

# ALBURGH WITH DENTON PRIMARY SCHOOL

## EXTENDED SCHOOLS POLICY



Adopted by the Governing Body: March 2020

Due for review: Spring Term 2023

This document sets out the responsibilities of all those concerned with organising and taking part in Before and After School Clubs at Alburgh with Denton Primary School.

The **Leader's** responsibilities are:

- To collect, complete and return the clubs register to the school office promptly at the start of every session.
- Ensure that the children are appropriately supervised throughout the period of their attendance.
- Ensure that at the end of the Clubs session the participants are handed over to their parents or carers unless written permission is received otherwise. This permission will be attached by the office staff to the register.
- Promote acceptable behaviour by children through their own example.
- Ensure the health and safety of children attending the Club.
- To be aware and understand their responsibilities as outlined by the Health and Safety Policy and Accident & Administration of Drugs Policy.
- Set out and pack away all resources and equipment before and after the club with no disruption to lessons in the school.
- Ensure that all equipment and resources used are appropriate and do not contravene the school's Health and Safety guidelines.
- Ensure that equal opportunities are given and that priority is given to children who haven't participated in a club before if a club is over subscribed.

The **Parent's** responsibilities are to: -

- Enrol their child/ren by sign-up sheet, to a Club of their choice with full payment, if required. This payment is non-refundable.
- Ensure that they understand the attendance procedures for the school's clubs and advise the school office in writing where possible if their child is unable to attend individual sessions as soon as possible.
- Ensure that their child/ren are collected **promptly** at the end of the Club, from the main school entrance hall, and inform the School in writing of any change of collection arrangements.
- Ensure that children have the relevant kit and equipment for each club that they attend, this will be outlined in the booking letter.

The **Children's** responsibilities are to: -

- Understand that the outdoor play area is strictly out of bounds after 3.30pm.
- Change in their classrooms and wait for the Club's leader in the School's entrance hall.
- Tell the Club leader if they need to leave the room/field for any reason
- Behave in the same way that would be expected of them during normal school hours

The **School's** responsibilities are to: -

- Ensure that a full risk assessment is carried out for all activities.

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- Ensure that there is a member of the teaching staff present on the school premises during all Club activities.
- When the registers have been returned to the office the office staff will check for any unexplained absences and make every effort to contact the parents. The member of staff with responsibility for clubs will be notified immediately
- The office staff whilst in school will take the registers and emergency contact details to the muster point in the instance of fire. If a club is still in progress when the office staff leave, these details will be taken to the staff member with responsibility.
- Ensure that all Club staff have undergone the necessary checks for suitability to be involved in a Club for children eg DBS check.
- Ensure that third party insurance is in place to cover the approved activities that are not organised by the School or are on behalf of the School.

### **Accident Procedure**

In the event of an accident occurring during a school club session, the following procedure should be followed:

1. Immediate action taken within health and safety guidelines to remedy any effects of the accident that place the child in significant danger.
2. The duty member of staff must be notified in all cases, including incidents of inappropriate behaviour.
3. The duty member of staff is responsible for administering all first aid unless in the case of emergency.
4. Recording of the accident in the accident book will be completed by the staff member and counter signed by the Club Leader.
5. In minor incidents the club Leader will have responsibility for communicating the details on an incident to parents, for any incident that has resulted in the child sitting out part or all of a session (including behaviour issues) this will be done in conjunction with the duty member of staff.
6. Liaison following the accident with parents or carers and the Head/Bursar.
7. The duty member of staff must report the details of all accidents to the Headteacher for consideration of potential ways future accidents could be avoided.

### **Equipment Maintenance**

Any damage, breakage, loss or area of concern should be reported to the Office/Caretaker, and recorded in the damages list on the clipboard.

It is important that all equipment obtained is checked before use in the club by the leader. It should be:

- Appropriate for the age range;

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- In accordance with British Safety Standards;
- In good working order;
- Safe for use with children.

### **Breakfast Club**

#### **Aims:**

- To support working parents by providing early morning childcare from 7.45am to 8.45am.
- To offer the children the opportunity of having a healthy breakfast at the start of the school day in a safe and friendly environment.

#### **Ground Rules:**

1. The breakfast club will be run by staff at Alburgh with Denton Primary School.
2. The club will provide a healthy breakfast and activities to assist learning e.g. doing homework, reading, drawing, playing board games. Children will not be allowed to leave the breakfast club room to play outside unsupervised.
3. Staff will be responsible for the care and management of children, treating them with respect at all times.
4. The club will comply with environmental health food safety standards.
5. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
6. All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other.
7. Children who do not behave well or do not show respect for staff or each other will be banned from the club – either permanently or temporarily depending on circumstances.
8. The Club will operate for children attending Alburgh with Denton Primary School only. Membership of the club is available to children when they start in Reception.
9. The charge of £2.50 covers the cost of care and a simple breakfast of toast, cereal, a drink and fruit. Parents will be given one month's notice of any increase in fees. All fees must be paid on the day or can be paid in advance if you wish. The school reserves the right to exclude a child if fees are not paid.
10. At 8.45am children will be released into the playground to line up.
11. Parents are asked to keep the school informed of any change of emergency contacts via the school office.
12. In the event of a parent wishing to make a complaint, this should be made in the first instance to the member of staff organising the club. If a parent is still concerned then the school Complaints policy should be followed.