

RIVERSIDE SCHOOL



Policy For Extended Services

APPROVED BY GOVERNORS

RESPONSIBLE PERSON - HEADTEACHER

1) Aims

- 1.1) The aim of the Riverside Extended Services is to provide Saturday and Holiday Clubs in line with contracted arrangements with the London Borough of Bromley. Other extended school activities may be run from time to time.
- 1.2) Riverside Extended Services will provide play, sporting and sensory activities with an emphasis on fun and with a distinction from the main school day. We will give a warm and friendly welcome to each child on arrival and ensure that he/she departs safely at the end of each session.

(Unless otherwise stated the scheme shall be run in accordance with Riverside school and LA policies, where appropriate).

2) Arrivals and Departures

- 2.1) It is the responsibility of the Manager to ensure that an accurate record is kept of all children attending the club. A register will be kept to record any arrival or departure from the premises. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts during the session.
- 2.1) Transport arrangements for each child shall be recorded and any changes to these shall be notified and recorded at the beginning of each session.

3) Behaviour Support Strategies

- 3.1) The Behaviour Support Policy of Riverside School shall apply to the extended services and adherence to this will be required from all staff.
- 3.2) Staff will support behaviour according to clear, consistent and positive strategies. Parents/carers are encouraged to contribute to these strategies, raising concerns or suggestions. Behaviour support plans devised for pupils in school will be made available to extended school staff. Information will be requested for pupils that do not attend Riverside School.

4) Care Plans

- 4.1 Staff shall be made fully aware of individual pupil's needs and will be suitably trained to meet those needs.
- 4.2 Any medication required shall be provided in separately labelled containers with full instructions for the use as necessary at the extended school provision. Normal school supplies will not be used. The appropriate medications shall be collected from the school nursing team before each session with clear instructions and permissions and shall be kept in a secure locked cupboard for the duration of the club. They shall be returned to the nursing team at the earliest practical opportunity.
- 4.3 All food allergy and particular feeding requirements shall be recorded and provision made to meet these needs.

5) Care, Learning and Play Policy

- 5.1) The club will provide a play environment that offers rich and stimulating experiences, alongside opportunities to explore, experiment, plan and make decisions for them.
- 5.2) The activities offered will recognise individual pupil's abilities and take into account the differing ages and needs.
- 5.3) At all times staff will recognise a child's individuality, effort and achievement.
- 5.4) Wherever appropriate children will be involved in the planning and setting up of activities, so that their opinions are taken into account and that they feel they have a sense of ownership.

6) Child Protection and Safeguarding

- 6.1) The Extended Services Manager or School Business Manager will be the responsible person during the operation of the club and will manage it in accordance with Riverside School Policies and current legislation. Any concerns shall be raised with the school's safeguarding officer and the Head Teacher.
- 6.2) All recruitment will be conducted in accordance with Riverside School and LA policies and all staff shall be subject to full DBS checks.

7) Complaints

- 7.1) The complaints procedure of Riverside School will apply to the after school club. In the first instance matters should be raised with the Manager. In the event of this not being possible or appropriate the matter should be referred to the School Business Manager.

8) Confidentiality

- 8.1) All staff and any other individual associated with the scheme will respect confidentiality by
 - Not discussing issues regarding children at the club with other parents/carers or non interested parties.
 - Not discussing confidential matters about parents/carers who use the facility with other parents/carers, children or non interested parties.
 - Not discussing confidential information about other staff members.
 - Only passing sensitive information written or orally to relevant people.
 - In circumstances where staff have good reason to believe that a child is at risk, the Safeguarding Policy will override confidentiality on a 'need to know' basis.
- 8.2) Any member of staff shown to have disregard for confidentiality will be subject to Riverside School disciplinary procedures.
- 8.3) Any communication between the club and parents shall be as agreed between staff and parents and shall be separate from the home school contact book.

9) Documentation and Information

- 9.1) The school recognises the need for maintaining up to date and accurate records, policies and procedures necessary to operate safely, efficiently and in accordance with the law. The school is also aware of its obligations with regard to storing and sharing of information under the Data Protection Act 1998, and is committed to complying with its regulations and guidance.
- 9.2) The scheme Manager, and staff will be made aware of the implications of the act in so far as it affects their roles and responsibilities. Records and information will be made available to parents/carers upon receipt of a written request. If for any reason a request is going to be refused, the decision and any explanation will be communicated in writing.
- 9.3) Eligibility for places at Saturday and holiday clubs will be assessed and determined by the Short Breaks Disability Team at the London Borough of Bromley and allocations will be organised by the school in line with Bromley decisions.

10) Equal Opportunities

- 10.1) The Riverside Equal Opportunity Policy will apply to the club. We are committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community. We aim to provide a welcoming and caring environment that promotes and reflects cultural and social diversity and is equally accessible to all.
- 10.2) We will endeavor to challenge any offensive behaviour, language or attitudes with regard to race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and disability.
- 10.3) We recognise that achieving the objective of our equal opportunities policy relies on the active involvement of parents/carers. We will welcome and encourage parents and carers to get involved in the operation of our extended services, and to comment on the effectiveness of its policies and procedures.

11) Health and Safety

- 11.1) The scheme shall be run in accordance with Riverside school and LA policies.
- 11.2) Equipment shall be fit for purpose and maintained to a high standard and risk assessments for activities will be undertaken. Any breakages shall be brought to the attention of the co-ordinator.
- 11.3) The provision of food shall be prepared in accordance with food hygiene requirements
- 11.4) All staff have a responsibility to take reasonable care in terms of their own health and safety as well as that of other persons affected by their acts or omissions
- 11.5) All staff shall report any incidents, accidents or dangerous occurrences which have led or may lead to future injury or damage and assist in such investigations. Records shall be kept of incident/accident books.

11.6) All staff shall undergo health and safety training as and when required or instructed by the Co-ordinator

12) Hygiene

12.1) The Club recognises the importance of maintaining the highest possible standards of hygiene in and around the premises so as to minimise the risks posed to children, staff and visitors.

12.2) The Management and staff are committed to taking all practicable steps to prevent and control the spread of infectious germs, and uphold high standards of personal hygiene in order to minimize risk of catching or spreading infections.

12.3) In all circumstances, staff will adhere to the following examples of good personal hygiene:

- Washing hands before and after handling food or drink, messy activities or outdoor play.
- Washing hands after using the toilet,
- Encouraging and assisting children to adopt the same routines.
- Wearing gloves and aprons when changing pupils and disposing of waste in receptacles provided.
- Keeping long hair tied back.
- Covering cuts and abrasions while on the premises and taking any other steps that are likely to minimise the risk of spread of infection.

13) Dealing with Spillages

13.1) Spillages of substances which are likely to cause the spread of infection will be dealt with immediately. Blood, vomit, urine and faeces will be disposed of safely and hygienically in nappy disposal bins. Staff will wear disposable plastic gloves and an apron while using dettox or disinfectant solution, and clean themselves thoroughly afterwards. Children will be kept well clear while such substances are being cleared up.

14) Recording Accidents, Incidents and Dangerous Occurrences

14.1) All accidents, incidents and dangerous occurrences will be recorded in either the Incident Book or the Accident Record Book as appropriate on the same day the event occurred. Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence
- Details of the people involved
- The type, nature and location of any injury sustained
- The action taken as a result and by whom and the signature of the member of staff who dealt with the event, any witnesses and, if deemed necessary, a counter signature by the parent, carer or designated adult of the child/ren involved.

14.2) Staff should inform the parent, carer or designated adult of the incident at the end of the session in which the incident, accident or dangerous event took place. Where this is not possible, the information should be passed on

at the earliest possible opportunity. If the child is taken home by transport, staff should contact the parent/carer by telephone if possible.

15) Staffing

- 15.1) The club will operate with approximately 2:1 pupil to staff ratio.
- 15.2) The Manager will arrange staff meetings where all staff are able to discuss and contribute to the development and quality of the programme of activities provided.
- 15.3) Members of staff are expected to conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner.
- 15.4) Members of staff are expected to display both knowledge and understanding of multicultural issues and a commitment to treating all children as individuals and with equal concern and respect.
- 15.5) Members of staff will have regard for maintaining appropriate dress and personal appearance for working with children and with the awareness of health and safety issues.
- 15.6) Personal mobiles must be switched off and not used during working hours. If a member of staff is likely to have the need to receive an emergency call then they should be contacted on the dedicated phone number that will be supplied.
- 15.7) The Manager will ensure that appropriate training is organised for staff.
- 15.8) Staff will be subject to the staffing policies and procedures adopted by Riverside School.

16) Uncollected Children

- 16.1) Staff will have the highest regard for the safety of children in our care – from the moment they arrive to the moment they leave.
- 16.2) At the end of every session, staff will ensure that all children are collected by their regular transport provider, a parent, a carer or designated adult. If for some reason a child is not collected at the end of a session, the following procedures will take place.
 - If transport, a parent, carer or designated adult is more than 10 minutes late in collecting their child, the Manager will be informed.
 - The Manager, will call the transport provider/parent, carer or designated adult, and use any of the emergency contact details available in order to try to ascertain the cause for the delay, and the likely length. Messages will always be left on the answer phone if available requesting a prompt reply.
 - While waiting for the child to be collected, the child will be supervised by at least two members of staff who will offer as much support as possible and do everything they can to reassure the child.
 - Where a child is being collected by a parent/carer, if, after repeated attempts, no contact is made with the parent, carer or designated adult and a further period of 30 minutes has elapsed, the Manager will contact the local Social Service department for advice.

- In the event that Social Services are contacted and responsibility is handed over to them, a further call will be made to the parent, carer or designated adult to inform them of the situation.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the school premises.
- The child will remain in the care of the Manager until collected by the parent, carer or designated adult, or alternatively placed in the care of Social Services.
- Incident of late collection will be recorded by the Manager and discussed with parents/carers at the earliest opportunity but no later than the next session.
- Parents and carers will be informed that late collection will result in additional charges being made and more than three late collections will result in the loss of the child's place at the club.

17) Sun Protection

- 17.1) Parents will be encouraged to supply a sunhat and sunscreen and children will be encouraged to put cream on themselves to avoid burning. When deemed necessary, staff may apply sunscreen provided by the parents to those children who are deemed not able to do so for themselves.
- 17.2) In hot weather staff will encourage children to drink water regularly. Staff should also ensure that shady areas out of the sun are always available when playing outside.

18) Closing the Club in an Emergency

- 18.1) In very exceptional circumstances, the club may need to close at very short notice due to an unexpected emergency. Such incidents may include:
- Insufficient members of staff for the number of children present
 - Serious weather conditions;
 - Burst water pipes;
 - Discovery of dangerous structural damage;
 - Serious assault on a member of staff
 - Serious accident or illness.
- 18.2) In such circumstances, the Manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at a pre-arranged point where a register will be taken.
- 18.3) Steps will then be taken to inform parents/carers and staff will take the necessary steps in relation to the cause of the closure. All children will be supervised until they are safely collected.

19) Fire Safety

- 19.1) All staff will be aware of the location of fire exits, the fire assembly point and where the safety equipment is stored.

- 19.2) Children will be made aware of the fire safety procedures during their settling in period and on regular occasions afterwards. All children will be made aware of the location of fire exits and the fire assembly point.
- 19.3) Fire doors and exits are clearly marked, are not obstructed and are easily opened from the inside. Fire exits are kept closed at all times but never locked. Fire extinguishers and alarm systems are regularly tested in accordance with the manufacturer's instructions. Appropriate signage will be provided where possible.
- 19.4) The co-ordinator will appoint a designated fire safety officer who will be responsible for arranging fire drills and tests. Fire drills will take place periodically and staff will be told when these will occur.
- 19.5) All fire drills, incidents and equipment checks will be recorded in the Incident Record Book.