



# **Beaver Road Primary School**

## **Extended Services Policy**

**Date reviewed: October 2024**

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## **Contents:**

### Statement of intent

1. [Legal framework](#)
2. [Extended school & holiday childcare](#)
3. [Roles and responsibilities](#)
4. [Booking and fees](#)
5. [Arrivals and departures](#)
6. [Involving parents](#)
7. [Missing child procedure](#)
8. [Uncollected children](#)
9. [Health and safety](#)
10. [Illness and injury](#)
11. [Medication](#)
12. [Behaviour](#)
13. [Emergency evacuation/closure](#)
14. [Extended School Contract](#)

### **Statement of intent**

Beaver Road Primary 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 extended school and holiday childcare service. All breakfast, after-school and holiday clubs are made available to children aged 3 to 11, allowing parents more flexibility with their working hours.

The after school club caters for up to 60 children at a time at the Junior School and up to 100 children across the First School.

The breakfast club caters for up to 90 children at a time at the First School, with an escorted transfer to the Junior School for Year 4 to Year 6 children.

The holiday club caters for up to 38 children at a time at the First School.

All extended school and holiday childcare will ensure that there is a staff to child ratio of 1:15 at all times for children aged 4 to 11 and 1:8 for children aged 3.

The school also provides numerous 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.

## 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 (2024) '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
- Supporting Pupils with Medical Conditions Policy
- Anti-Bullying Policy
- EYFS Policy
- Complaints Procedures Policy
- Health and Safety Policy
- Behavioural Policy
- Fire Evacuation Plan
- Code of Conduct
- Charging and Remissions Policy
- Packed Lunch Policy
- Safeguarding Policy

## 2. Extended school and holiday childcare

2.1. Extended school is defined as childcare provided before and after school, which runs from 7:35am until 6pm.

2.2. Holiday childcare is defined as childcare, which is provided during school holidays and runs from 8:30am until 5pm.

2.3. The charges for extended school 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.

- 2.4. All information on our extended school and holiday childcare services are advertised on our school website under 'Parent Information; and 'Extended School Provision'. Parents can also request information through the School Office.
- 2.5. All parents and carers must complete a registration form in order to access our extended school or holiday childcare services. A registration fee is applicable when registering your child for this service. Forms are available on our school website or from the School Office. Registration forms can take up to five working days to process and add to our booking system. All parents and carers will be asked to sign an extended school contract, detailing the terms and conditions of use.
- 2.6. All places at the extended school or holiday childcare service is on a first come first served basis.
- 2.7. The school reserves the right to limit places based on need.
- 2.8. Information is stored in accordance with our Data Protection Policy.

### **3. Roles and responsibilities**

3.1. The Governing Board will:

- Monitor the overall implementation of this policy.
- Review this policy, in conjunction with the Headteacher to ensure its effectiveness.

3.2. The Headteacher will:

- Review this policy, in conjunction with the Governing Body to ensure its effectiveness.
- Monitor the financial viability of the service.

3.3. The SBM will:

- Determine the financial viability and practicalities of the service and offer evidence-based recommendations to the Headteacher as to whether the school should provide the service and how it should be delivered.
- Overseeing the extended school service.
- Implement an appropriate payment system for the extended school service.
- Along with the Extended School Manager, recruit any additional staff required for the extended school service.
- Where requested, report to the governing board on the financial performance of the extended school service.

3.4. The Extended School Manager will:

- Be responsible for the day-to-day running of the service.
- Ensure that the appropriate risk assessments have been undertaken in respect of the extended school service.
- Purchase materials and equipment for the extended school service.
- Market the extended school service on various channels.
- Maintain financial records for the extended school service.
- Manage any complaints relating to the extended school service.
- Line manage the extended school service's staff.
- Ensure that any reasonable adjustments are made to allow disabled children access to the extended school service.

## **4. Bookings and fees**

4.1. All places are subject to availability and allocated on a first come basis.

4.2. All parents and carers must complete a registration form in order to access our extended school or holiday childcare services. A registration fee is applicable when registering your child for this service. Forms are available on our school website or from the School Office. Registration forms can take up to five working days to process and add to our booking system. All parents and carers will be asked to sign an extended school contract, detailing the terms and conditions of use.

4.3. All bookings, whether for the half term or short term, must be completed by 2pm the day before the desired session.

4.4. Places are released on a half termly basis, becoming available to book on School spider on Monday of the final week of each term.

4.5. The current price list for our clubs can be found on the school website and also on School Spider. The following conditions are in place:

- A £5.00 administration/registration fee is required for all our new pupils.
- All fees must be paid in advance at the time of booking.
- Fees are to be paid via School Spider.
- The clubs accept childcare vouchers.
- No place will be given without prior payment.
- Fees are charged if attendance is booked and the child does not attend.
- No refunds due to illness, absence or holidays. In the event of a cancellation being made by us then a refund will be offered.
- Four weeks written notice is required should you wish to change any booked sessions or leave the extended school club. Anything paid for beyond the four week notice period will be refunded.

- Notice must be given in writing to the School Office or the Extended School Club Manager; this is acceptable via email or in writing.
- There is a fee of £10 per 10 minutes for the late collection of each child.
- The school reserves the right to refuse or put on hold a place until any fines or arrears are paid in full.

## 5. Arrivals and departures

5.1. The school is fully committed to the safety and security of all the children in its extended school and holiday childcare services; therefore, several procedures are in place for when children arrive for our extended school services:

### **Breakfast clubs**

- Parents drop their child off at the breakfast club.
- Attendance is recorded in the breakfast club's register.
- A member of the school staff will collect pupils from the breakfast club and escort them to their respective classes.

### **After-school clubs**

- The collection point is the classrooms for the First School and The Hub room at the Junior School.
- Members of staff from the after-school club collect the children from their classrooms at the First School and a member of staff will be present at The Hub room at the Junior School.
- 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 before turning the pupil away.
- The staff members from the after-school club will escort the children at the First School to the rooms used for after school services.
- Where there are children booked to attend the club, but they have not arrived, a member of staff will check to see if they have been absent from school during the day and contact the parent/carer if deemed missing.
- Where parents cannot be contacted, and the whereabouts of any children remains unknown, the club will follow the procedures outlined in Section 7 of this policy.

### **Holiday clubs**

- Parents drop their child off at the holiday club.
- Attendance is recorded in the holiday club's register.

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

- Parents will complete a registration form to access the service, on this form they will give the following information:
  - The names and contact numbers of any individuals authorised to collect their children from the club on their behalf.
  - Their relationship to the child.
  - A password for the child to be released to an authorised person.
- At the end of the after-school club, a member of staff will sign the child out before they leave the premises and make a note of who has collected the child.
- 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 8 of this policy.

5.3. Children may be collected at any time from 3.15pm and 6.00pm.

5.4. Children over 10-years-old can leave the premises unaccompanied if written permission is given by the parent.

5.5. Children under 10-years-old are not permitted to leave the premises unaccompanied.

5.6. In the event that you, the parent/carer, are unable to collect then please advise the extended school club of this as soon as possible and arrange for one of your emergency contacts to come to collect your child.

5.7. As part of our safeguarding measures, please note that **passwords will be required for anyone unfamiliar to school staff collecting your child**. This helps ensure that all children are safely dismissed to authorised individuals.

## 6. Involving parents

6.1. 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 parents and carers are required to sign the school's extended school agreement which outlines the terms and conditions of use.
- All the school policies are available on the school's website, and hard copies are also available upon request.

- 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.

## **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 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 two member(s) of staff 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 are informed.
- The search for the child continues until the police arrive.
- The Extended School Manager 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 10 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 their place being withdrawn.
- A penalty notice of £10 per 10 minutes will be added to their account.

8.2. If the parent is over 10 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 per 10 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.
- 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.

## **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 First Aid Policy and Accident and Emergency Procedure.

10.2. First aid trained staff are available in all sessions, and 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.

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 Supporting Pupils with Medical Conditions 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 extended school services are subject to the existing Behavioural Policy; disciplinary issues are reported to the parents of the child.

12.2. All parents/carers are to sign to say they have read and fully understood the extended school agreement, which includes a section on behaviour. This can be downloaded from the school website or a hard copy can be collected from the School Office. Once completed, this is to be returned via email or by hand to the School Office or Extended School Manager.

12.3. Repeated breaches of the Behavioural Policy may result in the child being withdrawn from attending the clubs.

12.4. Any outstanding fees paid by the parent are returned if a child is withdrawn from attending the clubs.

## **13. Emergency evacuation/closure**

13.1. In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs may close.

13.2. 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.

If a child has not been collected after undergoing the emergency procedure, members of staff follow the uncollected child procedure.