



**Bishop  
Hogarth**

Catholic Education Trust

# Extended Services Policy

**Document Management:**

Date Policy Approved:	October 2021
Date Policy Amended	November 2023
Date Reviewed:	
Next Review Date:	October 2024
Version:	1.0
Approving Body	Standards Committee

## **Statement of intent**

St Joseph's Catholic 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 wraparound and holiday childcare service. Breakfast, after-school and holiday clubs are made available to children aged 3 to 11, allowing parents more flexibility with their working hours.

The clubs cater for up to 30 children at a time, ensuring that there is a staff to child ratio of 1:30 at all times.

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.

Wraparound and holiday childcare, and extracurricular clubs and activities, 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'
  - 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:
  - Supporting Pupils with Medical Conditions Policy
  - First Aid Policy
  - Complaints Procedures Policy
  - Health and Safety Policy
  - Student Behaviour and Discipline 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 or later.
- 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. Parents have the right to request that the school considers the provision of wraparound and holiday childcare for children in Years 7 to 9.

- 2.6. Where there is demand, the school may provide wraparound and holiday childcare services for pupils up to Year 11, but it is not obliged to do so.
- 2.7. 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.
- 2.8. 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 five 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 Local Governing Committee and The Trust 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.
- 2.9. Parents may exercise their right to request that the school considers the provision of childcare during the first two weeks of every term; requests made outside of this time period are not considered.
- 2.10. 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.
- 2.11. All requests from parents are recorded and dated, and stored in the main office in accordance with the school's Data Protection Policy.
- 2.12. 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.
- 2.13. Where the school opts to provide the service, parents are informed of the allocation of places during the third week of every term.
- 2.14. 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 Local Governing Committee 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 new 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 and school business manager to account for the performance of the childcare services.

3.2. The Headteacher will:

- Discuss with The Trust and consult with the governing board about the viability of any new childcare service.
- Work with the Trust to recruit any additional staff required for the childcare service and line manage the childcare service's staff.
- Report to the governing board and The Trust on the performance of the childcare service.
- Manage any complaints relating to the childcare service.

3.3. The School Business Manager will:

- Determine the financial viability and practicalities of any new childcare service and offer evidence-based recommendations to the headteacher and the Trust 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 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.
- Ensure that any reasonable adjustments are made to allow disabled children access to the childcare service.

For In-house provision the School Business Manager will also:

- Ensure that employment contracts are revised for school staff working at 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.

For Blended and externally-run provision the School Business Manager will also:

- Assess prospective childcare providers and offer evidence-based recommendations to the as to which would be the most suitable.
- Ensure that the provider is registered with Ofsted.
- Manage contracts, including putting in place the appropriate service level agreements, break clauses, and exit strategies with external providers.

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.
- For an In-house provision, 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.
- For blended and externally run provision, ensure that providers have clear equal opportunities policies and procedures in place.

3.5. The Designated Safeguarding Lead will:

For an In-house provision:

- 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.

For blended and externally run provision:

- Ensure that providers have clear policies and procedures in place to safeguard children.
- Obtain written confirmation from the external provider confirming that enhanced DBS (with barred list) certificates have been obtained for staff working at the childcare service.

## **4. Dealing with requests from external childcare providers**

4.1. The school records all requests from providers, informing them of the timetable for processing requests. The school adheres to the following steps:

- A meeting is arranged with the provider to discuss their proposal
- The demand for the provision is established
- The practicalities of establishing the provision are identified

- 4.2. Requests from providers who already offer childcare services to the school are considered.
- 4.3. The school assesses whether the current providers can establish the provision, and then reviews the proposal in the same manner as other requests.
- 4.4. The school is permitted to reject a proposal from a childcare provider under the following circumstances:
  - The provision is unsuitable
  - The information provided is insufficient
  - Value for money cannot be guaranteed
  - The quality of the provision is inadequate
  - There is a lack of capability to deliver the provision
- 4.5. The school informs the external provider of their decision within eight weeks of the submission of the proposal.
- 4.6. When the school accepts a proposal, they agree a plan with the external provider which describes how the provision will be established.
- 4.7. The school ensures that a clear framework is established for the delivery of the provision, which includes the following information:
  - Aims and objectives
  - A description of the childcare service
  - Pricing information
  - Arrangements for marketing and informing parents

## **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
  - Children living in the area who attend other schools
  - Siblings of children living in the area who attend other schools
- 5.2. The pupil premium may be used to enable disadvantaged pupils to access wraparound and holiday childcare.
- 5.3. The staff to child ratio for our school's wraparound services is 1:30. When activities involve leaving the school premises, this ratio changes to 1:10.
- 5.4. Parents are required to complete and return the following forms before children attend the clubs:

- Registration form
  - Medical form
  - Parent Agreement
  - Booking form
  - Photo permission form
- 5.5. The standard daily fee for attending the breakfast club is £2.50 per child and the after-school care club is £2.00 per child, per hour. The following conditions are also in place:
- All fees must be paid weekly
  - No place will be given without prior payment
  - Fees are charged if attendance is booked, and the child does not attend
  - There is a fee of £10 per hour for the late collection of children

## **6. Extracurricular clubs and activities**

- 6.1. A wide variety of extracurricular activities are offered with the aim of developing pupils' life skills– these are not the same as wraparound care.
- 6.2. Extracurricular activities are also used to prepare pupils for further education and professions, as well as give pupils the chance to explore things which they've never encountered by exploring beyond the national curriculum.
- 6.3. A range of opportunities are provided to pupils to promote a healthy lifestyle and support pupils' wellbeing, such as drama club to develop pupils' confidence and sporting activities to encourage teamwork.
- 6.4. All clubs are available to a mix of age groups, ensuring that pupils are given the opportunity to interact with others who have similar interests, rather than always being with classmates or small groups.
- 6.5. Where possible, the school links extracurricular activities to work experience and volunteering in order to help prepare pupils for further education.
- 6.6. In order to ensure that pupils' interests and needs are met, pupils are given the opportunity to contribute to the planning of extracurricular clubs and activities.
- 6.7. Extracurricular clubs and activities are provided free of charge, except for the cost of personal or specialist equipment.
- 6.8. All clubs and activities follow a first come, first served policy in relation to admissions. When all the places have been filled, new applications are placed on a waiting list.
- 6.9. Extracurricular clubs are organised, managed, and conducted in accordance with the school's existing policies.



- 6.10. Pupils partaking in the club/activity are registered at the beginning and end of the session in order to ensure that nobody is missing.
- 6.11. All extracurricular clubs and activities follow the same procedures and protocols as the school's extended services.
- 6.12. 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.
- 6.13. Appropriately trained members of staff partake in clubs and activities where SEND provision is needed.
- 6.14. Extracurricular clubs do not discriminate against pupils with SEND.

## **7. Arrivals and departures**

- 7.1. 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 clubs**

- Parents drop their child off at the breakfast club.
- Attendance is recorded in the breakfast club's register; the parents of any pupil who was booked to attend, and is not present when the register is called, are contacted immediately.
- 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.

### **After-school clubs**

- The collection point is the hall.
- A member of staff from the after-school club will wait at the collection point until 10 minutes after the school day ends.
- Nursery, Reception, Year 1 and Year 2 pupils will be escorted to the collection point by their class teachers and recorded in the after-school club's register upon arrival, whilst older pupils will find their own way. 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.
- 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 9 of this policy.

### **Holiday clubs**

- Parents drop their child off at the holiday club.
- Attendance is recorded in the holiday club's register; the parents of any child who was booked to attend and is not present when the register is called are contacted immediately.

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

- Upon registration, parents will complete an Authorised Person Information Collection Form, which outlines:
  - The names and contact numbers of any individuals authorised to collect their children from the club on their behalf.
  - Brief descriptions of each authorised individual.
  - A password for each authorised individual.
- 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 half an hour 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 10 of this policy.

7.3. Children in year 6 can leave the premises unaccompanied if written permission is given by the parent.

7.4. Children in nursery to year 5 are not permitted to leave the premises unaccompanied.

## **8. Involving parents**

8.1. 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.

## **9. Missing child procedure**

- 9.1. The school has procedures in place to ensure the safety and wellbeing of all the children in the school's care.
- 9.2. The school ensures it holds at least two emergency contacts for each pupil registered at the club.
- 9.3. All staff are informed of the missing child procedure as part of their induction.
- 9.4. 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 1 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 15 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.

## **10. Uncollected children**

- 10.1. 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 penalty fees
- 10.2. 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 at least two members of staff
  - When the parent arrives, they are issued with a penalty notice of £10 per hour that they were late collecting their child.

10.3. 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 are displayed.

## **11. Health and safety**

11.1. 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.

## **12. Illness and injury**

12.1. In the event of illness or injury, the school will act in accordance with the Accident Reporting Procedures, Health and Safety Policy and the First Aid Policy.

12.2. All members of staff are trained in first aid and 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

12.3. 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

## **13. Medication**

- 13.1. Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and First Aid Policy.
- 13.2. 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.

## **14. Behaviour**

- 14.1. The school's wraparound childcare services are subject to the existing Student Behaviour and Discipline Policy; disciplinary issues are reported to the parents of the child.
- 14.2. Repeated breaches of the Student Behaviour and Discipline Policy may result in the child being barred from attending the clubs.
- 14.3. Any outstanding fees paid by the parent are returned if a child is barred from attending the clubs.

## **15. Anti-Bullying Policy**

- 15.1. Any child who is the victim of bullying is supported in a sympathetic and friendly manner.
- 15.2. If bullying is reported, it is noted and investigated by a member of staff and the parents of both children are informed.
- 15.3. The school defines bullying as repeated harassment of others, including psychological, physical, verbal or emotional abuse.
- 15.4. 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.

15.5. Bullying of a sexual nature will **never** be tolerated and will be addressed according to the procedures outlined in the school's Safeguarding Policy. Where crimes, such as rape, assault by penetration, sexual assault and up-skirting, are included in a report of bullying, the police will be notified.

## **16. Emergency evacuation/closure**

16.1. In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.

16.2. 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 school yard
- 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

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

## **17. Monitoring and review**

17.1. This policy is reviewed every two years by the headteacher, DSL and the Local Governing Committee.

17.2. The scheduled review date for this policy is October 2024.