



Dore Primary School

POLICY ON EXTENDED SCHOOLS PROVISION

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Through Extended Schools Provision, the Governing Body of Dore Primary School aims to:

- Provide a range of activities and services that will support children's learning, families and the wider community contributing to School Study Support Provision
- Respond to the needs of the community in order to promote community cohesion
- Support the "Every Child Matters" agenda through a range of activities and services
- Provide a combination of commercial, voluntary and staff-led activities

Our Extended Schools Provision might include:

- Before/After school care (including Breakfast Club, Dore Kids Club, Play at Dore)
- Sports / arts activities
- Residential visits
- Learning support
- Information on local services for parents
- Adult education e.g. Parenting classes
- Dore Parents Association activities (DPA)

Our Extended Schools activities will be carried out in accordance with our Safeguarding, Health and Safety and Inclusion policies and Equalities scheme. (See Appendix A – "Expectations of Providers")

Our Extended Schools Provision will be self-financing. See the Charging and Remissions Policy – available on the school website

<https://docs.google.com/viewer?a=v&pid=sites&srcid=ZG9yZS5zaGVmZmlldGQuc2NoLnVrfHdiYnNpdGV8Z3g6NDk5ZjRjYjE1ZWUxNmJiYw>

We aim to ensure that there is a minimal impact on the workload of teachers and the senior leadership team of the school

We will not actively promote commercial activities to the children but provide information to parents about activities that support the Extended Schools/ Study Support Provision agenda.

OUR RESPONSIBILITIES:

1. To provide a member of staff who will be available to administer first aid and to give appropriate support as needed for during lunch time and for after school activities. The member of staff will be based in the main entrance / office (12.00 – 1.10 p.m. and 3.15 – 4.45pm)
2. To provide insurance cover (through City Council's school policy) for activities involving volunteers.
3. To provide a suitable venue for the activity. This is subject to activities being run by the school and voluntary organisations and will require flexibility on occasions.
4. To distribute information about appropriate potential activities to parents (with a disclaimer as to the activity's quality)
5. To discuss a checklist of practical and organisational details with each provider (See "Checklist" below)

WHAT WE EXPECT OF PROVIDERS:

1. To participate in a discussion of the practical and organisational Checklist (See "Checklist" below)
2. To behave appropriately and operate within our Health and Safety, Safeguarding and Inclusion policies
3. To put away equipment and to leave the room tidy. School equipment only to be used with express permission.
4. To periodically participate in a review/evaluation of the activity
5. To pay invoices promptly (commercial providers only) by the third week of any half term.
6. To provide (in writing) a list of dates when the activity will take place
7. To provide certificate of public liability insurance
8. To provide CRB check certificates for inspection
9. To keep a register of children attending and to give a copy of this register to the school at the end of the half term.

EXTENDED SCHOOLS ACTIVITY CHECKLIST

This list is to be completed by the school's Extended Services Coordinator in discussion with the provider of any club or activity that takes place outside school hours on school premises. Each point is to be considered and a brief note entered in the space below. The list should then be signed by the provider and the school and copies kept by both parties.

Name of Activity:

.....

Name of Leader / and Company

.....

1. What equipment will be used? Will this be school's or provided by the leader of the activity?

.....

2. What areas(s) of the school building will be required?

.....

3. How will potential participants be notified of the activity? Who invited?

.....

4. Check wording of letter inviting attendance and reply slip. *Copy of any letter written to be stapled to this form.*

Letter to clearly state dates, times and location of sessions.

Reply slip to state:

name of activity,

child's name and class,

signature of parent / carer,

collection arrangements – Kid's Club / adult collecting / making own way home,

the following statement : "We expect your child to be present for each session unless we are informed otherwise. A register of attendance will be taken. If a child is missing we will not be able to try to locate them."

5. Arrangements for informing parents of place allocation.

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Is there a charge for the activity? If so, how much? In any event, a register of participants must be kept each session. Check organisation of register.

6. How will the register of participants and collection of money be organised.

.....

7. CRB checks – certificates need to be presented for inspection. *A photocopy of the CRB form for anyone who will be working with the children to be stapled to this form.*

8. Give provider a copy of our "Guidance to Providers of After School Activities" attached at Appendix B. Date given:

9. Discuss cancellation procedure. In the event of the activity being cancelled, consider the procedure and note methods:
How will the school be informed?

How will the children be informed?

How will the parents be informed?

10. Discuss dismissal arrangements at end of activity. Children to be handed over to parent / carer at the end of the activity. Leader not to leave until last child collected.
Member of school staff must be informed of any problems and will assist. Children going to Kid's Club should be escorted by the activity leader.

11. Any other issues?
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When complete, form to be signed. Copies to be held by school and activity leader.

Activity Leader:

Signed Name.....

School Staff:

Signed Name.....

Date.....

**DORE PRIMARY SCHOOL
EXTENDED SCHOOLS ACTIVITIES
GUIDANCE TO PROVIDERS OF AFTER SCHOOL ACTIVITIES**

Arriving at School

It is essential please that you sign in and out at school using the electronic visitor recording system at the school reception. All providers must wear the visitors badge, provided by school reception staff, whilst on school premises.

Emergency Procedure

The continuous ringing of the fire siren is the Fire Alarm Warning. If seated, children immediately stand, put chairs under tables and file silently out of the nearest exit heading for the nearest yard. You should guide children to do this, taking with you the register of participants for that session and making sure nobody is left behind. Once you reach the yard, you should use the register to check that everyone is present and keep them with you until a member of the school staff has spoken to you to see that all the children are there and then advised you of the next steps.

Accidents or other events requiring other adult support

Providers will be given an emergency card which can be used to summon a member of the school staff in the event of an accident or if a child's behaviour becomes difficult to manage and you require support. You should send a child with the card to the office area to find a member of the school staff. They will then come immediately to your assistance. It is essential in the event of an accident that you follow this procedure so that appropriate first aid can be carried out and the incident recorded by the member of school staff.

The children and their behaviour

You will be working closely with a number of children with a range of abilities and behaviours during your visits. It is essential that you feel able to keep confidentiality about personal details of the children you work with. At Dore Primary School, we have very high expectations of the behaviour and manners of our children. We operate Values Education, which is a powerful tool in reminding children of our expectations. We expect every member of the school community to show respect towards every other member of the community. If you feel that a child or children do not live up to our expectations in their relationship or in an incident with you, then it is very important that you speak to the member of staff so that we may help the child or children understand what is expected of them.

The Values we promote are:

understanding, cooperation, responsibility, thoughtfulness, appreciation, respect, kindness, honesty, compassion, determination,

Our Values vocabulary is in every classroom. If you refer to the values in discussing behaviour with the children, either individually or as a group, this will be helpful.

Health and Safety

Health and Safety in school is governed by health and safety legislation and associated regulations that are enforced by the Health and safety Executive (HSE). At Dore Primary School statutory health and safety responsibilities fall on the Local Authority (as the employer) and its staff (as employees). The Governing Body of the school, as the management body, has to ensure that school staff and premises comply with the LA's health and safety policy and practices. This includes taking reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of others at risk whilst they are on the premises. As an adult working within and beyond the school

environment we would expect you to follow the instructions given by the staff to ensure the overall health and safety of the children, staff and visitors. Equally you will have a responsibility to ensure that any independent action on your part does not put others at risk.

Criminal Record Bureau Checks

We are required by law to obtain a CRB check on any individual helper or worker who has substantial access to children on a regular basis. It is a condition of our policy on extended schools activities that prior to working with children, all workers show their CRB form to the school office where a copy will be made.

Confidentiality

If you find any children particularly difficult to manage, please discuss this with a member of the school staff who may be able to explain how best to handle a child. In doing this they may choose to give you information about a child that is confidential. When you are involved working with the children and staff of the school, it is essential please that you understand the need for confidentiality. Details about children and staff or situations that may occur should not be discussed anywhere. Excerpt from the school confidentiality policy:

The policy of the school is to work in partnership with parents and carers in order to promote the welfare and education of children. The school also aims to build up relationships of trust between teachers, pupils and parents. Children and parents should feel able to raise with the school private, personal and family matters, including concerns about safety and welfare, in the knowledge that these will be dealt with sensitively. The school will ensure that all staff are aware of, and agree to adhere to, the confidentiality policy. It is important to highlight the absolute necessity of careful talk and safe-keeping of records, in an open plan school and open staff room environment which welcomes the inclusion of parent staff employees and voluntary parent and community helpers.

Safeguarding / Child Protection

If you are concerned about the safety or well-being of a child, please inform a member of the school staff. All members of staff must act within the school's Safeguarding Policies (from Sheffield Safeguarding Website) and are required to refer concerns or allegations to the school's Child Protection Liaison Teacher (CPLT) who is Jason Fletcher. All visitors to school premises should ensure they are aware of safeguarding procedures and policies; available in the entrance hall.