



St Edward's Catholic First School
Parsonage Lane, Windsor SL4 5EN
Head Teacher : Mrs Sarah Matthews
Telephone : 01753 860607
office@secfs.org.uk
www.stedwardscatholicfirstschool.co.uk

We See Jesus In Everything We Do

Extended Hours

Policy and Procedures 2022

CONTENTS

Section		Page
1	Staffing	3
2	Admissions Policy and Registration Requirements	3
3	Fees and Booking	4
4	Changes to Sessions	4
5	Arrivals and Departures	5
6	Non collection of a Child	5
7	Settling In	5
8	Food and Drink	5
9	Equipment and Activities	6
10	Involving and Consulting Children	6
11	Physical Environment	6
12	Health and Safety / COSCH / RIDDOR	6
13	Site Security	7
14	Fire Safety	7
15	Visits and Outings	7
16	Health, Illness and Emergency	7
17	Smoking, Alcohol and Drugs	8
18	Equality of Opportunity	9
19	Special Educational Needs / Inclusion	9
20	Behaviour Management	9
21	Partnership with Parents and Carers	9
22	Missing Persons	9
23	Compliments and Complaints Procedure	10
24	Child Protection and Safeguarding	10
25	Documentation and Information	10
26	Confidentiality Policy	11
27	Registration Form	12-13

1. STAFFING

St Edward's First School is committed to placing the best interests of the children's welfare, care and development at the centre of all staffing matters. The before school Breakfast Club and after school Cuckoo Club is managed on a day to day basis by the appointed Club Supervisor, who reports directly to the Head Teacher. There will always be at least two members of staff present during the Club's opening hours and all staff will hold an up to date DBS check, a current Basic Food Hygiene qualification, and have attended Safeguarding training. There will always be at least one person on site who holds a Paediatric First Aid qualification. There will always be a Senior Playworker (who is qualified to be left in sole charge of the Club, as set out in the EYFS standards) or a member of the school's Senior Management Team on site. Ratios of adults to children will be adhered to as set out in the EYFS standards. Our ratios are one adult to every eight children under five and one adult to every fourteen children over five. For off-site activities, careful consideration is taken regarding staffing levels and the Governing Board is consulted before any such activity is undertaken.

All Club staff are employed by the Governing Board and are subject to the terms and conditions and disciplinary rules set out by the Royal Borough of Windsor and Maidenhead. All staff are aware that confidentiality is very important and that the breaking of our confidentiality rules could lead to disciplinary action by the Governing Board.

Staff training is considered important to the well-being of our parents/carers and their children, therefore training is ongoing and updated as necessary.

The Club promotes and encourages the involvement of students. However, these persons are to complement, not replace, staff. As with all staff, DBS checks will be carried out. Parents/carers, students and volunteers will never be left in sole charge of the Club or of any child attending it.

2. ADMISSIONS POLICY AND REGISTRATION REQUIREMENTS

The extended hours clubs are open to all children attending St Edward's Catholic First School, subject to the maximum Club size and session timings are on the Extended Hours Care Registration Form.

A registration form must be filled in by parents/carers for all children before they attend for the first time. This registration form will ask parents/carers to supply information which includes: two emergency contact telephone numbers, full postal address, details of any allergies the child has (e.g. nut allergy), any special needs the child may have, and any details regarding access e.g. court orders. It is the responsibility of the parent/carers to inform the school of any changes to this information. However, the school will regularly remind parents/carers of the need to keep this information updated.

The monitoring of all admissions will take place and the information gained will be used as a tool for review and evaluation as to whether the clubs are meeting the needs of our families.

All enquiries regarding admission should be referred to the school office. All parents/carers can request a meeting with the school at any time during operational hours should the need arise. All information passed on to the staff will be treated in complete confidentiality at all times, except for those incidents which place a statutory obligation on the Club to contact the relevant authorities.

3. FEES AND BOOKING

Fees are to be paid in advance of all sessions booked, unless using Childcare Voucher payments where vouchers will be processed upon receipt by the school.

Refunds: Payments made by Credit or Debit cards will be processed only in extreme circumstances and will need to be authorised by the Head Teacher and/or the School Business Manager.

Payments made by Childcare vouchers must be monitored carefully by parents/carers so a surplus of funds does not accrue. Refunds cannot simply be processed in school. It is extremely difficult and very time consuming to try and obtain refunds from Childcare voucher providers and Government tax free childcare so we ask parents/carers to manage their voucher payments carefully so as not to need any refunds.

We ask that parents/carers pre-book and pay for sessions using the SCOPAY Online Payments tab accessible on the Parents' page on the school's website www.stedwardsatholicfirstschool.co.uk.

If parents/carers need to book with less than 24 hours' notice, please email the school office at office@secfs.org.uk but be aware that it may not be possible to accommodate the request if no places are available.

If parents/carers have a problem accessing this system, please contact the school.

Should parents/carers experience difficulty in meeting the fees, they should contact the Headteacher in confidence, to seek an effective solution to the problem.

If outstanding fees are not paid within 2 weeks of your child's attendance, your child's place at the Club may be withdrawn.

4. CHANGES TO SESSIONS

The Club is a non-profitable business, which is in place purely to provide a service for those parents/carers who require an after school club provision for their child/children.

If you wish to cancel your child's pre-booked session, we require **24 hours' notice by email**. We understand that there may be times when your child cannot attend the Club due to unforeseen circumstances, e.g. illness or an unexpected family commitment. However, due to the appropriate number of staff being in place for the expected number of children each day, you will still be required to pay for the session, irrespective of whether or not your child attends.

If we are forced to close the Club (e.g. Snow Days), you will **not** be charged for the session.

Please note: the Club is not available on the last day of term before the Christmas, Easter and Summer holidays or on selected days, for example Sports Day. The school will always try to give as much notice as possible if either club is not running.

If you have any questions or would like to discuss the above, please feel free to speak to the school office.

5. ARRIVALS AND DEPARTURES

All children attending the Club must have been pre-booked using the SCOPAY system. Every effort will be made to take late bookings, but parents/carers are responsible for checking that there are spaces available by emailing the school office at office@secfs.org.uk.

We have a password system in place and will not release any child to an unknown person unless the person collecting them is able to supply us with the correct password for that family. Children must be collected by a responsible person. We will not allow a child in our care to leave the setting with a child who is under 12 years of age. The Supervisor and school staff have the right to refuse to allow any child to leave the site with an adult who is deemed unfit to take parental responsibility due to alcohol or substance misuse. Once the parent/carer/nominated person has signed out the child/children, they become the responsibility of that person and not that of the Club, even if they are still within the school grounds.

If you are late collecting your child/children, i.e. after 6.00pm, we will apply a charge of £5.00 per five minute block or part of, i.e. 8 minutes will cost £10. A late letter will be issued and payment must be made within 7 days. We are obliged by law to notify the RBWM Duty Social Worker if any child has not been collected 30 minutes after the Club has closed and we have been unable to make contact with either the parent/carer or the alternative emergency contacts we have been given. Further information concerning the non-collection of a child is noted in *Section 22 'Missing Persons'*. Any problems with attendance and collection times will initially be dealt with informally (on the lines of an approach to the parent/carer). However, persistent problems (3 such occurrences in one term) will be brought to the attention of the Governing Board and they will make a decision regarding the said parent/carer future use of the Clubs.

6. NON COLLECTION OF A CHILD

If a parent/carer fails to collect a child at the end of the session, the staff will attempt to contact the emergency telephone numbers that the parents/carers have supplied, dealing only with the persons who have been nominated as emergency contacts on the child's registration form (or the school's SIMS records). If, after 30 minutes, contact has not been made with any of the nominated persons, the Administrator will contact the RBWM Duty Social Worker. Two staff members will remain with the child until a suitable adult assumes responsibility for the child. The person assuming responsibility for the child must sign the Club's signing out book, along with the time of collection. A log of late collections will be kept and the Governing Board will be informed on a termly basis.

7. SETTLING IN

All children will be given a Club induction on their first day to enable staff to find out more about the child and to explain what is expected of the child in terms of behaviour and safety. Staff will carefully monitor new children and discuss any concerns with their parents/carers.

8. FOOD AND DRINK

All the staff in the Club hold, or are working towards, a current Food Hygiene Certificate. Healthy food and drinks are offered daily at snack time, with fresh drinking water available throughout the session.

8. EQUIPMENT AND ACTIVITIES

All equipment used by the Clubs meets the required safety standards and is checked regularly for defects. Equipment is cleaned regularly and stored in an appropriate way. Children are involved in all decisions regarding what is purchased for the Club. The Supervisor and staff will facilitate play and create play spaces for the children. There will be opportunities for free choice and free expression of ideas, games and activities. There will always be an alternative choice in play, crafts and games.

9. INVOLVING AND CONSULTING CHILDREN

The Club works within the boundaries of the UN Convention on the Rights of the Child (1991).

The Club agrees that:

- All children have a right to expect that their best interests are a priority when decisions are being made by the Club and the Governing Board about them
- All children have a right to have a say in anything that affects them
- All children have the right to be protected from all forms of violence, kept safe from harm and protected by those who look after them
- All children have the right to rest, play and have the opportunity to join in a wide variety of activities.

All the Rights in the Convention must apply to all children without discrimination of any kind. Every child has equal rights, as disclosed in our Equality of Opportunity Statement.

Children will be consulted, where possible, regarding how their Club runs. This consultation will include: food and drinks served; equipment and toys purchased; activities provided; trips and outings undertaken and behaviour codes.

10. PHYSICAL ENVIRONMENT

Our Club's premises are kept safe and secure at all times and there is adequate space for all play opportunities undertaken. The Clubs will maintain an open room layout, allowing the children the opportunity to move freely between activities. All children will have adequate space to play and interact freely. The staff will ensure that the environment is friendly, clean and cheerful. The outdoor area will be kept clean and hazard free and the staff will ensure that the children and young people are safe and secure at all times.

11. HEALTH & SAFETY

The Clubs recognise the need to promote health and safety in order to achieve improved standards and safe methods of work. It is the Clubs policy to take all steps within their power to prevent personal injury, health hazards and damage to property. A member of staff, who is trained in First Aid, will always be present and we will ensure that this training is kept up to date. Staff will read and regularly update themselves on the procedures published by the Governing Board regarding their working routines. An induction is undertaken with all new staff and records are kept of this process.

The Control of Substances Hazardous to Health Regulations 1988 - COSHH

The Club works within this legislation and takes care to:

- Store all cleaning materials in a locked cupboard
- To manage any hazardous spillage immediately

RIDDOR- REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURANCES

Any reportable accident, dangerous occurrence or cases of disease will be reported without delay to our enforcing authorities - OFSTED and RBWM.

12. SITE SECURITY

The Club staff are responsible for ensuring that all areas used by the children are kept secure at all times. All adults visiting the Club will be asked for identification and a record of visitors will be kept. All doors will be kept securely locked and free from hazards. Children will not be permitted to answer the door at any time unless they are accompanied by a member of staff. If an unidentified person is seen on site, the children will be counted immediately and kept in a secure area whilst a member of staff deals with the incident. The staff should not compromise their own safety, so will call for assistance as soon as possible.

13. FIRE SAFETY

The Club will work within the legislation set out in The Fire Precautions Act 1971, amended to the Fire Safety (Workplace) Regulations 1997. All staff and children will follow the school's Fire Alarm Policy.

14. VISITS AND OUTINGS

Prior to any off site visit or outing, the Supervisor will visit the location, complete a Risk Assessment and seek permission from the Governing Board.

Written parental consent will be sought for all off site activities. Details of the activity will be given to parents/carers in writing when consent is sought. The cost of any off site activity will be kept to a minimum.

For all Off Site visits the Supervisor and staff will:

- Ensure that the Head Teacher and Governing Board are consulted
- Safeguard all the children and keep them under close supervision at all times
- Maintain all Health and Safety Procedures at all times
- Carry a mobile telephone at all times
- Ensure that children are escorted when using public toilet facilities
- Carry emergency contact details for the children and attending
- Carry First Aid equipment suitable for the children in attendance
- Carry the register, Accident and Incident Books and any other documentation necessary to ensure that safety and security are maintained at all times
- Ensure that adequate fresh water is available at all times
- Ensure that food and drink is transported and stored correctly
- Ensure that any transport used meets all relevant regulations
- Ensure that parents/carers are notified immediately of any changes to the itinerary.

15. HEALTH, ILLNESS AND EMERGENCY

At least one member of staff holds an up to date Paediatric First Aid qualification. The Club keeps an adequate stock of First Aid items and ensures that these are replenished regularly. A First Aid box is kept with easy reach of staff at all times, both on and off site.

15.1 ACCIDENTS

Meeting all legislation set out in the Health and Safety (First Aid) Regulations 1981:

We will take good care of the children, but in the event of an accident requiring hospital treatment, every effort will be made to contact the parents/carers. If the child cannot be accompanied to hospital by their parent/carer, a member of staff will undertake this role and stay with the child. Staff will treat small cuts and bruises. All accidents will be reported to the parents/carers and entered into our Accident Book and parents will be given a copy of the relevant page.

15.2 SICKNESS

If a child has been sent home from school due to illness, it is considered that the child is also unfit for either Club. Parents/carers are responsible for notifying the Club that their child will not be attending. The Supervisor's decision is final in the matter of whether or not a child is fit enough to attend the Club. As per the school's Attendance Policy, if a child has suffered from diarrhoea and/or sickness, parents/carers are asked not to bring them to the Club until at least 48 hours has elapsed from the last episode.

15.3 MEDICINE

In the event of children needing prescribed medication whilst attending the Club, a signed form must be filled in by the parents/carers prior to any administration of medicine. Medicine will be administered in the presence of an additional adult and a record will be kept of time and dosage signed by the staff member who has administered it, and witness countersigned. These records will be kept in a locked cupboard. The Supervisor has the right to refuse to administer any medicines.

The Governing Board reserve the right to withdraw this service without notice to parents/carers.

15.4 HYGIENE

Working within the legislation set out in the Food Safety Act 1990, we ensure that all staff are trained to the required standards for food handling. The staff are responsible for ensuring that the areas within the school used by the Club are kept clean and tidy and that there are sufficient toilet facilities for the number of children using the Club. The required ratio of toilets to children is 1:10, with separate facilities being available for the older children and adults. Consideration will be given to the privacy and personal requirements of all children. Staff must not use the same toilets as the children. EYFS children will be escorted to the toilet if they are in another area of the school. Staff will demonstrate and promote a high standard of personal hygiene at all times and discuss these issues in a positive manner with the children.

15.5 INFECTIOUS AND COMMUNICABLE DISEASES

It is the responsibility of the Supervisor to report any diseases or suspicion of diseases to the Head Teacher immediately. The Clubs are subject to the regulations set out in the legislation regarding the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.

16. SMOKING, ALCOHOL AND DRUGS

The Club operates a NO SMOKING Policy, which means that staff and visitors must not smoke anywhere within the site on which the Club operates. Staff must never smoke in the presence of children who attend the Club. Opened alcohol and (non-prescription) drugs are not permitted on site at any time. If the Supervisor suspects that an adult visiting the Club may be under the influence of any substance, they will ask that person to leave the site immediately and note this in the Incident Book. Staff will promote the

disadvantages of the misuse of these substances to the children. If a member of staff needs to take prescription drugs, these must be stored in a locked area, or where children cannot access them.

18. EQUALITY OF OPPORTUNITY

The Club is an Equal Opportunities organisation. The aim of our Equality of Opportunities Policy, in conjunction with the school's policy, is to ensure that no individual receives less favourable treatment on the grounds of gender, age, race, colour, ethnic or national origin, religious beliefs, social class or disability. All children will have access to good quality, safe and affordable play opportunities with, where appropriate, supervision provided in accordance with age and need. No child will be denied access as a result of discrimination. All staff will value and respect the different religions, cultures, languages and abilities in our society and so value and respect each child as an individual, without stereotyping. All children should feel respected and valued and able to play free from racial and other types of harassment or abuse from other children or adults. Where children express views or act towards the detriment of others, these views and actions will be challenged in the appropriate manner according to the child's age and level of development. Overall responsibility for this policy lies with the Governing Board, the Administrator, the Supervisor and the staff. The policy itself will be reviewed and updated on a regular basis.

19. SPECIAL EDUCATIONAL NEEDS/INCLUSION

Within the bounds of our staff training and facilities we will always strive to accept special needs children, provided the environment meets their specific needs. Parents/carers of SEN children will always be consulted regarding the child's access to the Club. However, any decisions made must ensure that the safety of the Club as a whole is maintained. We will work in partnership with parents/carers and other agencies in meeting individual children's needs. The provision for children with SEN/disabilities is the responsibility of all members of staff and our Equal Opportunities Policy strives to ensure equality of access and opportunity to our premises and facilities. We will ensure the privacy of children with SEN/disabilities when intimate care is being provided.

20. BEHAVIOUR MANAGEMENT

The Clubs follow the school's Behaviour Policy: www.stedwardsatholicfirstschool.co.uk/policies

21. PARTNERSHIP WITH PARENTS/CARERS

We work in partnership with the parents/carers who are the primary carers of the children who attend our scheme. Our staff will respect any decision made by parents/carers regarding the care of their child and we will, within the legal framework governing our Club, uphold these wishes. We will endeavour to meet the needs of all parents/carers. If parents/carers have a concern, they should discuss it with the Supervisor or Headteacher at the first opportunity. Our Clubs are there to support families and to enrich opportunities available to the children. We will provide regular information for parents/carers about our Clubs and any other information that may support families.

22. MISSING PERSONS

If, after the register has been called (and after subsequent questioning), the whereabouts of a child cannot be satisfactorily determined, a controlled search of the Club premises and school site will be carried out. Any search will be co-ordinated by the Club's Supervisor and staff (whilst ensuring other

children are kept safe and not unduly concerned). Parents/carers will be contacted once the Supervisor and staff have carried out a full assessment. The Supervisor will make a judgement as to when outside intervention is needed and will, if deemed necessary, contact the Police, the child's parents/carers and Ofsted.

23. COMPLIMENTS AND COMPLAINTS

All users of the Club have the right to complain to the Supervisor. The Supervisor makes all decisions concerning the day to day running of the Club and these decisions are final. However, a right of appeal to the Governing Board is available; this must be undertaken in writing within 14 days of the complaint being made. The school office will forward the complaint to the Governing Board, or they can be contacted directly via the Clerk to the Governors c/o the school office. The Governing Board will respond to any written complaints within 10 working days. In extreme circumstances, users may wish to complain to Ofsted at the following address:

OFSTED, Piccadilly Gate, Store Street, Manchester M1 2WD

Tel: 0300 123 1231

Complaints: 0300 123 4666

24. CHILD PROTECTION/SAFEGUARDING

We endeavour to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will ensure that all applicants for work within either Club, whether voluntary or paid, will be interviewed before an appointment is made, DBS checks carried out and references provided. All references will be followed up. The Clubs follow the school's policies and procedures for safeguarding.

25. DOCUMENTATION AND INFORMATION

The Club recognises the importance of maintaining up to date and accurate records and the policies and procedures necessary to operate safely, efficiently and in accordance with the law. The Club is aware of its obligations with regard to the GDPR act of May 2018. The information kept within our Clubs is stored in the school office and access is restricted to school staff only. A copy of each of the forms we ask parents/carers to complete is attached to this document. Staff work within strict confidentiality rules and information will not be shared unless we either have permission or the child's welfare is compromised. Parents/carers are obliged to complete all documentation requested by the Club and must submit a request in writing if they do not wish to disclose information. The Club reserves the right to refuse admission if we do not hold all the information needed to ensure that the children are safe.

Parents/carers are obliged to inform the Club of any changes to their circumstances. When you accept a place for your child/children at the Club you are also required to abide by our Club's policies and procedures (this document). A copy is available to view on site, or you can request a paper copy.

26. CONFIDENTIALITY POLICY

Our work will bring us into contact with confidential information. To ensure that all those using and working in the Club can do so with confidence, we will respect confidentiality in the following ways:

- Parents/carers will have ready access to files and records of their own children, but not any other children
- Staff will not discuss individual children with people other than the parents/carers of that child
- Information given by parents/carers to Club staff will remain confidential within the setting
- Personnel issues will remain confidential to the people involved
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will remain within the Club
- The Club will comply with all requirements of the Data Protection Act.

Reviewed:	Headteacher	March 2022
Approved:	FGB	March 2022
Ratified:	FGB	31 st March 2022
Review frequency	ANNUALLY	

Extended Hours Care Registration Form

One form per child

Child's Surname		Child's First Name	
Date of Birth		Class	
First Language			

Days required (please circle as appropriate)

Monday	Tuesday	Wednesday	Thursday	Friday	Ad Hoc
--------	---------	-----------	----------	--------	--------

Breakfast Club runs from 7.15am – 8.30am at a cost of £5.00.**Cuckoo Club runs from 3:15pm to 6.00pm at a daily cost of £10.00. Late pickups will be charged extra.****Primary Carer**

Name		Mobile phone	
Relationship to child		Parental Responsibility? *	Yes / No
Home address		Home phone	
Work address		Work phone	
Email		*If parental responsibility restrictions apply, please advise club administrator	

Second Carer: (home details are assumed to be the same as above)

Name		Mobile phone	
Relationship to child		Legal Parental Responsibility? *	Yes / No
Work address		Work phone	
Email		*If parental responsibility restrictions apply, please advise club administrator	

In case we are unable to contact either of the first two carers, please give details of an additional adult who may collect your child

Name		Home phone and Mobile phone	
Home address		Relationship to child	

Should my child need to be collected in an emergency by an individual not named on this form, I will contact the club administrator to advise them of the individual's name, and the individual will use the following password _____ when collecting my child

Doctor's details

Practice Name		Address	
Phone number		Registered Doctor	

Allergies, Dietary Requirements, Medical Conditions

Is there anything your child is scared of or doesn't like? Is there anything the club staff should be aware of?

- I consent to my child attending St Edward's First School's extended hours care services and I agree to abide by the school's procedures and policies
- I give permission for a trained member of staff to administer First Aid if required
- I give permission for staff to seek any emergency medical advice or treatment in the event that my child is involved in a serious accident. Should this happen, I will be contacted by the club immediately on one of the numbers I have supplied
- **Fees should be paid by the due date** and I understand that failure to do so could jeopardise my child's place
- I understand that if I collect my child late from Cuckoo Club
- I will incur penalty charges which will become payable within one week (see 'Arrivals & Departures')
- I will advise the club administrator if any of the contact details change
- I understand that the information on this form is confidential, but that it may need to be shared with other professionals if deemed necessary
- I have read, and accept, the conditions
- I am aware that a full copy of the Policies and Procedures document is available on the school's website
- I am aware that staff have an obligation to report suspected child abuse
- **I GIVE / DO NOT GIVE permission for my child to watch Parental Guidance (PG) films during Cuckoo Club (please indicate if you do not consent, or we will assume permission is given)**

Child's Name _____

Parent's Signature _____

Parent's Name (please print) _____

Date _____