

ST. HELEN'S C. OF E. (VA) PRIMARY SCHOOL

Extended Schools Childcare Policy

St Helen's extended schools childcare services have been set up to provide pupils of all ages enrolled in the school and those who attend Abbotsham & Alwington Pre-school* with a safe and fun place in which to spend time in a supportive and nurturing environment.

Our clubs will be informal and friendly, providing children with choices. Play and healthy lifestyle promotion, rather than academic education, is at the heart of the clubs.

At Breakfast Club it is acknowledged that all children like to start the day differently: some children like to wake up slowly, others prefer to get on and play. The club provides quiet space (for reading, etc), a free play area, as well as more structured activities. An area will be provided for those pre-school children who do not yet feel ready to join in with the older children.

The After School Childcare Club recognises that children will want to participate in different activities, and will offer different play options and a designated 'homework corner'.

At each session, in accordance with the school's healthy eating ethos, nutritious food choices are provided under the supervision of qualified staff. The children are encouraged to help themselves, sit down and talk together, and then clear up their dishes, replicating as far as possible the atmosphere of a family meal.

At the end of the Breakfast Club session, the children are well-fed, happy and ready to learn.

At the end of the After School Childcare Club session, the children have had a healthy snack and have had the opportunity to enjoy play activities and complete home-learning tasks.

The clubs will monitor the amount of added salt and sugar in the food choices available. This is checked when ordering.

Children requiring special diets or who have allergies will be fully catered for with the support of parent/carers.

Food is regularly checked for expiry date and food stock is rotated under the supervision of the senior supervisor on a weekly basis. Out of date food is destroyed.

Aims

Our Breakfast Club aims are:

- To ensure that children who attend the breakfast club will start the school day with the energy and nutrition required by the mind and body for active learning;
- To improve attendance, concentration and learning in the classroom;
- To provide positive examples of healthy eating to create a foundation for lifelong healthy eating habits;
- To provide a Breakfast Club which supports working families by providing a safe healthy and useful environment for pupils from 7.30am to 8:50am on school days.

The aims of our After School Childcare Club are:

- Provide a supportive service, allowing parents / carers to achieve a healthy work / life balance whilst their children are accessing nurturing and positive childcare opportunities open until 17:30 Monday-Friday during Term Time.
- Promote opportunities for healthy living through the provision of nutritious snacks and physical play activities, in the spirit of the 'Healthy Child' programme.
- Be open to a multi-agency approach to share best practice and seize opportunities.

The aims of our combined extended schools provision are:

- Safeguard children
- To enhance the community spirit embraced by St Helen's Primary School and contribute towards community cohesion and the extended school role and to develop a partnership which involves parents in the life of the school;
- To impose no extra burden on the smooth running of the day.
- Offer all children and families equal access to the club, in line with the DCC Equality and Diversity Policy.
- Demonstrate a holistic approach to protect children's wellbeing in a nurturing environment, in the spirit of the 'Every Child Matters' agenda
- To enable children to socialise, listen and talk in a relaxed atmosphere and safe environment.
- Provide a fun and enjoyable experience to the children
- To represent good value for money

N.B. The clubs are not providing the same service as full private pre/post school provision. The school is not competing with the full range of activities that these providers arrange.

Staffing

The ratio of staff to children is in line with Government recommendations. (1:8)

The staffing model deployed at both clubs will be a Playleader to manage the club supported by a regular Playworker and casual (non-contract) Playworkers as necessary.

All staff and volunteers will be CRB checked and have had appropriate training.

If a member of staff is absent, she must ring the Senior Club Supervisor who will arrange cover

Safeguarding

The senior members of staff will keep a list of all members of the clubs and a register of attendance will be taken daily. Parent will be asked to sign their children into the breakfast club as they are dropped off to each session

The Senior Club Supervisor retains the registers which are kept in a secure location.

At the end of Breakfast Club the children are released to their classrooms under supervision; children from Abbotsham & Alwington Pre-School wait with a member of Breakfast Club Staff in the school library for Pre-School staff to collect them and take them to Pre-School.

Children will be brought to the hall by school staff for registration at the After School Childcare Club.

At the finish time of the After School Childcare Club parent/carers must collect the children from a member of staff in the school hall. They will be de-registered on hand over.

Fire and Emergency procedures

In case of an emergency where children have to be evacuated from the building, school evacuation procedures will be followed. (Exit in order through the nearest Fire Exit and muster at agreed safe point. The register must be taken and the children's names checked against the register to ensure they are present.)

First aid

All Club staff hold a valid first aid certificate.

If First Aid is administered, the treatment given is recorded in a book, a slip is given to the child if a minor head injury takes place and the slip is countersigned by the class teacher which follows the same procedure which the school has in place. The book and slips are kept in the confidential folders safe in the staffroom.

Food Safety

Rotas are designed to ensure that there is at least one member of staff with Level 2 Basic Food Hygiene on duty at all times.

Policies and Procedures

School Policies relevant to the Extended Schools Childcare Clubs include Equality, Health and Safety and Behaviour Policy. The school's procedure on exclusion due to sickness & diarrhea will apply.

Parental/Pupil Feedback

The school value parental and pupil opinions and will welcome feedback on how the club is run.

Parents may come and speak to the senior Club Supervisor to discuss matters pertaining to the Clubs but please be sensitive to their need to supervise the children.

Parents are invited to come and visit the Clubs on a regular basis.

Ground Rules

Staff will be responsible for the care and management of children, treating them with respect at all times.

There will be a staff to child ratio of 1:8. Two members of staff will be in attendance at any time.

The club will comply with environmental health food safety standards.

Behaviour

All children are expected to behave well, show respect, be polite, look after equipment and resources, and be co-operative and courteous to staff and to each other.

In the unlikely event of us having difficulty with your child's behaviour we will contact you. If your child does not follow the rules of the club, then after consultation with you and due warning, the child's place will be forfeited.

Booking and Fees

Breakfast Club will be capped at a level of no more than 40 children in any one session.

Staffing levels may need to fluctuate to meet the staff/pupil ratio therefore bookings will need to be made a week in advance so that the required amounts of food can be purchased and staffing levels can be planned and appropriate.

Due to this need we will be unable to offer a refund if a child does not attend and 7 days notice is not given. However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies.

In the event of closure a member of school staff will endeavor to contact individuals affected by text message and a message posted on the school website. Local radio stations will also broadcast school closures.

Full payment for the next week will be paid in advance on a Friday morning when the child arrives for club, the register for the following week will then be collated.

The published times of the Extended Services Clubs are absolute. The Governing Body reserves the right to refuse Extended Schools Club bookings from any parents / carers who contravene these times on three occasions in any one academic year.

Breakfast Club is open for business for children of families and school staff at St. Helen's Church of England (VA) Primary School and Abbotsham and Alwington Pre-School.

After School Childcare Club is open for business for children of families and school staff at St. Helen's Church of England (VA) Primary School

TABLE OF AGREED FEES

Please pay club fees promptly. If you have a problem paying the fees or your circumstances change, please talk to the senior member of staff. All matters will be dealt with as quickly as possible and with discretion.

The club reserves the right to exclude a child if fees are not paid and no information on circumstances pertaining to non-payment are received.

Charges will be reviewed periodically to ensure the sustainability of the club.

Parents and Carers are asked to show agreement with these ground rules by signing and returning a copy of this policy.

Parents are asked to complete medical and emergency contact forms and to keep the school informed of any change of emergency contacts.

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 matter should be taken to the Headteacher. If the matter remains unsolved the complaint should be addressed to the Chair of Governors St Helen's Primary School

These terms and conditions are agreed on behalf of

..... (Name of child)

Signed (Parent/Carer)

Date

Signed _____

Dated: 09.01.2018

Edward Johns

Chair of Resources Committee

Date approved:	05.02.2018
Approving committee:	Resources Sub-Committee
Date revised:	
Version:	4.1
Date for Review	January 2020

Version History

Version	Date Issued	Brief Summary of Change	Owner's Name
0.1	22/01/2014	Initial document for discussion	Rose Colpus-Fricker
1.0	25/11/2014	Agreed to insert finish time of ASC	Rose Colpus-Fricker
1.1	27/01/2015	Agreed capping to B/Club numbers & GB reserves right to refuse bookings if parents repeatedly contravene club timings. School policy on D&V will apply.	Rose Colpus-Fricker
2.1	26.01.2016	Reviewed – no change	Wendy Ainscough
3.1	04.07.2017	Reviewed	Rose Colpus-Fricker
4.1	05.02.2018	Reviewed – start times amended	Edward Johns