



# **Extended** **Schools Policy**

## **Breakfast & After-** **school club**

Date policy written: Spring Term 2023  
Date of next review: Spring Term 2025

This policy should be read in line with the following:

- Safeguarding
- Whistle Blowing
- Behaviour

### **Registration and booking procedures**

St. Nicholas Primary School offers Extended Services provision (in the form of Breakfast & After-school clubs) to all children in the school. The nature of this provision is to provide a child-care service for parents and a range of activities for children.

The staffing ratio in both breakfast & after-school club will be 1 adult to 30 children. Both clubs will be able to accommodate 60 children and places will be allocated on a first come, first served basis. Places will be bookable via the School Money payment system

### **Breakfast Club**

Breakfast Club will run from 8.00am – 8.45am, Monday to Friday during term-time only (excluding public holidays). The year 5/6 doors will be opened by Breakfast Club staff at 8.00am.

The cost of Breakfast Club will be £1.50 per child, per session. This must be paid in advance, using the School Money system.

The office staff will keep a list of pupil medical needs and dietary requirements as well as contact details for Parents/carers. The office staff will provide the breakfast club staff with a list of attendees and a register will be taken. Once the breakfast club is over, children will be escorted to their classrooms by breakfast club staff.

### **After-school club**

The after-school club will run from 3.15pm – 5.30pm, Monday to Friday during term-time only (excluding public holidays).

The cost of the after-school club will be £4.00 per child, per session. This must be paid in advance, using the School Money system. Children attending after-school club will have access to a snack and a drink.

The after-school club staff will collate pupil medical needs and dietary requirements as well as details of home and emergency contacts. The office staff will provide a list of attendees to class teachers prior to the start of the club, informing them which pupils will be attending. The class teacher will then inform the office staff of any absences or discrepancies, so that issues can be resolved before the end of the school day.

It is the responsibility of the Parent/Carer to book their own children into the club and also to ensure that the school office are aware of any changes.

### **Procedure of escorting children from classroom to the after-school club**

Children will be brought to the hall at the end of the school day, by either their class teacher or teaching assistant. Here, the After School Club staff will meet them. The register will be taken based on the bookings received from parents and any anomalies will be reported to the admin team immediately.

### **Collection of children from the after-school club**

It is St. Nicholas Primary School policy, to ensure that all children are safely collected from the after-school Club, by the appropriate named person. Parents/Carers must collect their children by 5:30pm. Parents/Carers must ensure that the After-School Club staff are aware that the child is leaving the school premises. If there is an agreement that someone other than the appointed person will collect a child, this needs to be agreed prior with the evening of the club and all staff made aware of this arrangement.

St. Nicholas Primary School has a duty to safeguard the welfare of the child and will refuse collection of a child if a Parent/Carer arrives and is deemed to be intoxicated with either drugs or alcohol. The decision to refuse collection and the appropriate action to be taken will be made by a member of the school's Senior Leadership Team.

If the appointed person is unable to collect a child on time for any reason, they must contact the after-school club on **07930 129756**

### **Uncollected Child**

A member of the school leadership team will remain on site during After-School Club or will be contactable via the telephone.

In the event that a child is not collected by an authorised person at the end of the session, St. Nicholas Primary School will put into practice agreed procedures:

- The child will be looked after by a member of staff who has a clear understanding of their needs.
- A member of the Senior Leadership will be made aware of the issue and will endeavour to make contact with Parents/Carers or other emergency contacts.
- If contact is made with Parents/Carers, they will be informed that their child will be properly cared for until they arrive at the school.
- If an emergency contact agrees to collect the child, but are unknown to the staff, they will be asked to bring some form of identification.
- If no contact is made with either parents or emergency contacts, then social services will be called and the situation outlined to the duty team.

- A message will be left for parents (where possible) advising them of the action that has been taken.
- A full written report of the incident will be recorded and filed.

### **Procedure in the event that the club is unable to operate**

St. Nicholas Primary School will endeavour to operate at all times. However, in unforeseen circumstances it may be in the best interest of the child's safety that it does not operate.

In the event that staff are unable to run the club, as much notice as possible will be given to Parents/Carers via text/email/newsletter. If cancellation is at short notice then parents will be contacted via telephone during the normal school day.

### **Fire Safety and Emergency Evacuation**

St. Nicholas Primary School has clear fire evacuation procedures in place which all staff are aware of. Should the fire alarm sound during After School Club the usual school fire evacuation policy will be followed. All staff on site will support the evacuation process. The Fire evacuation muster point is the Multi-Use Games Area (MUGA).

### **Accidents and Incidents**

There will be a trained First-Aider on site for the duration of the club. If there is not a trained first aider available for the club, it will be cancelled.

Staff are aware of the procedures if a child is involved in an accident/ incident. A member of the Senior Leadership Team is informed and Parents/Carers contacted.

If a child has a serious incident, an ambulance will immediately be contacted and the following information shared:

- Details about the child
- Details of the incident
- Any medical information which may be useful to the medical services
- The address of the school and contact information (see below)

St. Nicholas Primary School  
Cottingham Road  
Hull  
HU6 7RH

Telephone: 01482 444215  
ASC Mobile: **07930 129756**

Staff are fully aware of children's dietary requirements.

No medication will be given to pupils by staff without a signed agreement from Parents/Carer's. The Senior Leadership Team must be informed of all discussions relating to medication

If a child exhibits challenging behaviour, staff will follow the procedures outlined in the Positive Behaviour Policy and may contact parents and request that they collect their child early.

### **Safeguarding Children**

St. Nicholas Primary School will endeavour to safeguard children's welfare by:-

- Ensuring all staff are familiar with child protection guidelines laid out in Keeping Children Safe in Education (KCSiE)
- Following safer recruitment, selection and vetting procedures
- Providing effective training, support and supervision to all staff
- Never leaving volunteers unsupervised
- Not allowing staff to use personal phones with cameras to take pictures of children/ young people.
- Treating all allegations as highly confidential in line with Data Protection Policy
- Taking all concerns and allegations of abuse seriously

The school designated safeguarding lead is Sarah Leaf, Head of School.