

Clitheroe St James' C.E. Primary



All Children Can Succeed

Extended Services Policy for Jimmys Out of School Club

April 2019

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Statement of intent

Clitheroe St James' C.E. Primary 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 before and after school childcare service. Jimmys Out of School club is available to children aged 4 to 11, allowing parents more flexibility with their working hours.

The clubs cater for up to 40 children at a time, ensuring that there is a staff to child ratio of 1:10 at all times.

All activities are conducted to the same high standard as that of the educational provision.

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'
 - DfE (2018) '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:
 - Supporting Pupils with Medical Conditions Policy
 - Complaints Procedures Policy
 - Health and Safety Policy
 - Behavioural Policy
 - Fire Evacuation Plan

2. Wraparound and holiday childcare

- 2.1. Wraparound childcare is defined as childcare provided before and after school which runs until 6pm.
- 2.2. Holiday childcare is defined as childcare which is provided during school holidays.
- 2.3. Parents have the right to request that the school considers the provision of wraparound and holiday childcare for children in reception up to Year 6.
- 2.4. Where there is demand, the school may provide wraparound and holiday childcare services for children under the age of 5-years-old, but it is not obliged to do so.
- 2.5. The charges for wraparound and holiday 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.
- 2.6. The process for handling requests from parents is as follows:
 - Parents are informed of their right to request wraparound and holiday childcare, the timetable for the process and the correct process they are expected to follow when making requests

- Parents are informed of the threshold for considering requests – this is ten requests
 - The demand for a childcare service is calculated
 - Where the threshold is reached, the headteacher will discuss with the LA and consult with the governing board to decide whether the school will provide the service
 - Within eight weeks from the count of the number of requests, parents are informed of the school's decision, including the number of requests received and the reasons behind the decision
- 2.7. Parents may exercise their right to request that the school considers the provision of childcare during the last two weeks of every term; requests made outside of this time period are not considered.
- 2.8. Parents are advised to submit written requests or emails describing the type of service they require, the times of day when the provision is required and the age of their children.
- 2.9. All requests from parents are recorded and dated, and stored in the main office in accordance with the school's Data Protection Policy.
- 2.10. The school is permitted to refuse to provide the service only under the following circumstances:
- There is a lack of a suitable space
 - There is a lack of demand from parents
 - The school is unable to make arrangements with partner organisations
 - A similar service is already available and can be used without difficulty
 - The school has been placed in special measures
- 2.11. Where the school opts to provide the service, parents are informed of the allocation of places with six weeks notice.
- 2.12. 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:
- Maintain strategic oversight of how the 'right to request' process is working.
 - Provide support to the headteacher in deciding whether the school should provide additional childcare services.
 - Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school.
 - Hold the Headteacher, SBM and Club Leader to account for the performance of the childcare services.

3.2. The headteacher will:

- Discuss with the LA and consult with the governing board about the viability of any new childcare service.
- Consult with church trustees as to whether childcare services can be provided on the school site.
- 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 provision 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 the appropriate insurance is in place for any new childcare service.
- Implement an appropriate payment system for the childcare service.
- Purchase materials and equipment for the childcare service.
- 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 the provider is registered with Ofsted.
- Where requested, report to the governing board on the financial performance of the childcare service.
- 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.

3.4. The SENCO will:

- 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.
- Ensure that any reasonable adjustments are made to allow disabled children access to the childcare service.

3.5. The Club Leader will:

- Plan, develop and review activities within the provision,
- Leading the out of school club team,
- Administer the fees payment systems,
- To plan, deliver and evaluate a programme of high quality play opportunities in a safe environment
- To be responsible for implementing Safeguarding and Health and Safety policies and procedures
- To ensure the EYFS requirements are met
- To liaise with parents to enable the effective operation of the Club
- To manage Club staff and volunteers, taking responsibility for induction, allocation of work and training and supervision
- To administer basic/paediatric first aid where appropriately trained.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken
- To maintain registers of attendance/absence and other child records
- To undertake all clerical and financial administrative tasks for the Club, including managing petty cash, postage, banking, budget reconciliation
- To assist in Club marketing and promotion.
- Contributing to the planning, development and delivery of the Club.
- Maintaining stock and ordering supplies, and the distribution and storage of stock.

3.6. 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. Opening Hours

4.1. Jimmys' opening hours are as follows:

- AM 7.30 – 8.40am
- PM 3.15 – 6.00pm

4.2. Prior to Christmas and Summer holidays, the last session will be the morning session of the last day in school; there will be no afternoon session on the last day of term.

5. Admissions and fees

5.1. 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 school

- Pupils who attend the school
- 5.2. The staff to child ratio for our school's wraparound services is 1:10.
- 5.3. Parents are required to complete and return the following forms before children attend the clubs:
- Registration form
 - Parental Agreement
 - Medical form
 - Booking form
 - Photo permission form
- 5.4. A fee of £3.00 must be paid on registration.
- 5.5. The standard daily fee for attending the breakfast club is £3.50, the after-school care club is £6.00. The following conditions are also in place:
- All fees must be paid in advance
 - Fees can be paid by electronic transfer
 - 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
 - The deadline for cancelation of places is 4.30pm on the previous day.
 - There is a fee of £10 per child for the late collection of children

6. Arrivals and departures

- 6.1. The school is fully committed to the safety and security of all the children in Jimmys Out of School Club; 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 breakfast club.
- A member of Jimmys staff will take pupils from the breakfast club and escort them to their respective classes.

After-school club

- KS1 pupils will be collected from class by a member of Jimmys staff.
- The collection point for KS2 pupils is the KS2 Hall.
- A member of staff from the after-school club will wait at the collection point until 10 minutes after the school day ends.
- If a pupil arrives at the collection point, but is not on the register, a staff member will check with the school and the parent.
- Where there are children booked to attend the club, but they have not arrived, the club will call the children's parents immediately.

- Where parents cannot be contacted, and the whereabouts of any children remains unknown, the club will follow the procedures outlined in section 8 of this policy.

6.2. The school has the following procedures in place for when children leave an after-school or holiday club:

- 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.
- 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.

7. Involving parents

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

- Parents are invited to visit the facilities before their child attends.
- All the club's policies are available on the school's website, and hard copies are also available upon request.
- All members of staff take note of information from parents that could affect the happiness and wellbeing of their child.
- Parents 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. The school has procedures in place to ensure the safety and wellbeing of all the children in the school's care. 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 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, the police and the parents of the child are informed.
- The search for the child continues until the police arrive.
- The Headteacher, SBM or Club Leader liaises with the police and the parents of the child.

9. Uncollected children

- 9.1. 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 issued with a penalty fee of £10.
- 9.2. 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 two members of staff
 - When the parent arrives, they are issued with a penalty notice of £10.
- 9.3. 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
 - If the child has left the premises with the local social care team, a note is left on the door to the club informing the parent of the child's location. A contact number and address is displayed.

10. Health and safety

- 10.1. 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.

11. Illness and injury

- 11.1. In the event of illness or injury, the school will act in accordance with the Accident Reporting Procedure.
- 11.2. A paediatric first aid trained member of staff must be on site at all times.
- 11.3. All staff 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
- 11.4. 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

12. Medication

- 12.1. Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and individual care plans.
- 12.2. 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.

13. Behaviour

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

14. Anti-Bullying

- 14.1. The school has a strict Anti-Bullying Policy which is be implemented at all times.
- 14.2. Any child who is the victim of bullying is supported in a sympathetic and friendly manner.
- 14.3. If bullying is reported, it is noted and investigated by a member of staff and the parents of both children are informed.
- 14.4. The school defines bullying as repeated harassment of others, including psychological, physical, verbal, sexual or emotional abuse.
- 14.5. 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.

15. Emergency evacuation/closure

- 15.1. Jimmys will only close in exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses.
- 15.2. 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 – currently, this is KS1 Playground.
 - 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

- 15.3. If a child has not been collected after undergoing the emergency procedure, members of staff follow the [uncollected child procedure](#).
- 15.4. In the event of closure prior to the start of the club, parents will be notified by teachers2parents.

16. Monitoring and review

- 16.1. This policy is reviewed annually by the Governors Commercial Services Committee.
- 16.2. The scheduled review date for this policy is March 2020.