

Watlington Community Primary School



Extended Services Policy

Contents:

Statement of intent

1. Admissions and fees
2. Arrivals and departures
3. Involving parents/carers
4. Missing child procedure
5. Health and safety
6. Illness and injury
7. Medication
8. Behaviour
9. Anti-bullying policy
10. Early Years Foundation Stage (EYFS)
11. Uncollected children
12. Emergency evacuation/closure

Statement of intent

Watlington CP School 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 is made available to pupils of Watlington CP School aged 4-11 years 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 clubs will cater for up to 10 children at a time, ensuring that there will be a staff to student ratio of one member of staff for every 10 children at all times.

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

Signed by:

_____ **Headteacher** Date: _____

_____ Chair of governors Date: _____

1. Admissions and fees

1.1. Watlington CP School has a first come, first served policy for admissions to the breakfast club. 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

1.2. Before registration, parents/carers will be given the following documentation:

- The availability of places
- The Admissions and Fees Policy
- The Behaviour Policy
- The Complaints Policy

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

- Registration form
- Parent contract
- Booking form

1.4. The standard fee for attending the breakfast club is £3.50. The following conditions are also in place:

- All fees must be paid half termly in advance
- No place will be given without prior payment
- Fees will be charged if attendance is booked and the child does not attend

2. Arrivals

2.1. Watlington Community Primary School 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 on 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.
- Parents may park on the turning circle to bring their children to Breakfast Club, but not the car park and children must be handed over at Aspen outside door – NOT the front entrance.

3. Involving parents/carers

3.1. Watlington CP School 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

- All the policies are available on the Watlington CP 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.
- An annual survey is conducted to collect feedback and improve services.

4. Health and safety

4.1. All staff at Watlington CP School 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.
- There will always be another member of staff on premises other than the Breakfast Club Worker in accordance with our Lone Working procedures.

5. Illness and injury

5.1. All staff at Watlington CP School are trained in 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 session.
- 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.

5.2. 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.

6. Behaviour

6.1. The breakfast club will be subject to the existing Behaviour Policy of Watlington CP School. Any disciplinary issues will be reported to parents/carers of the child.

6.2. Continued bad behaviour and rule breaking will result in the child being banned from the club.

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

7. Anti-bullying policy

7.1. Watlington CP School has a 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.

7.2. Watlington CP School 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.

7.3. 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.

8. Early Years Foundation Stage (EYFS) policy

8.1. The EYFS coordinator for Watlington CP School is Mrs Bush In line with DfE guidelines, the EYFS coordinator 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

- Setting up a communication book so that the clubs, staff and parents/carers can discuss any concerns
- Meeting with the primary EYFS provider to discuss the status and progress of EYFS children

9. Emergency evacuation/closure

9.1. In exceptional circumstances the club 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

9.2. 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 school field (Fire)
- 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.