

# Inspire Education Community Trust



Inspire Education Community Trust  
*Learning together and inspiring success*

## Extended Services Policy

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## Statement of intent

Inspire Education Community Trust believes in creating a safe, welcoming and stimulating environment for all the children in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence.

In order to help and support parents, the school aims to provide an affordable and convenient breakfast club. This is to provide greater flexibility for parents and their working hours/college commitments etc.

The clubs cater for up to 20 children\* at a time, ensuring that there is a staff to child ratio of 1:20 at all times.

The school also provides numerous extracurricular clubs and activities as a method of developing children's physical health and mental well-being. All clubs and activities are conducted to the same high standard as that of the educational provision and delivered by sports coaches employed by the Trust.

\*Reception – Year Six

## 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 (2023) '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:
  - [Accident Reporting Procedures](#)
  - [Near-miss Policy](#)
  - [Supporting Pupils with Medical Conditions Policy](#)
  - [Administering Medication Policy](#)
  - [Anti-Bullying Policy](#)
  - [EYFS Policy](#)
  - [Complaints Procedures Policy](#)
  - [Health and Safety Policy](#)
  - [Behavioural Policy](#)
  - [Fire Evacuation Plan](#)

## 2. Breakfast club

- 2.1. Breakfast club is open between 7:45 and 8:30am, Monday-Friday.
- 2.2. This is currently FREE.
- 2.3. Parents complete an online form to complete if they wish to request a place for their child at breakfast club. Forms are sent out to parents before the start of each school term. Parents can request a link to the form at other times during the year. The school will aim to provide all pupils with a place, providing they are able to do so safely and within the legal staff/pupil ratios.

## 3. After-school club

The school does not currently offer an after-school club. However, parents are made aware of their right to request after-school club wrap-around care.

- Parents are informed of that there must be at least 10 requests before the school may consider providing wrap-around care after-school.

- Where the threshold of 10 requests is reached, the CEO will discuss with consult with the [Trust Board](#) to decide whether the school will provide the service
  - Within eight weeks from the count of the number of requests, parents are informed of the school's decision, including the number of requests received and the reasons behind the decision
- 3.1. The school is permitted to refuse to provide the service only under the following circumstances:
- There is a lack of a suitable space
  - There is a lack of demand from parents
  - The school is unable to make arrangements with partner organisations
  - A similar service is already available and can be used without difficulty
  - The school has been placed in special measures
- 3.2. If the school is unable to provide the service, parents are signposted to the local Family Information Service for up-to-date information about alternative childcare services in the area.
- 3.3. All requests from parents are recorded and dated, and stored in the relevant SharePoint site in accordance with the school's [Data Protection Policy](#).
- 3.4. Activities in breakfast club are set out in the breakfast club handbook. The focus of the club is development of pupils physical and mental health and well-being. The wheel of well-being is used throughout each session to guide activities.

## 4. Roles and responsibilities

- 4.1. The [CEO](#) will:
- Maintain strategic oversight of how the 'right to request' process is working.
  - Provide support to the head of school 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.
  - Discuss with the [Trust board](#) about the viability of any new childcare service.
- 4.2. The head of school will:
- Recruit any additional staff required for the childcare service and line manage the childcare service's staff.

- Report to the [local governing body](#) on the performance of the childcare service.
- Manage any complaints relating to the childcare service.

4.3. The [TBM](#) will:

- Determine the financial viability and practicalities of any new childcare service and offer evidence-based recommendations to the head of school 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.
- 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.
- Market the childcare service on various channels.
- 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.
- Ensure that the provider is registered with Ofsted.
- Ensure that any food provided is consistent with the school's [Healthy Eating Policy](#).
- Manage contracts, including putting in place the appropriate service level agreements, break clauses and exit strategies with external providers.
- Where requested, report to the [Trust board](#) on the financial performance of the childcare service.

4.4. 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.

4.5. 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.

- Ensure that any external providers have clear policies and procedures in place to safeguard children.
- 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.
- Obtain written confirmation from any external provider confirming that enhanced DBS (with barred list) certificates have been obtained for staff working at the childcare service.

## 5. Admissions and fees

- 5.1. The school has a first come, first served policy for admissions to breakfast club. When all the places have been filled, new applications are placed on a waiting list. The following cases are prioritised:
- Pupils of working parents or students
  - Pupils who have a safeguarding or SEMH vulnerability
  - Pupils of parents who live further away from school
  - Pupils who have poor attendance
  - Pupils of parents who request a place due to other reasons
- 5.2. The staff to child ratio for our school's breakfast club is 1:20 (pupils in reception – year six). If nursery children are in attendance the ratio is 1:8 for the group including the nursery children.
- 5.3. Before registration, parents are given the following information:
- The availability of places
  - Admissions Policy
  - Behavioural and medical policies
- 5.4. Parents are required to complete a digital form:
- Registration details and reason for request
  - Parent contract
- 5.5. The standard daily fee for attending the breakfast club is £0 per child, per week.

## 6. Extracurricular clubs

- 6.1. At Inspire Education Community Trust, we prioritise sports clubs over other extra-curricular activities. We believe physical health is vital for children's mental health and well-being.
- 6.2. Extra-curricular activities are also used to give pupils the chance to explore things which they've never encountered by exploring beyond the national curriculum e.g. fencing.

- 6.3. A range of opportunities are provided to pupils to promote a healthy lifestyle and support pupils' wellbeing, such as drama club to develop pupils' confidence and sporting activities to encourage team work.
- 6.4. Clubs are set for specific year groups of specific days. Pupil voice is used to inform the sports/clubs on offer.
- 6.5. All clubs run from 3:30 - 4:20.
- 6.6. Clubs are offered to pupils in KS1 and KS2 across all 5 days.
- 6.7. Extracurricular clubs and activities are provided **free of charge**.
- 6.8. All clubs and activities follow a first come, first served policy in relation to admissions. When all the places have been filled, new applications are placed on a waiting list.
- 6.9. Extracurricular clubs are organised, managed and conducted in accordance with the school's existing policies.
- 6.10. The staff to pupil ratio for extracurricular clubs and activities is **1:20**.
- 6.11. Pupils partaking in the club/activity are registered at the beginning and end of the session.
- 6.12. All extracurricular clubs and activities follow the same procedures and protocols as the school's extended services.
- 6.13. Whilst clubs and activities are being conducted, the designated member of staff leading the extracurricular club is responsible for the safety and welfare of all pupils.
- 6.14. Appropriately trained members of staff partake in clubs and activities where SEND provision is needed.
- 6.15. Extracurricular clubs do not discriminate against pupils with SEND.

## **7. Arrivals and departures**

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

### **Breakfast club**

- Parents drop their child off at the designated playground gate.
- Attendance is recorded in the breakfast club's register as pupils arrive.
- A member of the school staff will collect pupils from the breakfast club and escort them to their respective classes.
- The staff member collecting the pupils will be informed of any pupils that did not attend the breakfast club as expected; the school will follow its



[Attendance Policy](#) if the whereabouts of those pupils remain unknown after registration is called.

### **Extra-curricular clubs and Friday club**

- The collection point is the [large hall](#).
- [All pupils attending after-school club](#) will be collected from their classes by the member of staff leading the club. They will be recorded in the after-school club's register upon arrival. If a pupil arrives in the large hall, but is not on the register, a staff member will check with the school and the parent before turning the pupil away.

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

- Upon registration, parents are made aware that the same procedures for collection apply to those of a normal school day:
  - The names and contact numbers of any individuals authorised to collect their children from the club on their behalf must be on the pupil's contact sheet and have been introduced to members of staff prior to collection.
- At the end of the after-school club, staff sign each pupil out before they leave the premises.
- 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 outlined in [section 10](#) of this policy.

7.3. Pupils in upper KS2, can leave the premises unaccompanied if written permission is given by the parent and agreed by the Head of School.

7.4. All other pupils are not permitted to leave the premises unaccompanied.

## **8. Involving parents**

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

- All the club's policies are available on the school's website, and hard copies are also available upon request.
- All members of staff are aware of pupil's communication, SEND, medical and SEMH needs that could affect the happiness and wellbeing of their child.
- An annual survey is conducted via Microsoft Forms to collect feedback and improve services.

## 9. Missing child procedure

- 9.1. The school has procedures in place to ensure the safety and wellbeing of all the children in the school's care.
- 9.2. The school ensures it holds at least two emergency contacts for each pupil registered at the club.
- 9.3. All staff are informed of the missing child procedure as part of their induction.
- 9.4. 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 of school** liaises with the police and the parents of the child.

## 10. Uncollected children

- 10.1. Staff members do their best to ensure effective communication between clubs and parents. If a parent is up to **10** 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 reminded that repeated late arrival will result in a withdrawal of a place at after-school club.
- 10.2. If the parent is over **10** minutes late, the following procedure is followed:
  - A member of staff attempts to contact the parent
  - If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts
  - For the duration of the wait, the child is supervised by **a member of staff**
  - When the parent arrives, they are reminded that repeated late arrival will result in a withdrawal of a place at after-school club.
- 10.3. If the parent is more than **30** minutes late, the following procedures are followed:
  - 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 to contact the phone number displayed on the front door.

## 11. Health and safety

11.1. All members of staff at the school are aware of their responsibilities and duties in regards 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.

## 12. Illness and injury

12.1. In the event of illness or injury, the school will act in accordance with the [Accident Reporting Procedures](#) and the [First Aid Policy](#).

12.2. There is always at least one paediatric first aider on site during any breakfast or after-school extra-curricular club. All members of staff who 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 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

12.3. If a child suffers a major injury or becomes seriously ill, the medical emergency procedures are followed (see first aid policy):

- 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

## 13. Medication

13.1. Members of staff always act in accordance with the school's [Supporting Pupils with Medical Conditions Policy](#) and [Administering Medication Policy](#)

13.2. 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. Please refer to the Administering Medication Policy for more details.

## 14. Behaviour

- 14.1. The school's breakfast and after-school extra-curricular clubs are subject to the existing [Behavioural Policy](#); disciplinary issues are reported to the parents of the child.
- 14.2. Repeated breaches of the [Behavioural Policy](#) may result in the place at the club being withdrawn. Any fees paid by the parent are returned in this instance.
- 14.3. The school has a strict [Anti-Bullying Policy](#) which is be implemented at all times.

## 15. EYFS

- 15.1. [Reception](#) aged pupils are offered extra-curricular after-school clubs in the spring and summer terms.
- 15.2. Nursery aged pupils are permitted to attend breakfast club if staff ratios allow. If a nursery child attends, staff/pupil ratios must not exceed 1:13.

## 16. Emergency evacuation/closure

- 16.1. In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.
- 16.2. In the case of an emergency, the following procedures are followed:
  - Emergency services are contacted
  - All children are evacuated from the building and taken to the designated emergency assembly point – [the playground](#)
  - 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
- 16.3. If a child has not been collected after undergoing the emergency procedure, members of staff follow the [uncollected child procedure](#).

## 17. Monitoring and review

- 17.1. This policy is reviewed by the CEO and by the [head of school](#) annually.