



## EXTENDED DAY POLICY AND PROCEDURE

Version	1
Date of latest version	July 2019
Date to be reviewed	July 2020
<b>Changes:</b>	
New policy and procedure	

### **Why has a policy been written?**

The governing body of Ropley CE Primary School took over the running of the Club in September 2019. The registered body is the governing body of Ropley CE Primary School. As the club is part of the school's extended day it will be inspected at the same time as the school is inspected by Ofsted. The school does not need to register the club separately with Ofsted.

### **Aims and Principles**

- To provide a safe and nurturing environment for children before and after the school day
- To ensure that children feel included, secure and valued
- To provide children with supervised play activities that are based on the child's choice and interests.
- Staff will respond to each child's needs and interests through positive interaction.
- To provide food and drink that is suitable for breakfast and a light tea.

### **Who is responsible for the day-to-day running of the club?**

A club leader is responsible for the day-to-day running of the provision. The Headteacher oversees the running of the provision. The Admin team organises the booking and payment procedures.

### **How do we ensure that we fulfil legal requirements?**

We meet the requirements of current legislation pertaining to After School Clubs according to The Children's Act Regulations. The club is monitored every half term by the Headteacher and Governors from Ropley CE Primary School as they are responsible for overseeing the club.

### **How do we safeguard the health and safety of everyone at the club?**

The protection and safeguarding of the child is the first priority and all staff have to have had safeguarding training at the school. At least one member of staff must hold a current paediatric first aid

certificate and all other staff must have a basic first aid certificate or be booked on a course to do basic first aid. The administration of medicines is carried out only under advice and according to school policy.

A First Aid box is clearly identifiable and accessible.

The leader takes steps to promote safety and ensures precautions are taken to prevent accidents. Procedures are in place for recording incidents. Actions are taken to minimise risks, and the premises are kept clean. This is particularly important in the area of food preparation where one member of staff must have possession of a Basic Food Hygiene Certificate.

Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively and will pass information to the Headteacher who is also the DSL.

Children are secure and safe on the premises and children are not able to leave them unsupervised. Children are supervised at **all times**, the definition of supervision being ***within sight or hearing of a member of staff***. Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. Access to the premises is controlled and visitors must sign in.

### **Are the children provided with food and drink?**

Children are provided with adequate food and drink, prepared on the premises by staff. Snacks are healthy and nutritious. Staff are seated with children during meal times and encourage a “family” type atmosphere. At least one member of staff holds a current Basic Food Hygiene certificate and all food and drink complies with dietary and religious requirements and with the school’s status as a “Healthy School”. Parents submit an information form outlining allergies. Fresh drinking water is available to children at all times.

### **What is our policy on Special Needs and Disabilities?**

We are proactive in ensuring that any appropriate action is taken when a child is identified as such. Their welfare and development is promoted so that they have equal access to the play provision. Staffing arrangements are considered to meet the individual needs of children who have special needs. The environment is organised so that these children have equal access to the facilities and activities available. The special needs of children whatever their nature is treated with discretion, sensitivity and above all, confidentiality.

### **What is our policy on equal opportunities?**

Children’s attitudes to others are established during their formative years. At Ropley CE Primary School, we value the cultural diversity of our children, parents and students. The governing body and staff actively promote true equality of opportunity and anti-discriminatory practice for all children. Every one of us should feel respected and valued, and special care should be taken to make sure that the more vulnerable members of our school community have their needs addressed. Resources, activities and at ground level the language and behaviour of staff positively reflect racial, cultural, gender, socio-economic and religious diversity and disability. We provide toys, games and activities to challenge stereotypical roles.

### **GDPR**

Data protection at the club is overseen by the school and is governed by the same policies as the school.

### **What activities can we offer?**

Furniture, equipment and toys are provided for a range of activities. The age of children is considered so that activities are appropriate. Equipment conforms to British Safety Standards. Most sessions are split to include a sit down time having a snack and drink, an outdoor activity and an indoor activity. The

extended school day spaces provide the following areas or resources that will be used on a rotational basis:

- Role play dressing up costumes
- Large and small construction
- Sand box outside
- Writing and drawing with a range of writing and drawing resources
- Making area with access to a choice of natural and man-made resources
- Toys
- Hama beads and other small fine motor activities
- Painting and creative equipment
- Small games consoles (Used for a limited period of time and with parental consent)
- Outside areas such as the playground, school field and MUGA
- The extended school provision uses the hall at the end of every day, which means children can do dance, drama, films and games.

### **What is our policy on behaviour?**

Staff are confident in managing a wide range of children's behaviour including those more challenging children. The expectation will be that children will behave well or certain sanctions will be employed in line with the school behaviour policy. The environment and setting is such that good behaviour is encouraged and any negative behaviour is handled consistently and appropriately.

Staff are trained in dealing with bullying and more serious incidences i.e. of a homophobic, racist or sexist nature, are duly recorded, investigated and dealt with accordingly.

We recognise that high standards are best promoted when everyone (staff, parents and children) have a shared understanding of what is acceptable and unacceptable behaviour. By promoting good behaviour, we can build individual and collective esteem and encourage good personal relationships.

We aim to create an atmosphere where children are able to develop a moral awareness and are sensitive to the needs of others and one in which they will show respect and consideration for other people and property.

We aim to praise and reward positive attitudes to behaviour and to maintain fairness and consistency, whilst encouraging self-discipline.

### **Consequences of poor behaviour**

3.1 If a child at the club behaves in a way that is unacceptable the member of staff with the child will give a warning and explain why the behaviour is not acceptable.

3.2 If the child continues to behave in this way the child will be warned a second time and will be asked to take a 5-minute break from the activity. This will then be logged in the Breakfast Bees or The Hive Behaviour Diary. Behaviour diaries are in all classes across the school and the children understand the importance of them.

3.3 If the child still continues to make the wrong choices or acts in a way that is dangerous or rude then the club leader will be asked to take the child away from the activity. The parent of the child will be told when the child is collected.

3.4 If a parent has to be told more than three times then a meeting will be called between the school and the parents to discuss future attendance at the club and how to prevent the behaviour in future sessions.

In extreme cases, it may be necessary to review the appropriateness of a child's place at either Breakfast Bees or The Hive.

## **Involving Parents**

Parents/carers are the child's first and most enduring educators. When Parents/carers and practitioners work together, the results have a positive impact on the child's development. A successful partnership needs to be a two-way flow of information, knowledge and expertise. We aim to develop this by:

- Operating an "open door" policy, whereby parents/carers can come and discuss concerns and developments in an informal manner, and are able to come and see the extended school in operation to ensure they are happy with where their child is and what he/she is doing.

## **Head Teacher**

The Head teacher's role is to support and challenge the extended school day staff in order to secure the highest quality experience for the reception children at the extended school. The Head Teacher is responsible for the overall running and quality of the extended day provision.

## **First aid**

All staff at the extended school have been first aid trained. At least one member of staff has a paediatric first aid qualification.

## **Admissions**

Breakfast Bees and The Hive are inclusive clubs that welcome children from all backgrounds.

Breakfast Bees and The Hive is only available to children who attend Ropley CE Primary School.

The clubs can accommodate a maximum of 30 children at any one time.

Places are allocated through an online booking system.

Bookings are made in advance and on a half termly basis.

Payment must be made on booking.

Ad hoc bookings can be made but will only be accommodated if space allows and payment is received in advance.

A waiting list will operate if the number of children applying for entry exceeds the places available and will be offered out on a fair and consistent basis.

## **Charges**

### **Advance Bookings (ideally made half a term in advance)**

- Breakfast Bees - £5.00 per session includes breakfast
- The Hive - £10.50 per session includes snack and drinks

### **Ad hoc Bookings (any bookings made with less than 24 hours notice)**

- Breakfast Bees - £6.00 per session includes breakfast
- The Hive - £13.00 per session includes snack and drinks

## **Booking procedures**

- All sessions must be booked in advance using the online booking system for the half term. Payment will be made during this process.
- Additional sessions may be available at short notice, but not guaranteed. Additional sessions where you are giving more than 24 hours notice must still be booked and paid for online. Ad hoc sessions (where you are giving less than 24 hours notice) must be booked via the school office for The Hive and via the Club leader for Breakfast Bees. These ad hoc sessions must be paid for in cash either when you drop your child off (Breakfast Bees) or when you collect your child (The Hive).
- If you have not booked a session and your child arrives we will contact you to collect your child

- If you use childcare vouchers these can be applied during the booking process.
- As this is a school run provision we have no funds available to cover non-payment.
- Registration fees made to AYA will be honoured however bookings from new families will incur a registration fee of £25 per family.
- **We cannot offer refunds for any sessions your child does not attend**

## **Breakfast Bees and The Hive Policy and Procedures for safe arrival and departure**

### **Breakfast Bees 7.30am – 8.40am**

- Pupils must not be left unattended prior to the start of the club
- All pupils must be signed in by a parent or guardian
- Pupils will be escorted to the playground at the start of the school day by a designated member of staff

### **The Hive – End of school day until 6.00pm**

- At the end of the school day (3pm) pupils will be sent to the Outside Classroom by their class teacher to be registered by Extended day staff.

If a child is not there who was expected to attend, the school office must be notified immediately and the 'missing child' policy put into place. This must be completed before 3.15pm.

### **Collection of children from The Hive**

- All children must be collected from the club by the parent/guardian or their nominated representatives
- Parent/guardians must inform the school office if anyone other than their two nominated adults collect their child (details on registration form)
- Children must be collected by an adult (i.e. a person over the age of 18)
- No child will be released into the care of a person for whom the club staff have any concerns
- The person collecting the child will be asked to sign the register, confirming that they have taken the child and at what time.

### **Non-collection of children**

- If a child is not collected from the club at the end of the session, club staff will check with the school office or the club mobile phone for a message
- If no message has been received the parents/guardian or other contacts on the registration form will be telephoned, until a responsible person is found to collect the child.
- Parents/guardian will be charged £5.00 for every 15 minutes they are late after 6.00pm
- If your child is not collected, we will make every effort to contact you. If this is not possible, to ensure your child is safe beyond this time it may be necessary to contact the local authority, e.g. Police or Social services

**Breakfast Bees & The Hive - Registration Form**  
(Please complete both sides)

Child's Name

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Date of Birth

--

Year Group

--

Home Address

--

**First Emergency Contact's Name**

--

Relationship to Pupil

--

Email contact

--

Contact Number(s)

--

Please include home, mobile and work numbers if possible.

**Second Emergency Contact's Name**

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Relationship to Pupil

--

Contact Number(s)

--

Please include home, mobile and work numbers if possible.

Email contact

--

Please list any medical conditions or allergies

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Please detail any dietary requirements or food allergies

(Please specify – for example: allergic to strawberry jam – makes him/her sick!)

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Is your child Asthmatic?

Yes/No

Is their medication kept with them?

Yes/No

Does your child have an EpiPen?

Yes/No

Is their medication kept with them?

Yes/No

Doctor's name, address and telephone number

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I give permission for my child to be taken to hospital/doctors in an emergency if we cannot be contacted.

Signed:

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I agree to abide by the terms and conditions set out in the Policy and Procedure document making payments in advance as stipulated. I understand that non-payment of session fees will affect my child's placement at the club.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_