



**Learning Together, Aiming High, Proud to be Ourselves**

**POLICY NAME: Extended Schools Policy**

**DATE ADOPTED: 3<sup>rd</sup> December 2019**

**DATE GOVERNORS AGREED POLICY: 3<sup>rd</sup> December 2019**

**REVIEW PERIOD: 3 year**

**REVIEW RECORD: Next review date November 2022**

### **After school clubs**

All staff working after school clubs will hold an enhanced DBS check.

### **Arrivals and Departures**

John Ray Infant School recognises that the safe arrival and departure of the children in our care is paramount. The lead professional at the club will ensure that an accurate record is kept of all children in the club, and that any arrivals or departures are recorded in the register. The register is kept in an accessible location on the premises at all times. In addition we conduct regular headcounts during the session.

### **Escorting children to After School Clubs**

The children in each class will be escorted to the venue of the club by a member of staff and handed personally to one of the staff members running the club.

If a child is booked into an after school club but is not present at handover, club staff will check whether the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the School Office who will follow Missing Child procedures.

Children will be brought to Early Birds Breakfast Club by their parent/carer. The entrance is the hall door near the car park.

### **After School Care – Tiddly Winkers**

To register for our after school care service, parents / carers are to complete the booking form and calendar in advance and hand it into the school office.

The club is held in the small hall from 3pm – 5.45pm and the children receive a drink, homemade biscuit; and a light snack of sandwiches and fruit for the later pick-ups. Children are to be collected from the small hall at the door to the left hand side of the school car park. Parents / carers are asked to refrain from using the staff car park before 4.30pm.

Junior School pupils attending our After School Care Tiddly Winkers will be collected by 3.10pm by a named member of Infant School staff. It is the responsibility of the parent / carer to inform the Junior School that an Infant member of staff is collecting their child/ren.

### **Arrivals**

Our staff will greet each child warmly on their arrival at the Club and will record the child's attendance in the daily register straightaway.

### **Departures**

Children at after school clubs can only be collected by an adult who has been authorised to collect them on their school contact details form. The child's parents or carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child.

If they have any concerns regarding departures, the lead professional will contact a member of the School Office team or a member of the Senior Leadership team in order to contact the main parent or carer for confirmation. The parent or carer must notify the club if they will be late collecting their child. Children will not be allowed to leave the club unaccompanied.

At the end of Early Birds Breakfast Club, a named member of staff will escort Year 1 and Foundation Stage pupils to their classrooms.

A named member of staff will wait with the Year 2 children in the hall until their teachers collect them.

### **Absences**

If a child is going to be absent from a session, parents must notify the club in advance.

**Refunds are only given in exceptional circumstances.**

### **Health and Safety**

All staff of school clubs must follow Health and Safety procedures set out by the school.

They will be aware of the Fire Safety procedure.

### **First Aid**

There will be a trained First Aider present at every club run by outside providers as a letting, or on the premises for every school-run club. First Aid administered will be recorded in the First Aid record book and parents/carers will be notified. Staff will follow procedures in the school First Aid policy.

Medication will not be administered by after school club staff. In case of exceptional circumstances, the SENCo will arrange for a healthcare plan and procedure to be drawn up.

### **Related policies**

The following policies should be referred to when running clubs at John Ray Infant School:

- Child Protection Policy
- Behaviour Policy
- Anti-bullying Policy
- Charging and Remissions Policy
- Complaints Policy
- Single Equality Policy
- Health and Safety Policy
- First Aid Policy
- E-safety Policy

### **Clubs run by outside providers**

All staff working within an out of school club will hold an enhanced DBS check.

Club providers will have in place clear procedures for arrival, registration, departure, first aid, behaviour, Child Protection and Health and Safety.

Providers will be given a clear induction into the premises and complete a Hire Agreement Form.

Approved by Governors .....

Date.....