

Saltersgate Junior School

Extended School/Family Learning Policy

PERSONS RESPONSIBLE FOR POLICY:	MRS M E OXER: HEADTEACHER Mrs A Webber: CHAIR OF GOVERNORS
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Revision Date	Revision Version	Previous Revision Date	Previous Version	Summery of Changes
08/03/10				
04/04/11	1	08/03/10		None
12/02/13	2	04/04/11	1	None
Spring 2015	3	12/02/13	2	None
Spring 2018	4	Spring 2015	3	Governor Change

Statement of Intent:

Saltersgate Junior School has always run a variety of after school clubs. In recent years however, it has extended the opportunities for learning for children well beyond the traditional curriculum boundaries and formal classroom settings, now involving agencies as well as staff of the school during, before and after the normal school day and in the school holidays. We expect to continue growing in a systematic, organised and thoughtful way.

We believe these changes need to take place in a controlled and principled environment and that the standards expected of the school are maintained and the operational procedures are in place in order to ensure the safety of the children and retain the inclusive ethos of the school. We expect such activities will develop self esteem, enjoyment and a sense of achievement in our pupils. We believe such activities will also support the Every Child Matters agenda.

Purpose

This policy identifies all aspects of the extended school provision. It lays out a core set of principles and procedures that underpin all the school offers in terms of home based and commercially sourced provision so as to protect children and families from exploitation and practices that disadvantage individuals and groups, thus ensuring educational standards are maintained, good practice is applied, procedures and protocols identified. In consequence, all providers are left in no doubt as to what is expected and all parties are clear about the expectations.

Scope

This policy applies to all those providing clubs and activities who come under the responsibility of the school during, before and after the school day as well as in school holidays. It applies to any activity which comes under the jurisdiction of the head teacher and the Senior Management such as letting to groups or other extended school provision. It also covers out of school clubs and activities held on the school premises run by school and non school staff and other volunteers. Providers are the leaders of any club or activity. Club refers to organised group which takes part in any activity on the school premises outside of the normal curriculum.

Quality Criteria

The policy supports the aims and objectives of the school and is not in conflict with any other school or Local Authority policy. It supports best practice in being clear and understood by users and managers. It is practical in terms of decision making and operational management of the extended school agenda at Saltersgate.

Aims:

- ≈ To offer a range of activities before and after school giving pupils the opportunity to develop and further their potential
- ≈ To offer a secure and safe environment in which pupils can take part in extended school activities
- ≈ To offer a balance of arts, sports, social and educational activities
- ≈ To ensure that the activities are regularly monitored and that the provider carries out appropriate risk assessments and is aware of the safety procedures in the school
- ≈ To provide a balance of paid and free activities
- ≈ To grow in a controlled manner.

The school will ensure that:

- ≈ A safe, clean, and secure environment is provided
- ≈ Roles and responsibilities are clearly demarcated between the school and the providers and all health and safety checks are in place
- ≈ Providers are supported and encouraged in order to build a relationship based on trust
- ≈ The price for parents and pupils is reasonable
- ≈ The activities are in keeping within the inclusive ethos of the school
- ≈ All safety checks in line with Safeguarding policies and procedures have been carried out on the provider with regard to CRB, Single central record, and references.
- ≈ The activities will be marketed to the wider school community
- ≈ There is space and time for the activity to take place
- ≈ There is a need and demand for the activity for example, a French Club would help meet the school's foreign language expectations
- ≈ The SMT, the School Business Manager, the Site Supervisor and all other interested parties such as the music coordinator, if for example the activity is related to music provision have been consulted, taking into account workload and whether the activity would genuinely build on what is already provided
- ≈ The number of pupils in the club is reasonable and legal in terms of ratio, adult to pupil, taking into account the amount of space and the type of activity
- ≈ The provider is aware of procedures at times when a pupil is not collected, what to do with lost property, other operational details and knows who to contact the office or the head teacher if they are unsure
- ≈ The provider has read and signed the Lettings agreement
- ≈ The club is not interrupted unless there is an emergency and sufficient notice is given if there is any clash between the school and the provider
- ≈ The Site Supervisor will usually be on site, unless agreed with the provider
- ≈ The work of the club will be displayed either through opportunities to perform or space provided on display boards and will market the club through the school website/newsletter.

- ≈ The provider has read and agreed with the school checklist (Appendix A)

The provider will ensure that

- ≈ The leader has list of contacts with phone numbers of all their members in case of emergency
- ≈ Any change of time or place will be given to the office and all other interested parties such as parents /guardians
- ≈ School property is cared for under the terms of the Lettings agreement
- ≈ Risk assessments are carried out for all activities and have appropriate third party insurance in place if required
- ≈ The smooth running of the school is not interrupted
- ≈ Any child who is collected by an adult who is not their parent/guardian should have written permission to leave
- ≈ The specific rules for clubs such as Martial Arts will be available to their members
- ≈ That the standard of behaviour of the participants is appropriate
- ≈ First Aid, epipen and inhalers and where they are found is the provider's responsibility, unless the activity takes place within school hours. The provider should ensure they have appropriate training.

Every Child Matters

The five points of the Every Child Matters agenda are central to the Extended Schools programme in the following ways:

Be Healthy

The importance of a healthy diet and exercise is a common theme throughout all extended school activities. Providers are informed of religious festivals during which pupils and staff may be fasting.

Stay Safe

The school community is encouraged to welcome diversity and through improved understanding and an open approach learn to develop mutually beneficial and positive attitudes. Social/pastoral/medical records are shared with providers when necessary.

Enjoy and Achieve

The Extended Schools Agenda is designed so as to promote individual self esteem, confidence, through a sense of enjoying and achieving. Our aim is build an inclusive environment where all can fulfil their potential and all can share in the success of others.

Make a Positive Contribution

The collective atmosphere engendered through the Extended School agenda encourages all individuals to feel part of a collective whole which is bigger than themselves. They in turn contribute towards the success of others and the school as a whole.

Achieve Economic Well-Being

The development of confidence and the sense of self worth is the consequence of being part of a flourishing and successful community. These attributes form attitudes which will stand any individual in good stead for their future both in their secondary school and beyond. They assist in ensuring that the individual has social skills necessary for their adult life.

NB

Adhering to the school's Inclusion Policy is paramount within all curricular and extra curricular areas. Every effort will be made to ensure that any specific actions appropriate to the individual will be arranged.

Appendix A

Provider copy

All providers need to be taken through this checklist before the club commences either by the Deputy Headteacher, School Business Manager or the Head teacher.

Name of club:

Name of provider:

Day/s club runs:

Number of children:

Cost per child per session:

Have you read, understood and signed the Lettings Agreement?

Have you received a copy of the Extended Schools Policy?

Are you aware of any cost implication?

Have you provided an up to date enhanced CRB and Single Central Record form and two independent references?

Have you made appropriate risk assessments for any activity you are running?
If necessary, have you taken out separate insurance?

Have you made a register of the participants and any special requirements they may have. These may be physical, social, pastoral, medical or dietary?

Have you made adequate arrangements and have you received adequate training for first aid? Are you aware of the whereabouts of inhalers and epipens, especially if you go off the school site?

Have you been taken through what to do in the event of a fire alarm?

Are you aware what to do in the event of a child not being collected on time?

If you encounter a problem do you know who to contact? Do you know who to contact in the event of any change of plan?

Signed: _____ Date: _____

Appendix A

School copy

All providers need to be taken through this checklist before the club commences either by the Deputy Headteacher, Finance Officer or the Head teacher.

Name of club:

Name of provider:

Day/s club runs:

Number of children:

Cost per child per session:

Have you read, understood and signed the Lettings Agreement?

Have you received a copy of the Extended Schools Policy?

Are you aware of any cost implication?

Have you provided an up to date enhanced CRB and Single Central record form and two independent references?

Have you made appropriate risk assessments for any activity you are running?
If necessary, have you taken out separate insurance?

Have you made a register of the participants and any special requirements they may have. These may be physical, social, pastoral, medical or dietary?

Have you made adequate arrangements and have you received adequate training for first aid? Are you aware of the whereabouts of inhalers and epipens, especially if you go off the school site?

Have you been taken through what to do in the event of a fire alarm?

Are you aware what to do in the event of a child not being collected on time?

If you encounter a problem do you know who to contact? Do you know who to contact in the event of any change of plan?

Signed: _____ Date: _____