

CHORLEY ST MARY'S CATHOLIC PRIMARY SCHOOL & NURSERY



Extended Day Policy

With Christ, we live, we love, we learn, we grow

Issue No.1 (Aut 2016)
St Mary's Catholic Primary School & Nursery, Chorley
Extended Day Policy

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Statement of intent

Chorley St Mary's Catholic Primary School & Nursery believes in creating a safe, welcoming and stimulating environment for all the children in our care. We believe that a safe social atmosphere helps children of all ages to develop their social skills and confidence.

In order to help and support parents/carers, we aim to provide an affordable and convenient wrap-around care service. Breakfast and after school clubs are made available to pupils of the school aged 3-11, allowing parents to be more flexible with their working hours.

Our intention is to provide a service in which parents/carers can feel confident and assured that the staff are dedicated and motivated to provide high quality childcare.

The activities and facilities provided are designed to help each child reach their full potential. Building upon the school's high quality provision of care and education, the clubs are set up to have a friendly, relaxed, yet purposeful atmosphere.

1. Admissions and fees

1.1. Chorley, St Mary's Catholic Primary School & Nursery's Extended Day has a first come, first served policy for admissions to the breakfast club and the after-school club, including ad-hoc requests. When all the places have been filled, new applications will be placed on a waiting list. The following cases will be prioritised:

- Siblings of children already attending
- Pupils who attend the school

1.2. Before registration, parents/carers will be given/directed to the following information:

- The availability of places
- The Sessional Fees Policy
- The Behaviour Policy (in line with the school's Behaviour Policy)
- The Complaints Policy (in line with the school's Complaints Policy)

1.3. Parents/carers are required to complete and return the following forms before pupils attend the clubs:

- Registration form
- Medical form
- Parent contract
- Booking form
- Photo permission form

1.4. The standard fees for attending the breakfast club and the after-school club are set out within the Sessional Fees Policy. The following conditions are also in place:

- All fees must be paid monthly
- Fees can be paid by electronic transfer
- No place will be given without prior registration, including ad-hoc registration
- The clubs accept childcare vouchers
- Fees will be charged if attendance is booked and the child does not attend
- There is a fee of **£10** for any unauthorised late collection of children

2. Arrivals and departures

2.1. **Chorley, St Mary's Catholic Primary School & Nursery's Extended Day** is fully committed to the safety and security of all the children in its clubs. Therefore, we have a number of procedures in place for the times that children arrive and leave our premises:

- Attendance is recorded in the register. Any child who was booked to attend, and is not present when the register is called will have their parents/carers contacted immediately.
- A member of staff will be present at the collection point to escort children to the designated areas.

2.2. At the beginning of breakfast club and at the end of the after-school club, staff will carry out the following checks to ensure the safety of children:

- Parents/carers will be required to sign their child in/out before they arrive/leave the premises.
- Only those registered will be allowed to collect the child. If someone other than the person registered is collecting the child, staff must be notified in advance.
- If the person collecting is running late, staff must be notified before the end of the collection period.
- Children will not be permitted to leave the premises unaccompanied.

3. Involving parents/carers

3.1. **Chorley, St Mary's Catholic Primary School & Nursery's Extended Day** aims to achieve effective communication with parents/carers. Therefore, we have the following policies in place to ensure successful information sharing:

- Parents/carers are invited to visit the breakfast club or after-school club before their child attends.
- All the clubs' forms are available on the **Chorley St Mary's Catholic Primary School** website and hard copies are also available upon request.
- All staff will take note of information from parents/carers that could affect the happiness and wellbeing of their child.
- Parents/carers are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.
- A survey is conducted periodically to collect feedback and improve services.

4. Missing child procedure

4.1. **Chorley St Mary's Catholic Primary School & Nursery's Extended Day** has procedures in place to ensure the safety and wellbeing of all the children in our care. If, at any time, a child cannot be located, the following steps will be taken:

- All staff will be alerted that a child is missing.
- Staff will conduct a search of the premises and the surrounding areas.
- At least **2** members(s) of staff will stay with the other children involved in the club, in order to prevent further problems and keep a calm manner.
- If the child is not located within 10 minutes, the police and the parents/carer of the child will be informed.
- The search for the child will continue until the police arrive.
- The Club Supervisor / Headteacher will liaise with the police and the parents/carers of the child.

5. Health and safety

5.1. All staff at **Chorley St Mary's Catholic Primary School & Nursery Extended Day** are aware of their responsibilities and duties in regard 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.

6. Illness and injury

6.1. All staff at **Chorley St Mary's Catholic Primary School & Nursery Extended Day** are trained in first aid, including paediatric 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 followed:

- If a child becomes ill, the parents/carer will be contacted and asked to collect their child.
- If a child is complaining of illness, but the staff member does not believe it is serious, they will monitor the child until the end of the day.

- If a child suffers a minor injury, first aid will be administered and the child will be closely monitored for the rest of the day.

6.2. If a child suffers a major injury or falls seriously ill, the following procedures will be followed:

- If a child needs to go to the hospital, an ambulance will be called and a member of staff will accompany them.
- The parents/carers of the child will be notified immediately.
- Following the incident, staff will conduct a review of the incident in order to prevent any such incident from occurring in the future.

7. Medication

7.1. At **Chorley St Mary's Catholic Primary School & Nursery's Extended Day**, we are aware of the importance of administering prescribed medication to children. Procedures and Guidance within the School's Medicine Policy is followed. We also understand that parental consent is crucial. With this in mind, we have the following rules in place for giving medication to children:

- Before any medication is given, the child's medical forms will be checked to see if the medication has been approved by the parent/carer.
- When a staff member administers medication, another member of staff will witness the process.
- Details of the process will be recorded on the child's medication form.
- If a child refuses to take the medication, the member of staff will not administer it. The parent/carer will be notified during collection.
- If a certain medication requires training to administer, only staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, the changes will be recorded on the medical forms. Parents will sign the forms again before any change in procedure.

8. Behaviour

8.1. The breakfast club and after-school club will be subject to the existing Behaviour Policy of **Chorley St Mary's Catholic Primary School & Nursery**. Any disciplinary issues will be reported to parents/carers of the child.

8.2. Continued bad behaviour and rule breaking will result in the child being banned from the clubs.

8.3. Any outstanding fees paid by the parent/carer will be returned if a child is banned.

9. Anti-bullying policy

9.1. **Chorley St Mary's Catholic Primary School & Nursery Extended Day** is guided by the school's strict Anti-Bullying Policy. Any child who is the victim of bullying will be supported in a sympathetic manner. If bullying is reported it will be noted by a member of staff and the parents of both children will be informed.

9.2. **Chorley St Mary's Catholic Primary School & Nursery Extended Day** defines bullying as repeated harassment of others. This includes psychological, physical, verbal or emotional abuse. The definitions of these are:

- Emotional: Being deliberately unkind, shunning or excluding another person from a group or tormenting them.
- Physical: Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of violence.
- Verbal: Name-calling, put-downs, ridiculing or using words to attack, threaten or insult.
- Psychological: Behaviour likely to create a sense of fear or anxiety in another person.

9.3. If it is discovered that bullying has taken place the following procedures will be followed:

- Incidents will be dealt with in a sensitive and thorough way.
- Victims will have the chance to discuss what happened with a member of staff.
- They will be reassured that the case will be taken seriously.
- Victims will be monitored to ensure further incidents do not occur.
- If another child reported the incident they will be reassured that they did the right thing.
- The child who is accused of bullying will be made to understand why their behaviour was wrong.
- If the bullying persists, more serious action, such as exclusion, will be discussed.
- All incidents will be reported to the **Headteacher**, and incidents will be recorded.

10. Early Years Foundation Stage (EYFS) policy

10.1. The EYFS coordinators for **Chorley St Mary's Catholic Primary School & Nursery Extended Day** are the Club Supervisors. In line with DfE guidelines, the Club Supervisors will have the following responsibilities:

- Ensuring that all staff have been given adequate EYFS training
- Identifying EYFS children when they join
- Assigning a key person for every EYFS child
- Meeting with the primary EYFS School's Co-ordinator to discuss the status and progress of EYFS children, if necessary.

11. Uncollected children

11.1. At **Chorley St Mary's Catholic Primary School & Nursery Extended Day** we will do our best to ensure the effective communication between staff and parents/carers. If a parent/carer is up to 15 minutes late, the following procedures will be followed:

- The parent/carer will be reminded that they must notify staff if they are running late.
- The parent/carer will be warned that repeated late arrival will result in penalty fees.

11.2. If the parent/carer is over 15 minutes late, the following procedures will be followed:

- A member of staff will attempt to contact the parent/carer using the details provided on the registration documents.
- If contact is not made a message will be left. The member of staff will then attempt to reach the emergency contacts listed on the registration form.
- For the duration of the wait, the child will be supervised by two members of staff.
- When the parent arrives, they may be issued with a penalty notice of **£10.00**

11.3. If the parent/carer is more than 30 minutes late, the following procedures will be followed:

- If a member off staff has not reached the parent/carer, or an emergency contact, they will contact the local social care team for advice.
- The child will remain on the premises with a member of staff, or will be placed with the local social care team.
- If the child has left the premises with the local social care team, a note will be left on the door to the club, informing the parent/carer of the child's location. A contact number and address will be on display.

12. Emergency evacuation/closure

12.1. In exceptional circumstances the clubs will be closed. The reasons for any closure could be, but are not limited to:

- Serious weather conditions
- Serious accident or illness
- Heating failure
- Burst water pipes
- Assault on a child or member of staff
- A fire
- A bomb threat

12.2. In the case of an emergency, the following procedures will be followed:

- Emergency services will be contacted.
- All children will be evacuated from the building and taken to the designated emergency assembly point. Currently this is the Junior Playground.
- A member of staff will collect the register and check that all the children are at the emergency assembly point.
- If a child is missing from the emergency assembly point the emergency services will be informed.
- Parents/carers will be contacted to collect their child.
- All children will remain at the emergency assembly point until they are collected by their parent/carer.
- If a child has not been collected, staff will follow the uncollected child procedures.