



Dunstable Ickniel Lower School

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Extended Day Policy

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Dunstable Ickniel Lower School is committed to safeguarding and promoting the welfare of children and young people.



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Statement of intent

Dunstable Icknield Lower School Breakfast and After School Club provides care in a safe, happy environment, supervised by professional experienced staff.

In order to help and support parents, the school aims to provide an affordable and convenient wraparound service. Breakfast and after-school clubs are made available to children aged 5 to 9, allowing parents more flexibility with their working hours. Children can use the club from the beginning of the term they have their 5th birthday.

The clubs cater for a maximum of 40 children at a time, ensuring that there is a minimum staff to child ratio of 1:15 at all times.

Children are supervised by club staff at all times until they are collected by their parent/carer or named substitute. A varied programme which includes arts, sports, recreational and educational activities is on offer to the children.



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1. Legal framework

- 1.1. This policy has due regard to relevant legislation including, but not limited to, the following:
 - The Health and Safety at Work etc Act 1974
 - The Children Act 2004
 - The Equality Act 2010
 - The Children and Families Act 2014
- 1.2. This policy has due regard to national guidance including, but not limited to, the following:
 - DfE (2018) 'Health and safety: responsibilities and duties for schools'
 - DfE (2019) 'Keeping children safe in education'
 - DfE (2016) 'Wraparound and holiday childcare'
- 1.3. This policy is used in conjunction with the following school policies and procedures:
 - Supporting Pupils with Medical Conditions Policy
 - Anti-Bullying Policy
 - Complaints Procedures Policy
 - Health and Safety Policy
 - First aid policy
 - Behavioural Policy
 - Fire Evacuation Plan

2. Wraparound childcare

- 2.1. Wraparound childcare is defined as childcare provided before school from 7.45am until 8.45am and after school which runs until 6pm.
- 2.2. The charges for wraparound childcare will be broadly cost-neutral. Any profit that the school makes from providing these services will be reinvested in resourcing the service or in the school.
- 2.3. Parents complete an application form, either hard copy from the school office or online via the school website, describing the type of service they require, the times of day when the provision is required and the age of their children.
- 2.4. All requests from parents are recorded, dated and stored in the main office in accordance with the school's Data Protection Policy.
- 2.5. The school is permitted to refuse to provide the service only under the following circumstances:



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- There is a lack of a suitable space
 - There is a lack of demand from parents
 - There is lack of suitable staff
 - There is lack of suitable building provisions (providing a safe and adequate space)
 - The school has been placed in special measures
- 2.6. If the school is unable to provide the service, parents are signposted to the www.childcare.co.uk HYPERLINK "<https://www.childcare.co.uk/>" for up-to-date information about alternative registered childcare services in the area.
- 2.7. Requests for wraparound childcare for children in Reception and under statutory school age may be made in writing to the Head teacher for consideration in exceptional circumstances.

3. Roles and responsibilities

3.1. The governing board will:

- Maintain strategic oversight of how the 'right to request' process is working.
- Provide support to the headteacher in deciding whether the school should provide new childcare services.
- Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school.
- Hold the headteacher to account for the performance of the childcare services.

3.2. The headteacher will:

- Discuss with the LA and consult with the **governing board** about the viability of any new childcare service.
- Recruit any additional staff required for the childcare service and line manage the childcare service's staff.
- Report to the **governing board** on the performance of the childcare service.
- Manage any complaints relating to the childcare service.

3.3. The School Business Manager will:

- Determine the financial viability and practicalities of any new childcare service and offer evidence-based recommendations to the headteacher as to whether the school should provide the service and how it should be delivered i.e. in-house, blended or externally-run.
- Ensure that employment contracts are revised for school staff working at the childcare service.



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- Ensure that the appropriate risk assessments have been undertaken in respect of the childcare service.
- Ensure that the appropriate insurance is in place for any new childcare service.
- Ensure that any reasonable adjustments are made to allow disabled children access to the childcare service.
- Implement an appropriate payment system for the childcare service.
- Purchase materials and equipment for the childcare service.
- Maintain financial records for the childcare service.
- Review and update facilities management policies and procedures to ensure that they cover the childcare service, e.g. cleaning, maintenance and security.
- Where requested, report to the governing board on the financial performance of the childcare service.
- Ensure that any additional staff (both paid and volunteers) recruited for the childcare service complete an enhanced DBS (with barred list) check before they care for children.

3.4. The SENCO will:

- Review and update existing equal opportunities policies to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that staff working at the childcare service consider the needs of children with SEND when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations.

3.5. The DSL will:

- Review and update existing child protection and safeguarding policies and procedures to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.

4. Admissions and fees

4.1. The school has a first come, first served policy for admissions to wraparound services. When all the places have been filled, new applications are placed on a waiting list. The following cases are prioritised:

- SEND
- Siblings of pupils already attending the school
- Pupils who attend the school

4.2. The pupil premium may be used to supplement the cost to parents/carers of wraparound care by giving a 20% discount, enabling disadvantaged pupils access to the service.



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- 4.3. The staff to child ratio for our school's wraparound services is 1:15.
- 4.4. Before registration, parents are given the following information:
- Registration forms
 - Club Handbook
- 4.5. Parents are required to complete and return the following forms to the school office before children attend the clubs:
- Registration form
- 4.6. The standard daily fees are reviewed every year. For 2019-2020, the fee for attending breakfast club is £4.50, the after-school care club rates are:
- 3:15 – 4:30 p.m. - £4.00
- 3:15 – 5:30 p.m. - £8.00
- 3:15 - 6:00 p.m. - £10.00
- The following conditions are also in place:
- All fees must be paid at least 24 hours in advance
 - Fees should be paid directly online through Schools Cash Office or through the school office
 - Children cannot attend extended day provision without prior payment
 - All extended day clubs accept childcare vouchers - speak to the Schol Business Manager for more information
 - Fees are charged if attendance is booked even if the child does not attend
 - Sessions must be cancelled in advance by midday on the booked day or fees will not be refunded
 - Up to 6pm, late collection of children will be charged at the standard rate
 - After 6pm, there is a fee of £10 per 20 minutes for late collection of children
- 4.7. The fees for the next academic year, 2020-2021, will be reviewed and parents notified of any changes at the beginning of the new financial year in April.

5. Arrivals and departures

- 5.1. The school is fully committed to the safety and security of all the children in its wraparound clubs; therefore, several procedures are in place for when children arrive at a breakfast or after-school club:



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Breakfast clubs

- Parents drop their child off at the breakfast club entrance (dining hall)
- Attendance is recorded in the breakfast club's register;

After-school clubs

- The collection point is the external door of the dining hall, at the school kitchen entrance.
- At the end of the day where parents cannot be contacted, and the child has not been collected, the club will follow the procedures outlined in [Section 8](#) of this policy.
- Late collections up to 6pm will be charged at the standard rate; after 6pm charges are £10.00 for every 20 minutes

5.2. The school has the following procedures in place for when children leave an after-school:

- At the end of the after-school club, parents will sign their child out before they leave the premises.
- If someone other than the person registered is collecting the child, staff must be notified by the registered person at least half an hour in advance. The registered person must also provide a description of the individual and confirm the password.
- If the registered person is running late, staff must be notified before the end of the collection period by the registered person. If no notification is received, the club will follow the procedures as for 'Uncollected Children' outlined in [Section 8](#) of this policy.

5.3. Children are not permitted to leave the premises unaccompanied.

6. Involving parents

6.1. The school aims to achieve effective communication with parents; therefore, it has the following protocols in place to ensure effective information sharing:

- Parents/carers are invited to visit the facilities before their child attends.
- Copies of all policies are available on the school website and are also available hard copy upon request from the school office.
- All members of staff take note of information from parents/carers that could affect the happiness and wellbeing of their child.



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- Parents/carers are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.
- An annual survey is conducted to collect feedback and improve services.

7. Missing child procedure

7.1. The school has procedures in place to ensure the safety and wellbeing of all the children in the school's care. If, at any time, a child 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(s) of staff stays with the other children involved in the club, in order to prevent further problems and keep a calm atmosphere.
- If the child is not located within 10 minutes, the police and the parents of the child are informed.
- The search for the child continues until the police arrive.
- The head teacher liaises with the police and the parents of the child.

8. Uncollected children

8.1. Staff members do their best to ensure effective communication between clubs and parents. If a parent is up to 15 minutes late, the following procedures are followed:

- The parent is reminded that they must notify a member of staff if they are running late
- The parent is advised that late arrival will result in penalty fees (the standard rate up to 6pm; £10.00 every 20 minutes after 6pm)

8.2. If the parent is over 15 minutes late, the following procedure is followed:

- A member of staff attempts to contact the parent 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
- When the parent arrives, they are issued with a penalty notice of £10 for every 20 minutes they were late collecting their child.

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



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- If a member of staff has not reached the parent or an emergency contact, they contact the local social care team for advice
- The child remains on the premises with a member of staff, or is placed with the local social care team
- If the child has left the premises with the local social care team, a note is left on the door to the club informing the parent of the child's location. A contact number and address is displayed.

9. Health and safety

- 9.1. All members of staff at the school are aware of their responsibilities and duties regarding 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, including food preparation training.

10. Illness and injury

- 10.1. In the event of illness or injury, the school will act in accordance with the Health & Safety Policy and the First Aid Policy.
- 10.2. At least one member of staff is 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 adhered to:
- If a child becomes ill, the parents are contacted and asked to collect their child
 - If a child is complaining of illness, but the member of staff does not believe it is serious, they monitor the child until the end of the session
 - If a child suffers a minor injury, first aid is administered, and the child is closely monitored for the rest of the session
- 10.3. If a child suffers a major injury or becomes seriously ill, the following procedures are implemented:
- If a child needs to go to the hospital, an ambulance is called, and a member of staff accompanies them
 - The parents of the child are notified immediately
 - Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future



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11. Medication

- 11.1. Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy.
- 11.2. Members of staff are aware of the importance of administering prescribed medication to children. The school and its clubs understand that parental consent is crucial and has the following rules in place for administering medication to pupils:
 - Before any medication is given, the child's medical forms are checked to see if the medication has been approved by the parent.
 - Details of the process are recorded on the child's medication form.
 - If a child refuses to take the medication, the member of staff does not administer it. The parent is notified immediately.
 - If a certain medication requires training to administer medication, only members of staff with the relevant training will administer it.
 - If there are changes to the dosage or frequency of the medication, the changes are recorded on the medical forms. Parents are required to sign the forms again before any change in procedure.

12. Behaviour

- 12.1. The school's wraparound childcare services are subject to the existing Behavioural Policy; disciplinary issues are reported to the parents of the child.
- 12.2. Repeated breaches of the Behavioural Policy may result in the child being barred from attending the clubs.
- 12.3. Any outstanding fees paid by the parent are returned if a child is barred from attending the clubs.

13. Anti-Bullying Policy

- 13.1. The school has a strict Anti-Bullying Policy which is always be implemented. This can be viewed on the school website, copies are available upon request.

14. Emergency evacuation/closure

- 14.1. In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.
- 14.2. In the case of an emergency, the following procedures are followed:



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- Emergency services are contacted
- All children are evacuated from the building and taken to the designated emergency assembly point – currently, this is Watling Lower School
- A member of staff collects the register and checks that all the children are at the emergency assembly point
- If a child is missing from the emergency assembly point, the emergency services are immediately informed
- Parents are contacted to collect their children
- All children remain at the emergency assembly point until they are collected by their parent

14.3. If a child has not been collected after undergoing the emergency procedure, members of staff follow the uncollected child procedure.

15. Monitoring and review

- 15.1. This policy is reviewed every year by the School Business Manager and the Designated Safeguarding Lead.
- 15.2. The scheduled review date for this policy is December 2020.