



# **Extended Provision Policy**

**Reviewed: June 2023**

**Approved by: Executive Leadership Team**

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## Contents

### **General Information regarding Breakfast & After School Activity Club**

- Mission statement
- Late collection procedure
- Uncollected children procedure

### **Administration**

- Waiting list
- After school club drop off
- Settling children into club

### **Communication with parents**

- Working with parents/carers in partnership
- Communication with parents and carers
- Alternate collection of a child

### **Health and Safety**

- Health and safety policy outlines
- Food hygiene
- Fire safety

### **Safeguarding**

- Safeguarding policy outlines
- Emergency contingency plan
- Photographs

### **Single Equality**

- Accessibility policy outlines
- SEND policy outlines
- Single equality policy outlines

### **Behaviour**

### **Complaints**

**Appendix –** Individual school General information forms.

## Mission Statement

Elston Hall Learning Trust's Breakfast & After School Activity Clubs aims to:

- 1) Provide a safe, clean, well-organised environment which gives children the opportunity to learn and become independent within a well- structured group.
- 2) Enable parents/carers to continue with their studies or find/retain employment and be confident in the knowledge that their children are being cared for in the way that they would wish.
- 3) Maintain good quality care providing a wide and varied range of activities.
- 4) Ensure that our equal opportunities policy is put into practice at all times.

### Drop off

All children must be physically handed over to a member of club staff by parents/carers.

### Late collection

Should any children be uncollected by end of session the staff will inform a member of the school teaching staff who will take responsibility for the children at this point. Contact will be made using the emergency contact details. From end of session parents will be charged an additional £5 for every 5 minutes their child has not been collected.

If the parent/carer fails to pay the fine in time or fails to contact the club to advise when they will pay. Afterschool Club has the right to refuse them from using the club.

### Uncollected Child

In the event that a child is not collected, by an authorised adult at the end of a session, Afterschool Club will put into practice agreed procedures. These will ensure the child is cared for safely by an experienced and qualified adult. The club will ensure that the child receives a high standard of care in order to cause as little distress as possible.

At end of session the child will be escorted to a member of the teaching staff. The supervisor will contact the parents to ensure they are on their way.

If the supervisor cannot get in contact with any of the emergency contacts and the child has still not been picked up by 6:00pm, the police will be contacted.

### Administration

#### **Admission Procedures**

To book a child into club, the school office can be contacted to inform you of availability. If a space is not available immediately your child will be put on the waiting list and you will be contacted as soon as a space is available.

The parent/carer will be asked to fill in the registration form if the child has been given a place. The parent/carer has a chance to ask any questions or discuss any information regarding their child that may be helpful to us i.e. likes and dislikes or behavioural concerns.

A child will not be able to start at the club until the school has received the completed registration form and parent contact details.

### **Breakfast & After School Club – Registers**

To ensure the safety of all children;

- Parents must sign their children into Breakfast Club on arrival
- The register will be taken at arrival at the After School Club.
- At no time will any child be allowed to leave the Club on their own.
- No child will be left unattended at the end of a session.
- Parents must sign their children out of After School Club on collection.

### **Settling In**

The staff will assist a child to settle in to our club by, teaming the child with another group member who is familiar with the daily routine. A member of staff will also be responsible for monitoring and observing whilst the child is settling into the group. Observations will be recorded and information shared with the parent/carer if required.

### **Communication with Parents**

#### **Working with Parents and Guardians in Partnership**

The staff are committed to working in partnership with parents/carers to provide a high-level quality of care and safe and stimulating play opportunities for children. We will achieve this by:-

- Ensuring all parents/carers feel welcome and valued when dealing with the Club.
- Ensuring that the Club always listens to parents/carers concerns whenever they are raised. The staff will ensure that parents/carers receive a prompt response from the Club.
- Ensuring that any complaints from parents/carers are dealt with swiftly and effectively according to the Complaints Procedure policy.
- Keeping parents/carers up to date with any changes in the operation of the Club, such as alterations to the opening times or fee levels.
- An awareness of the various cultural, religious and ethnic backgrounds, dietary requirements, special needs and differences in child rearing practices are also taken into consideration.

## Communication & Parent/Carers Partnership

We give high priority to clear communication within the childcare environment and promote positive partnerships with parents/carers since these are crucial in promoting and maintaining high standards of behaviour.

A positive partnership with parents/carers is important to build trust and develop a common approach to behaviour expectations and strategies for dealing with problems. We will communicate policies and expectations to parents/carers. Where behaviour is causing concern parents/carers will be informed at an early stage, and given an opportunity to discuss the situation. Parent/carer support will be sought in devising a plan of action within this policy, and further disciplinary action will be discussed with the parents/carers.

## Alternate collection of a child

We ensure all Afterschool Club staff are familiar with parents/ carers that collect all our children. Should a parent/carer wish for their child to be collected by an unfamiliar adult we implement new procedures. If available the parents/carers should introduce the unfamiliar adult to all staff before the collection of the child. In emergency situations the parent/carer must contact the school office.

## Health and Safety

As part of After School Activity Club we follow the same Health and Safety policies and procedures as Elston Hall Learning Trust. These policies and procedures can all be located on the school website.

The Health and Safety policy outlines:-

- Accidents
- Fire Safety
- Risk Assessments
- Medicines
- Manual Handling
- Missing Pupils
- Cash Handling (also refer to the after school club money collection procedure located on the school website)

Other Health and Safety issues may include:-

- Drugs (please refer to drugs policy located on the school website)
- Critical Incidents (please refer to the critical incidents policy located on the school website)
- Data Protection (please refer to the data protection policy located on the school website)

As part of After School Club we also follow:-

### Food Hygiene

All staff are aware of the importance of food hygiene. Children are regularly reminded to ensure good personal hygiene before and after eating food. Club staff hold the relevant food hygiene qualifications and are responsible for ensuring the adequate storage and preparation of food. All surfaces are cleaned before and after use.

### Fire Safety

Fire and Emergency procedures are displayed in the building. However, the fire and emergency procedure is explained to all children and regular practice sessions are held to ensure all children know the evacuation procedures and meeting points.

Please refer the Fire Procedure Plan for details.

### Safeguarding

As part of Club we follow the same Safeguarding policies and procedures as Elston Hall Learning Trust. These policies and procedures can all be located on the school website.

The safeguarding policy outlines:-

- Types of abuse
- Referrals
- Confidentiality
- Procedures for disclosure
- Record keeping
- Protecting yourself against allegations of abuse
- Safer recruitment
- Designated child protection lead
- Training
- E-Safety (please refer to the E-Safety policy located on the school website)
- Recruitment, supervision and training of staff
- FGM
- Whistle blowing

Other safeguarding issues may include:-

- Anti- bullying (please refer to the Anti-bullying policy located on the school website)
- Behaviour (please refer to the Behaviour policy located on the school website)
- Drugs (please refer to the Drugs policy located on the school website)

As part of After School Club we also follow:-

### [An emergency contingency arrangements procedure](#)

In the event of staff been unable to attend a session, the pool of standby staff will be asked to attend to cover the shift. Agency staff will also be called in if the ratio of staff still does not meet with the amount of children attending. If we are unable to attain adequate staffing levels, then parents/carers or the emergency contact will be notified and asked to make alternative arrangements. This procedure must be put into practice within 1 hour of the notification of absence.

### [Photographs](#)

We may take photographs of the children and their work for evidence purposes. Staff are not allowed to use personal mobile phones during the session. Any mobile phones will be kept locked away for the duration of the session. Children are not allowed to bring phones/cameras/I-pads into School.

### [Single Equality](#)

As part of Club we follow the same Single Equality and Accessibility policies and procedures as Elston Hall Learning Trust. These policies and procedures can all be located on the Trust website.

#### **The Accessibility policy outlines:-**

- The definitions of special education needs
- Access to the curriculum, information and associated services
- Sensory and physical needs
- Reasonable adjustments
- Current school situation regarding accessibility (as identified in audit):
- Individual needs

Please refer to the Accessibility policy located on the school website

#### **The SEND policy outlines:-**

- Arrangements for co-ordinating SEND provision
- Allocation of Resources to and amongst Pupils
- Identification and Assessment Arrangements, Monitoring and Review Procedures
- Arrangements for SEND and Inclusion In-Service Training
- The use made of teachers and facilities from outside the school, including support services
- Arrangements for partnership with parents/carers
- Inclusion Principles

Please refer to the SEND Policy located on the school website.

### **The single equality policy outlines:-**

- Mainstreaming equality into policy and practice
- Equal opportunities for staff
- Equality and the law
- The general equality duty and public sector equality duty
- Roles and responsibilities

The protected characteristics for the schools provisions are:

- Disability.
- Gender reassignment.
- Pregnancy and maternity.
- Race.
- Religion or belief.
- Sex.
- Sexual orientation.

Please refer to the single equality policy located on the school website.

### **Behaviour**

As part of Club we follow the same Behaviour policies and procedures as Elston Hall Learning Trust. These policies and procedures can all be located on the school website.

The Behaviour policy outlines:-

- Rules and expectations for all staff
- Procedures and sanctions
- Positive reward and reinforcement
- Identified staff to enforce behaviour sanctions

Other behaviour issues may include:-

- Anti- Bullying (please refer to the anti-bullying and safeguarding policies located on the school website)
- E-Safety (please refer to the E-safety policy located on the school website).

### **Complaints**

As part of Club we follow the same Complaints policy and procedures as Elston Hall Learning Trust. These policies and procedures can all be located on the school website.

The Complaints policy outlines:-

- Sharing concerns



- Procedures if complaints are not dealt with
- Roles of governors
- Appeals
- Monitoring and review systems

Within After school club we enforce an 'open door policy' all parents and carers will have opportunity to speak with a member of staff at any given time and a member of the Leadership Team will be on duty should a parent/carer wish to speak to a member of the Senior Leadership Team.

## General Information Elston Hall

### Opening Times

The Breakfast Club is open from 8.00am – 8.45am, each weekday that the school is open.

The After School Activity Club is open from 3.20pm until 5.00pm, each weekday that the school is open.

### Location

Activity Club is located the Dining hall and KS1 hall.

### Fees

£2.00 from 8-8.45am

£3.00 from 3.20pm-4.20pm and £6.00 from 3.20pm-5:00pm per day.

### Payment

Payment should be made via Arbor or via cash to the school office, when the booking is made (at least the Thursday before the booking is required).

If parents/carers are unable to do this they can arrange an appointment with Mrs Parsons to discuss an alternative payment arrangement. If arrears are building the club has the right to refuse access to the club until the balance is paid.

## General Information Edward the Elder

### Opening Times

The Breakfast Club is open from 8.00am – 8.45am, each weekday that the school is open.

The After School Activity Club is open from 3.15pm until 5.30pm, each weekday that the school is open.

### Location

Activity Club is located the Specialist Practical room.

### Fees

£2.00 from 8-8.45am

£3.00 from 3.15pm-4.15pm and £6.00 from 3.15pm-5:30pm per day.

### Payment

Payment should be made via Arbor or via cash to the school office, when the booking is made (at least the Thursday before the booking is required).

If parents/carers are unable to do this they can arrange an appointment with Mrs Highman to discuss an alternative payment arrangement. If arrears are building the club has the right to refuse access to the club until the balance is paid.

## General Information Palmers Cross

### Opening Times

The Breakfast Club is open from 7.30am – 8.30am, each weekday that the school is open.

The After School Activity Club is open from 3.00pm until 5.00pm, each weekday that the school is open.

### Location

Activity Club is located the Dining Hall and Main Hall.

### Fees

£2.00 from 7.30-8.30am

£3.00 from 3.15pm-4.15pm and £6.00 from 3.15pm-5:00pm per day.

### Payment

Payment should be made via Arbor or via cash to the school office, when the booking is made (at least the Thursday before the booking is required).

If parents/carers are unable to do this they can arrange an appointment with Mr Nicholls to discuss an alternative payment arrangement. If arrears are building the club has the right to refuse access to the club until the balance is paid.

## General Information Goldthorn Park

### Opening Times

The Breakfast Club is open from 8.00am – 8.45am, each weekday that the school is open.

The After School Activity Club is open from 3.15pm until 5.00pm, each weekday that the school is open.

### Location

Activity Club is located the Main Hall.

### Fees

£2.00 from 8-8.45am

£3.00 from 3.15pm-4.15pm and £6.00 from 3.15pm-5:00pm per day.

### Payment

Payment should be made via Arbor or via cash to the school office, when the booking is made (at least the Thursday before the booking is required).

If parents/carers are unable to do this they can arrange an appointment with Mrs Purshouse to discuss an alternative payment arrangement. If arrears are building the club has the right to refuse access to the club until the balance is paid.