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BRECKON HILL PRIMARY SCHOOL

**Extended Schools Policy**

Date of Policy: February 2019

Review Date: January 2021

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## **Statement of intent**

**Breckon Hill Primary School** believes it is essential to ensure all pupils are safe when they leave school at the end of the day. We appreciate that, for many families, arrangements need to be flexible and it may be that several people care for the child after school. For this reason, we have set out clear procedures that all staff and parents must adhere to, to ensure the safeguarding and wellbeing of pupils.

The aim of this policy is to:

* Keep pupils safe.
* Make parents aware of the expectations regarding collecting children at the end of Afterschool & Tea Club.
* Highlight the importance of parent-school communication.

1. **INTRODUCTION** 
   1. At Breckon Primary School we are committed to ensuring that every child:

* Is healthy
* Is learning
* Stays safe
* Enjoys and achieves
* Makes a positive contribution
* Achieves economic well-being

We believe the ‘Extended Schools’ agenda has a key role to play in achieving these outcomes. We believe that our extended services can make life-changing differences to pupils encouraging better attendance and attitudes.

1. **After-school & Tea Club procedure**

* Where an after-school provision is covered by an external provider, it is the responsibility of the external provider to follow the school’s process for the collection of children.
* Children need to book in with the school office. The staff on duty will keep a register.
* Children attending the Tea Club to be collected by 5:30pm from the Pre-School ‘blue door’
* If parents are late in collecting their children from after-school club (4pm) or tea-club there will be a charge appropriate to the club attended.

**5.0 WHAT’S ON OFFER**

* Clubs that are offered will relate to the school’s Inclusion Policy and the Equality Act 2010.
* We provide a wide range of extra-curricular activities to complement the curriculum and to allow them time to enjoy an out of hours programme of sports, arts and other enrichment activities in a safe learning environment.

1. **INSURANCE LIABILITY AND ACCESSIBILITY**

* Organisations, groups and providers that are not part of the school may be liable for any claims arising out of their own activities, therefore Breckon school will ensure that each group has its own public liability insurance.
* Groups and organisations with national affiliations may be covered by the organisation’s overall insurance policy and if so, would not need to take out individual insurance.

1. **MAINTENANCE AND SECURITY** 
   1. Breckon school will carry out full and appropriate risk assessments with the relevant partner agencies to ensure that all health and safety standards are met and reflect the school policy and which will include;

* Fire Safety
* Visitors Record
* DBS checks
* Site Security
* Hazards
* Disaster

**LEGAL ISSUES**

* Data Protection & Confidentiality;
* The school will consult with specialist service providers to ensure that provision on the school premises adheres to individual professional guidelines.
* Under the Data Protection Act 1998 certain information is exempt from disclosure and should not be shared with other service providers.
* Child Protection - the school will ensure all staff, students on placements and volunteers are aware of the Child Protection procedures. The school governing body will ensure third party providers have their own Child Protection policy in place.
* A copy of DBS will be obtained and kept on site for records. Third party providers will be required provide copy of their staff DBS records.