND when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations. Unsure if this needs wording differently as we sometimes cannot provide for all children with SEND

The DSL will:

- Review and update existing child protection and safeguarding policies and procedures to reflect any new services, 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.
- Ensure that any additional staff (both paid and volunteers) recruited complete an enhanced DBS (with barred list) check before they care for children.
- Obtain written confirmation from external providers confirming that enhanced DBS (with barred list) certificates have been obtained for staff working within the school's extended services.

Hirers will be responsible for:

- Ensuring the proper use of the facilities and equipment they have requested to use.
- Taking the necessary steps to ensure there is no damage to any equipment or furniture, or the building itself after use.
- Ensuring all related visitors and volunteers have signed in during their period of hire.
- Leaving the premises in a clean and tidy condition.
- Working with the site manager to ensure that the premises are secure after use.
- Obtaining all necessary safeguarding checks for all activities involving children, e.g. DBS checks, and providing proof of this to the Headteacher / Principal.
- Ensuring the hirer has their own safeguarding policies and procedures and ensuring they understand the rules and procedures detailed within.

### **3. Breakfast and after school clubs**

#### **Admissions**

Provision will be made available to children aged 4 to 11.

Admission to the school's breakfast and after school club is for pupils who are registered at the school.

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

Before registration, parents will be given the following information (available on the school website:

- The availability of places
- Admissions and Fees
- Behaviour Policy
- Club Handbook
- Complaints Procedures Policy
- The club's privacy notice

Parents will be required to complete and return the following forms before children attend the clubs:

- Registration form
- Medical form
- Parent contract
- Booking form
- **Photo permission form**

#### **Ratios**

Provision will cater for up to 30-50 children at a time depending on each evening and staffing, ensuring that there is a staff to child ratio of 1:10 at all times.

#### **Fees**

The following daily fees will apply:

- Breakfast club: £4.00
- After-school club: £11.00 - £12.50
- Holiday club will be £16.00 - £30.00

The following conditions will also be in place:

- All fees must be paid as the sessions are booked
- Fees can be paid by electronic transfer on the app
- 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

## 4. Extracurricular clubs and activities

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

Extracurricular activities will be 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 will be 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 will be 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 will be given the opportunity to contribute to the planning of extracurricular clubs and activities.

Extracurricular clubs and activities will be provided **free of charge**, except for the cost of personal or specialist equipment or if the club is operated by an external organisation.

Clubs and activities will be offered half termly. When all the places have been filled, new applications will be placed on a waiting list.

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

The staff to pupil ratio for extracurricular clubs and activities will be dependent on the type of club but will be no more than 1:30. When activities involve leaving the school premises, this ratio will be in line with ratios required for taking pupils out of school (Educational Visits Policy)

Pupils attending the club/activity will be registered at the beginning of the session in order to ensure that nobody is missing.

All extracurricular clubs and activities will 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 will be responsible for the safety and welfare of all pupils.

Appropriately trained members of staff will support the activities provided where SEND provision is needed.

Extracurricular clubs will not discriminate against pupils with SEND.



## **5. Arrivals and departures**

The school is fully committed to the safety and security of all the children attending its extended services; therefore, several procedures will be put in place for when children arrive at a breakfast or after-school club:

### **Breakfast clubs**

- Parents are expected to drop their child off at the breakfast club.
- Attendance will be recorded in the breakfast club's register; A member of staff from breakfast club will escort them to their respective classes.
- The staff member will inform any class teachers of any messages that need to be passed on.

### **After-school clubs**

- All children will be collected from their classroom by a member of staff.

### **Holiday clubs**

- Parents are expected to drop their child off at the holiday club.
- Attendance will be recorded in the holiday club's register; The school will have the following procedures in place for when children leave an after-school or holiday club:
- Funfactor wrap around club uses the school Arbor system for parent contacts.
  - The names and contact numbers of any individuals authorised to collect their children from the club on their behalf.
  - Brief descriptions of each authorised individual.
  - A password for each authorised individual is held by Funfactor where requested.
- 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 9](#) of this policy.

Children over **9** years old can leave the premises unaccompanied if written permission is given by the parent.

## **6. Involving parents**

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

- Parents will be invited to visit the facilities before their child attends.
- All the club's policies are available on the school's website, and hard copies will also be available upon request.

- All members of staff will take note of information from parents that could affect the happiness and wellbeing of their child.
- Parents will be welcomed at the collection point to exchange information and provide updates on their child's wellbeing.
- An annual survey will be conducted to collect feedback and improve services.

## 7. Missing child procedure

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

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

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

If at any time a child cannot be located, the following steps will be taken:

- All members of staff will be alerted that a pupil is missing.
- Members of staff will conduct a search of the premises and the surrounding area.
- At least **two** member(s) of staff will stay 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 will be informed.
- The search for the child will continue until the police arrive.
- The Headteacher / Principal will liaise with the police and the parents of the child.

## 8. Uncollected children

Staff members will do their best to ensure effective communication between clubs and parents. If a parent is up to **15** minutes late, the following procedures will be followed:

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

If the parent is over **15** minutes late, the following procedure will be followed:

- A member of staff will attempt to contact the parent using the details provided on the registration documents
- If contact is not made, a message will be left. The member of staff will then attempt to reach the emergency contacts listed on the registration form
- For the duration of the wait, the child will be supervised by **two** members of staff

If the parent is more than **30** minutes late, the following procedures will be followed:

- If a member of staff has not reached the parent or an emergency contact, they will contact the local social care team for advice
- Police will also be notified in case a home visit is needed to check everything is fine at home.

- The child will remain 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 will be left on the door to the club informing the parent of the child's location. A contact number and address will be displayed.

Although the school does not wish to charge customers extra money in the form of fees, it will have to pass on the costs for retaining staff beyond their finish time. A charge of **£5 per 15 minutes** will therefore be levied for all late collections.

## **9. Health and safety**

All members of staff at the school will be made aware of their responsibilities and duties in regards to the Health and Safety Policy. All members of staff will be 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**

The school will ensure that all members of staff and volunteers are suitable to be working within the extended services and activities provided by the school – anyone without the appropriate checks will be supervised by a member of staff who is permitted to undertake regulated activity with children.

The school will ensure that all staff employed to work with children, 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.

The school will ensure that all members of staff and volunteers working in the extended services provided by the school read and adhere to the Child Protection and Safeguarding Policy.

Any safeguarding matters will be raised with the DSL or deputy DSL as soon as possible. In the event of an emergency and the DSL or a deputy are not on site, a phone call will be made to either the DSL or Deputy DSL.

Where the school receives an allegation regarding an external provider that has utilised the school premises, the school will follow the usual safeguarding procedures set out in the Child Protection and Safeguarding Policy, and ensure that the LA designated officer (LADO) is informed.

## **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.

At least 1 staff member will be 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 will be 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 will monitor the child until the end of the session
- If a child suffers a minor injury, first aid will be administered and the child will be closely monitored for the rest of the session

If a child suffers a major injury or becomes seriously ill, the following procedures will be implemented:

- If a child needs to go to the hospital, an ambulance will be called and a member of staff will accompany them
- The parents of the child will be notified immediately
- Following the incident, members of staff will conduct a review of the incident in order to prevent any such incident from occurring in the future

## **12. Medication**

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

Members of staff will be made aware of the importance of administering prescribed medication to children. The school and its clubs will 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 will be checked to see if the medication has been approved by the parent.
- When a member of staff administers medication, another member of staff will witness the process.
- Details of the process will be recorded on the child's medication form.
- If a child refuses to take the medication, the member of staff will not administer it. The parent will be 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 will be recorded on the medical forms. Parents will be required to sign the forms again before any change in procedure.

## **13. Behaviour**

Attendees of any of the extended services provided by the school will be expected to adhere to the school's existing Behaviour Policy; any disciplinary issues will be reported to the parents of the child.

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

Where applicable, any outstanding fees paid by the parent will be returned if a child is barred from attending the clubs.

## 14. Anti-bullying Policy

The school has a strict Anti-bullying Policy which will be 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 will be 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.

If it is discovered that bullying has taken place, the following procedures will be adhered to:

- Incidents will be dealt with in a sensitive and thorough way
- Victims will have the chance to discuss what happened with a member of staff
- Victims of bullying will be reassured that the case will be taken seriously
- Victims of bullying will be monitored to ensure further incidents do not occur
- If another pupil reported the incident, they will be reassured that they did the right thing
- The child who is accused of bullying will discuss their behaviour to gain an understanding of why it was inappropriate
- If the bullying persists, more serious action, such as exclusion, will be considered
- All incidents will be reported to the Headteacher / Principal, and incidents are recorded and investigated

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, such as rape, assault by penetration, sexual assault and up-skirting, are included in a report of bullying, the police will be notified.

## 15. EYFS

**Reception**-aged children will be unable to participate in the school's extracurricular clubs and activities until the **Spring** term.

Once the **Spring** term has commenced, **Reception**-aged children will be able to participate in extracurricular clubs.

## 16. Emergency evacuation/closure

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

In the case of an emergency, in line with the school Invacuation and Evacuation policy, the following procedures will be followed:

- Emergency services will be contacted

- All children will be evacuated from the building and taken to the designated emergency assembly point – currently, this is **the main playground**
- A member of staff will collect the register and check that all the children are at the emergency assembly point
- If a child is missing from the emergency assembly point, the emergency services will be informed immediately
- Parents will be contacted asked 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 will follow the uncollected child procedure.

## **17. Lettings**

The school recognises that its premises are valuable to the local community and is pleased to let the premises out to local organisations to deliver the following extended services:

- Parenting support and family learning
- Swift and easy access to targeted and specialist support services, such as speech and language therapy
- Community access to facilities including adult learning, ICT, and sports facilities

The governing board will have overall responsibility for the management of lettings.

When letting out the premises, the school will ensure that any letting arrangements do not interfere with the primary activity of the school to provide a high-quality education and safe teaching environment.

All hirers using the school premises to work with children, regardless of whether the children are on the school roll or not, will be expected to abide by the school's safeguarding arrangements. The school will ensure that safeguarding requirements are communicated with the hirer prior to letting. This will be included **in the school's hire agreement document**.

Hirers will be expected to adhere to the DfE's 'After-school clubs, community activities and tuition: safeguarding guidance for providers'.

All lettings will be managed in line with the school's Lettings Policy.