Extended Services Childcare policy adopted by Cromford Church of England Primary School

Cromford Church of England Primary School believes in creating a safe, welcoming and stimulating environment for all the pupils in its care. The school believes that a safe social atmosphere helps pupils of all ages to develop their social skills and confidence.

In order to help and support parents/carers, the school aims to provide an affordable and convenient wrap-around childcare service. Breakfast and after-school care clubs are made available to pupils aged 4 to 11, allowing parents/carers more flexibility with their working hours.

The clubs cater for up to 15 pupils at a time.

Furthermore, Cromford School provides numerous extra-curricular clubs and activities as a method of developing the social, behavioural and academic skills of pupils. All clubs and activities are conducted to the same high standard as that of the educational provision.

1. Legal framework

1.1. This policy has due regard to national guidance including, but not limited to, the following:

DfE (2014) 'Health and safety: advice on legal duties and powers'

DfE (2016) 'Keeping children safe in education'

1.2. This policy is used in conjunction with the following school policies and procedures:

- Accident Reporting Procedure Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Anti-Bullying Policy
- EYFS Policy
- Complaints Procedure Policy
- Health and Safety Policy
- Behavioural Policy
- Fire Evacuation Plan

2. Wraparound childcare

2.1. Wraparound childcare is defined as childcare provided before (Monday to Friday, 7.30 – 8.35 am) and after school, which runs until 5pm (Monday to Thursday), until 4.30 pm on Friday.

2.2. Parents/carers have the right to request wraparound for children in Reception, up to Year 6.

3. Admissions and fees

3.1. Cromford School has a first come, first served policy for admissions to extended services. When all the places have been filled, new applications are placed on a waiting list.

3.5. The standard daily fee for attending the breakfast club and After school Club is set by the school from 1st September each year. See Extended Services (childcare) Debt Policy for further details

4. Extra-curricular clubs and activities

4.1. Cromford School offers a wide variety of extra-curricular activities with the aim of developing pupils' life skills.

4.2. A range of opportunities are provided to pupils to promote a healthy lifestyle and support pupils' wellbeing, such as sports club to develop pupils' confidence and sporting activities to encourage team work.

4.3. 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.

4.4. Extra-curricular clubs do not discriminate against pupils with SEND.

5. Arrivals and departures

5.1. Cromford School is fully committed to the safety and security of all the pupils in its clubs and on the school premises.

5.2. At the end of the after-school care club, members of staff carry out the following checks to ensure the safety of pupils:

Only registered individuals are allowed to collect the child. If someone other than the person registered is collecting the child, staff must be notified by the registered person in advance.

If the registered person is running late, staff must be notified before the end of the collection period by the registered person.

5.3. Cromford School has procedures in place to ensure the safety and wellbeing of all the pupils in the school's care. If, at any time, a pupil 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 one member of staff stays with the other pupils involved in the club, in order to prevent further problems and keep a calm atmosphere.

If the pupil is not located within 10 minutes, the police and the parents/carers of the pupil are informed.

The search for the pupil continues until the police arrive.

The headteacher liaises with the police and the parents/carers of the pupil.

6. Safeguarding and Health and safety

6.1. All members of staff at Cromford School are aware of their responsibilities and duties in regards to the Safeguarding and Health and Safety Policies. All members of staff are responsible for:

Recording incidents, accidents and near misses.

Maintaining a safe environment for pupils and adults.

Taking part in any relevant safeguarding and health and safety training.

7. Illness and injury

7.1. In the event of illness or injury, Cromford school acts in accordance with the Accident Reporting Procedure Policy, and the First Aid Policy.

8. Medication

8.1. Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy.

9. Behaviour

9.1. The breakfast club and after-school care club is subject to the existing Behaviour Policy , disciplinary issues are reported to the parents/carers of the pupil.

9.2. Continuous bad behaviour and rule breaking may result in the pupil being barred from attending the clubs.

10. Anti-Bullying Policy

10.1. Cromford School has a strict Anti-Bullying Policy which is be implemented at all times.

11. Uncollected children

11.1. Staff members at Cromford School do their best to ensure the effective communication between the school and parents/carers.

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

A member of staff attempts to contact the parent/carer 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 two members of staff

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

If a member of staff has not reached the parent/carer, or an emergency contact, they contact the local social care team for advice

The pupil remains on the premises with a member of staff, or is placed with the local social care team

12. Monitoring and review

12.1. This policy is reviewed every two years by the head teacher and the designated safeguarding lead.

12.2. The scheduled review date for this policy is Autumn 2021.