



Love ~ Respect ~ Shine

Extended Services Policy

Version	Author	Policy approved by	Approval date	Review date	Changes made?
V1	P.Glynn	Full Governing Body	July 2021	July 2022	

Statement of intent

Cheadle Catholic Infant 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.

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 children in years Reception to Year 2, allowing parents more flexibility with their working hours.

The clubs cater for up to 50 children at a time, ensuring that there is a staff to child ratio of 1:15 at all times.

The school also provides 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.

Extracurricular sports clubs may include provision by external providers – appropriate safeguarding procedures will be followed with regards to these

1. Legal framework

- 1.1. This policy has due regard to relevant 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 (2018) 'Health and safety: responsibilities and duties for schools'
 - [Updated] DfE (2020) 'Keeping children safe in education'
 - DfE (2016) 'Wraparound and holiday childcare'
- 1.3. This policy is used in conjunction with the following school policies and procedures:
 - Accident Reporting Procedure Policy
 - Supporting Pupils with Medical Conditions Policy
 - Anti-Bullying Policy
 - EYFS Policy
 - Complaints Procedures Policy
 - Health and Safety Policy
 - Behavioural Policy
 - Fire Evacuation Plan
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2. Wraparound childcare

- 2.1. Wraparound childcare is defined as childcare provided before and after school which runs from 7.30am until 6pm.
- 2.2. The charges for wraparound 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.
- 2.3. If the school is unable to provide the service, parents are signposted to the local Family Information Service for up-to-date information about alternative childcare services in the area.

3. Roles and responsibilities

- 3.1. The governing board will:
 - Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school.
 - Hold the headteacher and SBM to account for the performance of the childcare services.
- 3.2. The headteacher will:
 - 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.
- 3.3. The SBM will:
 - Determine the financial viability and practicalities of the 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. in-house, blended or externally-run.
 - 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 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.
 - Review and update facilities management policies and procedures to ensure that they cover the childcare service, e.g. cleaning, maintenance and security.

- Ensure that any food provided is consistent with the school's Healthy Eating Policy
- Where requested, report to the governing board on the financial performance of the childcare service.

3.4. 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 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.

3.5. The DSL 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 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.

4. Admissions and fees for breakfast club & CASCADE after school club.

4.1. 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 following cases are prioritised:

- Siblings of pupils already attending the Infant or Junior clubs
- Children of Junior or Infant School staff

4.2. Pupil premium may be used to enable disadvantaged pupils to access wraparound childcare

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

4.4. Before registration, parents are given the following information:

- The availability of places
- Club Handbook
- Complaints Procedures Policy
- The school's privacy notice

4.5. Parents are required to complete and return the following forms before children attend the clubs:

- Registration form

- Medical form
- Parent contract
- Booking form

4.6. The standard daily fee for attending the breakfast club is £4.50, the after-school care club (CASCADE) is £5.50/ £7.50 or £12.50 depending on duration of care.

Sport's Club payments are made directly to the sport's coach.

4.7. The following conditions are also in place:

- All fees must be paid half termly in advance following an email of invoice from school.
- Fees for breakfast club and after school club (CASCADE) must be paid by our online Sims payment system or an accepted or approved Childcare Voucher Scheme.
- No place will be given without prior payment
- Due to the need to pay and book places in advance so that levels of staffing can be organised, breakfast club and CASCADE after school club will be unable to offer a refund if a child does not attend unless 48 hours notice is given via email (admin@cheadle-inf.stockport.sch.uk) or telephone (0161 4858733).

4.8

- Cancellation by Breakfast Club/ Cascade After School Club:

In the event of a school closure due to lockdown, adverse weather conditions or problems with the building eg no water or heating a 'credit' or refund will be made in respect of any days cancelled by breakfast or after school club

4.9

- Penalty Charges;

Parents who are late collecting their child/ren will incur a penalty charge of £5.00 per child for every 15 minutes they are late. (ie. If you have two children and are 15 minutes late, you will incur a late charge of £10) after the official closing time of 6pm. This penalty charge must be paid on the spot to the After School Club Coordinator.

5. Extracurricular clubs and activities

- 5.1. A range of sporting opportunities are provided to pupils to promote a healthy lifestyle and support pupils' wellbeing, such as multi skills, dodgeball and football.
- 5.2. All clubs are available to Year 1 & Year 2, ensuring that pupils are given the opportunity to interact with others who have similar interests, rather than always being with classmates or small groups.
- 5.3. The staff to pupil ratio for extracurricular clubs and activities is 1:30.

- 5.4. Pupils partaking in the club/activity are registered at the beginning and end of the session in order to ensure that nobody is missing.
- 5.5. All extracurricular clubs and activities follow the same procedures and protocols as the school's extended services.
- 5.6. 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.
- 5.7. Appropriately trained members of staff partake in clubs and activities where SEND provision is needed.
- 5.8. Extracurricular clubs do not discriminate against pupils with SEND.
- 5.9 Sport's clubs do not accept vouchers.
- 6.0 Fees for sport's clubs must be paid directly to the sport's coach via transfer.

6. Arrivals and departures

- 6.1. 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 Club

- Parents drop their child off at the main school door for breakfast club.
- At the close of breakfast club a member of the school staff will collect pupils from the breakfast club and escort them to their respective classes.
- The staff member collecting the pupils will be informed of any pupils that did not attend the breakfast club as expected; the school will follow its Attendance Policy if the whereabouts of those pupils remain unknown after registration is called.

CASCADE after-school club

- Reception, Year 1 and Year 2 pupils will be escorted to the school hall by their class teachers and recorded in the after-school club's register upon arrival.
- Parents will collect children from the main school door. They will ring the CASCADE after school club bell and a member of staff will sign out the child/ children and bring them to their parents.

7. Missing child procedure

- 7.1. The school has procedures in place to ensure the safety and wellbeing of all the children in the school's care.
- 7.2. The school ensures it holds at least two emergency contacts for each pupil registered at the club.
- 7.3. All staff are informed of the missing child procedure as part of their induction.
- 7.4. 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

- 8.1. Staff members do their best to ensure effective communication between clubs and parents. If a parent is up to 15 minutes late, the following procedures are followed:
 - The parent is reminded that they must notify a member of staff if they are running late
 - The parent is warned that repeated late arrival will result in penalty fees
- 8.2. If the parent is over 15 minutes late, the following procedure is followed:
 - A member of staff attempts to contact the parent 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 one member of staff
 - When the parent arrives, they are issued with a penalty notice of £5 per 15 minutes that they were late collecting their child.
- 8.3. If the parent is more than 30 minutes late, the following procedures are followed:
 - 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.

9. Health and safety

9.1. 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. Illness and injury

10.1. In the event of illness or injury, the school will act in accordance with the Accident Reporting Procedure Policy, and the First Aid Policy.

10.2. All members of staff who are trained in first aid 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

10.3. 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

11. Medication

11.1. Members of staff always act in accordance with the school's Medical Needs Policy

11.2. Members of staff are aware of the importance of administering prescribed medication to children. The school and its clubs 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 are checked to see if the medication has been approved by the parent.
- When a member of staff administers medication, another member of staff witnesses the process.
- Details of the process are recorded on the child's medication form.

- If a child refuses to take the medication, the member of staff does not administer it. The parent is 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 are recorded on the medical forms. Parents are required to sign the forms again before any change in procedure.

12. Behaviour

- 12.1. The school's wraparound childcare services are subject to the existing Behavioural Policy; disciplinary issues are reported to the parents of the child.
- 12.2. Repeated breaches of the Behavioural Policy may result in the child being barred from attending the clubs.
- 12.3. Any outstanding fees paid by the parent are returned if a child is barred from attending the clubs.

13. Anti-Bullying Policy

- 13.1. The school has a strict Anti-Bullying Policy which is implemented at all times.
- 13.2. If bullying is reported, it is noted and investigated by a member of staff, reported to the headteacher and the parents of both children are informed.
- 13.3. 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 child 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, and incidents are recorded and investigated.
- 13.4. 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.

14. Emergency evacuation/closure

- 14.1. In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.
- 14.2. 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
 - A member of staff collects the 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
- 14.3. If a child has not been collected after undergoing the emergency procedure, members of staff follow the uncollected child procedure.

15. Monitoring and review

- 15.1. This policy is reviewed every year by the headteacher and the SBM.
- 15.2. The scheduled review date for this policy is July 2022.