



# Extended School's Policy

Reviewed: February 2024  
Review date: February 2027

Ratified by the Policy committee: February 2024

## **Statement of intent**

Dobcroft Junior School 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.

The school provides numerous extracurricular clubs and activities as a method of developing children's social, behavioural and academic skills. All clubs and activities are conducted to the same high standard as that of the educational provision. Extracurricular clubs and activities, may include provision by external providers – appropriate safeguarding procedures will be followed with regards to these.

In order to help and support parents, the school aims to work closely with DASH (Dobcroft After School Hours) to provide an affordable and convenient wraparound and holiday childcare service. Breakfast, after-school and holiday clubs are made available to children aged 7 to 11, allowing parents more flexibility with their working hours. Please refer to DASH policies and information on our school website.

<https://www.dobcroft-jun.sheffield.sch.uk/page/dash/40455>

### **1. Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2022) 'Keeping children safe in education'
- DfE (2016) 'Wraparound and holiday childcare'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Attendance and Absence Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Anti-bullying Policy
- Complaints Procedures Policy
- Health and Safety Policy
- Behaviour Policy

### **2. Extracurricular clubs and activities**

A wide variety of extracurricular activities are offered with the aim of developing pupils' life skills, such as clubs – these are not the same as wraparound care.

Extracurricular activities are also used to prepare pupils for further education as well as give pupils the chance to explore things which they've never encountered by exploring beyond the national curriculum.

We aim to offer a range of opportunities to pupils to promote a healthy lifestyle and support pupils' wellbeing, such as sporting activities to encourage team work.

All clubs are available to a mix of age groups, ensuring that pupils are given the opportunity to interact with others who have similar interests, rather than always being with classmates or small groups. The only exception to this is our Cross-Country training club, which is exclusively to support those pupils who attend Saturday morning cross country races.

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. The following term children on the waiting list will be offered a place first (before the clubs go live to the rest of school).

### ***Waiting List***

- The letter advertising the clubs each term will make it clear that if unable to secure a place at the club then parents may email the extended school's co-ordinator within 48 hours of the clubs going live and can ask to be placed on the waiting list for the following term or in the event that a place becomes available in the current term.
- The waiting list is managed by the extended school's co-ordinator.
- The following term parents on the waiting lists are contacted and offered a place prior to the clubs being advertised to the wider school.
- The extended school's co-ordinator then amends the number of places advertised accordingly.

Extracurricular clubs are organised, managed and conducted in accordance with the school's existing policies. Mr Wright oversees the management and organisation of the clubs and is our **Extended Schools Coordinator (ESC)**.

The staff to pupil ratio for extracurricular clubs and activities is 1:20 with the exception of clubs lead by a member of staff who has qualified teacher status. In this case the ratio may be up to 1:30.

Pupils partaking in the club/activity are registered at the beginning and end of the session in order to ensure that nobody is missing.

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.

Extracurricular clubs do not discriminate against pupils with SEND and reasonable adjustments are put in place to support pupils with SEND.

### **Charging Policy**

Activities associated with the Extended Schools Provision (after school clubs) must be self-funding. In view of this, unless the activity is run by a volunteer or a member of staff who is giving their time freely, we will charge providers of after school activities £1.00 per child per activity per week. This charge contributes towards the cost of:

- Heating and lighting
- Use of equipment (if used)
- Staffing
- Cleaning
- Wear and tear
- Maintenance

Dobcroft Junior School Staff who run clubs are paid additional hours to do so, thus the cost of this, alongside the other above costs is taken into consideration when calculating the price.

In the case of commercial providers, the charge to parents for after school activities is at their discretion. This charging policy will be reviewed every three years.

### 3. Arrivals and departures

The school is fully committed to the safety and security of all the children in its extracurricular clubs; therefore, several procedures are in place for when children arrive and leave the club.

#### Arrival and Registration:

- All providers or staff leading a club will collect a register from the school office at 3:30pm
- They will set up their club in a designated space of school
- They will take a register as soon as the pupils arrive.
- They will return the register to the ESC in the office by 3:45pm
- The ESC will then account for any missing pupils
- For clubs where pupils need to change (eg basketball) there is a designated classroom for boys and girls to change separately

#### Departure and Pick Up:

- Club leaders should ensure spaces are left clean and tidy and that all pupils have collected their belongings before leaving
- All pupils vacate the site via the carpark gate from the front playground
- A member of DJS staff will be on the gate with the club leaders to supervise
- It is the club leader’s responsibility to ensure pupils vacate the site with the correct adult or take them to DASH (if appropriate)
- It is the responsibility of parents to inform school of the pick-up procedures for their child (complete or update the contact form)
- Pupils who have not been collected should be brought to the school office where the ESC will contact relevant adults or parents of the child.

#### Managing Pupil Behaviour

Pupils are expected to behave in line with our school behavior policy and as such it is the responsibility of all providers and leaders of clubs to read and follow our policy and implement it.

Dobcroft Junior School Values				
These values underpin our behavior policy and should be referred to whenever we discuss negative or positive behavior choices				
<u>examples</u>				
<ul style="list-style-type: none"> <li>• Thank you for helping me collect the basketballs that was really <b>kind</b> of you.</li> <li>• Please can you not push each other when you are playing basketball as it <b>isn't safe</b>.</li> </ul>				
Together we are kind	Together we are safe	Together we are problem solvers	Together we embrace difference	Together we do our best
<b>Yellow Behaviour</b>		<b>Orange Behaviour</b>		<b>Red Behaviour</b>
<b>Examples</b>		<b>Examples</b>		<b>Examples</b>
<ul style="list-style-type: none"> <li>○ Low level disruption in the club eg shouting out, not following adult instruction</li> <li>○ Not sharing equipment or resources</li> </ul>		<ul style="list-style-type: none"> <li>○ Unkind words</li> <li>○ Unsafe behaviour</li> <li>○ Rude words</li> <li>○ Ignoring adult instructions</li> <li>○ Being untruthful to an adult</li> </ul>		<ul style="list-style-type: none"> <li>○ Directed, offensive verbal abuse</li> <li>○ Racist and discriminatory comments</li> </ul>

<ul style="list-style-type: none"> <li>○ Breaking a rule such as wrong place wrong time</li> <li>○ Not lining up properly or moving around the school quietly</li> <li>○ Not looking after school property/equipment</li> </ul>	<ul style="list-style-type: none"> <li>○ Being rude/ back chatting to adults</li> <li>○ Being a bystander to negative behaviour (not seeking help, encouraging or contributing)</li> <li>○ Goading and/or encouraging negative behaviours of others</li> <li>○ Not following safety rules such as going to the toilets alone</li> </ul>	<ul style="list-style-type: none"> <li>○ Homophobic or sexist comments</li> <li>○ Sexual harassment comments or touch</li> <li>○ Physical aggression or serious unsafe play eg kicking, biting, punching, headlocks, hands round neck, fighting</li> <li>○ Serious unsafe play on equipment eg climbing fences</li> <li>○ Damage to school property</li> </ul>
<p><b>Response from adult</b></p> <ol style="list-style-type: none"> <li>1. Reminder related to the school value</li> <li>2. Reminder #2 + strategy (eg change place, move to a different activity....)</li> <li>3. Reminder #3 = send the pupil to the office to the extended school coordinator (ESC) who will complete a reflection slip for the pupil to complete the following day</li> <li>4. ESC will record the incident on CPOMs</li> <li>5. If the behaviour persists the following week parents will be informed</li> <li>6. In the event of behaviour not improving the pupil could be asked to no longer attend the club</li> </ol>	<p><b>Response from adult</b></p> <ol style="list-style-type: none"> <li>1. Seek pupil and/or witness statements if necessary</li> <li>2. Immediately report the behaviour to the ESC</li> <li>3. ESC will record the incident on CPOMs</li> <li>4. If the behaviour persists the following week parents will be informed</li> <li>5. In the event of behaviour not improving the pupil could be asked to no longer attend the club</li> </ol>	<p><b>Response from adult</b></p> <ol style="list-style-type: none"> <li>1. Report immediately to the ESC</li> <li>2. ESC will investigate the incident, including talking to any other witnesses or victims</li> <li>3. ESC will inform the parents of the perpetrator and any victims at pick up or before 530pm</li> <li>4. SLT are alerted to outcome as ESC will report on CPOMs</li> <li>5. Pupil will reflect with a member of SLT the following lunchtime</li> <li>6. In the event of behaviour not improving the pupil could be asked to no longer attend the club</li> </ol>

### **Toilets**

At times pupils may need to use the toilets. Club leaders are expected to ask pupils to visit the toilets before the club begins. If pupils do need to go to the toilet they should use the correct ones:

- Y3 pupils- year 3 toilets (off the Year 3 base)
- Y4 pupils- year 4 and 6 toilets off the computer suite/canopy
- Y5 pupils- year 5 toilets (off the year 3 base)
- Y6 pupils-year 4 and 6 toilets off the computer suite/canopy

Pupils are aware of this system as it replicates the system in school during the day. Pupils need to sign the toilet register after they have been given permission to go. They should go one at a time and not in pairs or groups.

### **First Aid and Medication**

The ESC is advanced first aid trained. Any pupil requiring 1<sup>st</sup> aid should be sent to the office with another pupil to escort them. Pupils will receive first aid in line with our first aid policy.

The ESC will provide each club leader with the appropriate medication (eg inhalers) before the session if going off site. Inhalers will remain in children's classrooms and all other emergency medication will be stored in the school medical room. These will be returned to the ESC at the end of the session.

### **Fire safety**

In the event of a fire our school fire evacuation system will be followed. All club leaders should note the evacuation procedure from the map in the room they are using. At the evacuation point the ESC will hand out registers in order to check all pupils and adults are present.

### **Safeguarding**

All providers are expected to provide their own safeguarding policy with a named designated safeguarding lead. This policy is given to the DSL and checked for compliance. They are also given a copy of school's safeguarding policy at the beginning of each academic year (or when the club begins). All providers sign appendix 1 to confirm they have read and agree to the implementation of our policy. In the event of a cause for concern should complete a cause for concern sheet available from the school office.

This should then be handed to the ESC who will upload the concern to CPOMs where the DSL will be notified. Depending upon the nature of the cause for concern the ESC will alert the DSL immediately.

### **Parent Communication**

#### ***Advertisement of clubs***

Clubs are advertised on Parent Pay at the end of the term, ready for the following ter. Reminder communication is sent out reminding parents of when the clubs will "go live".

Please see section 2 regarding being on a waiting list for a club.

There is information regarding the clubs on the school website.

#### ***Pupil premium pupils***

All pupils who are in receipt of pupil premium are offered one club per year free of charge. This is in the spring or summer term. Mrs Doyle and the extended school's coordinator communicate this offer to parents in the autumn term.

#### ***How to raise a concern about a club***

If parents or carers wish to raise a concern about any of the after school clubs or about the allocation process they should email the headteacher- Nicola Sexton. [headteacher@dobcroft-jun.sheffield.sch.uk](mailto:headteacher@dobcroft-jun.sheffield.sch.uk)

Any concerns or complaints will be managed under the school's concerns and complaints policy.

#### ***Cancellation of clubs***

If parents wish to cancel a club they should do so by emailing the school office. Unfortunately we are unable to give refunds for clubs.

### **Role of the Extended School Coordinator (ESC)**

#### ***Prior to starting the club***

- To provide a suitable venue for the activity- subject to availability
- To distribute information about appropriate potential activities to parents (including checking the waiting list)
- To discuss a checklist of practical and organisational details with each provider (see Appendix 1) and organise any meetings with a member of SLT for safeguarding and behaviour induction
- To work with the head teacher with regards to planning clubs the following term
- To support Dobcroft staff running clubs with ordering resources
- To ensure all providers have copies of the appropriate policies including the fire procedures for the room/location they are using
- To manage the waiting list for clubs and communicate information regarding waiting lists to parents and carers.
- Collate copies of the providers' safeguarding policies, safer recruitment policies, named designated safeguarding lead (share these with the DSL)

- Collate copies of the provider's up to date insurance documents

#### ***During the Clubs***

- To ensure all providers have the appropriate access to medication including inhalers
- Ensure all providers sign in and provide the appropriate documentation, being vigilant to adhoc staff
- To be available to call upon to administer first aid and give appropriate support as needed.
- To keep records of participation levels
- To support the providers with behaviour management
- To monitor the quality of the clubs by spending 10-15 minutes in each club each term and complete a feedback form for the head teacher (appendix 2)
- To work alongside the school finance team to manage both payment of the clubs and invoices for external club providers renting school premises
- To provide emergency cover for clubs in the event of unforeseen absence
- To manage the departure of pupils at the end of the session to ensure all pupils vacate premises with the correct adult or make their way to DASH

#### **Role of Extra-curricular club leader/Provider**

##### ***Prior to starting the club***

- To participate in a discussion of the practical and organisational Checklist with a member of the Senior Leadership Team and the ESC (complete appendix A)
- To read and implement our behaviour policy and anti-bullying policy and ensure all pupils behave appropriately in order for the club to be a positive experience for all pupils
- To read and understand the following policies: behaviour policy, safeguarding policy, health and safety policy, first aid policy, fire safety procedures, confidentiality policy
- To provide school with a copy of all DBS certificates
- To provide assurances to school that any staff within your organisation are recruited under the safer recruitment principles. This includes:
  - ensuring that all staff they provide are fully suitable for the contract
  - an application is made, consisting of a CV and cover note for the position
  - relevant qualifications and experience are checked
  - The candidate goes through an interview during which they are questioned on health and safety, child protection and subject knowledge, in line with up to date safer recruitment procedures.
  - Two satisfactory references are obtained for the candidate
- To provide school with your organisation's safeguarding policy and named designated safeguarding lead – policy to be checked by Dobcroft Junior School DSL
- To provide school with a copy of their recent insurance policy

##### ***Running the Club***

- To arrive punctually in order to prepare and set up the provision
- To provide DBS check certificates for inspection and appropriate identification before all activity, including ad hoc staff covering sickness
- Inform school immediately of any changes eg illness, different staff attending and ensure staff attending have the appropriate DBS checks and identification
- To register all children attending and inform the extend schools coordinator of pupils who are absent by 3:45pm.
- To implement the following policies: behaviour policy, safeguarding policy, health and safety, first aid policy, fire safety procedures, confidentiality policy.

- To leave the room or space tidy and put equipment away
- To periodically participate in a review/evaluation of the activity
- To pay invoices promptly (commercial providers only)
- To ensure all pupils are collected by parent or carers at the end of the day and to not leave the site until all pupils are accounted for.
- To report any safeguarding/ child protection concerns to the school's Designated Safeguarding Lead (Nicola Sexton, Sheree Doyle) or ESC (Dylan Wright) as soon as possible



Name of the club			
Adult leading			
Other Adults involved			
Days (s) & date to start and end			
Number of pupils attending			
Description of the club for parents			
Charge per pupil per session			
Provider's Details (for invoicing)	<i>Name:</i>  <i>Address:</i>  <i>Email:</i>  <i>Telephone:</i>		
Coaching Qualifications (include all adults involved)	<b>Name</b>	<b>Qualification</b>	<b>Date awarded</b>
Insurance details	<i>Start date</i>	<i>Expiry date</i>	<i>Insurance company</i>
Equipment required and who will provide this?			
Space required			
Pupil meeting point at 330pm			
Pupil exit routines at 430pm			
DBS Checks	<b>Name</b>	<b>Date Seen</b>	<b>Seen by Whom</b>

Childcare Disqualification form (if appropriate)	Name	Date signed	Witnessed by Whom

### Safer Recruitment

If the provider is employing other members of staff to run activities, the provider **MUST** go through the following recruitment procedure to ensure that all staff they provide are fully suitable for the contract:

	Signature agreeing they are all in place
An application is made, consisting of a CV and cover note for the position and relevant qualifications and experience are checked.	
The candidate goes through an interview during which they are questioned on health and safety, child protection and subject knowledge.	
Two satisfactory references are obtained for the candidate	
The candidate's right to work in the UK is confirmed.	
The candidates are DBS checked to an enhanced level, school.	
They will provide the original certificate and photographic ID prior to the staff member arriving at the school	
You will ensure all certificates are valid for the full duration of their time in school, and renew if needed.	
Candidates will go through a full induction prior to going into school, including information on the school's policies as outlined above	
Once placed, the provider will regularly monitor and evaluate the staff to ensure the contract is met sufficiently and to the standard both parties require.	

Policies Provided		
Policy	Date Provided	Signature agreeing they have been read and understood
Safeguarding & Child Protection		
Whistleblowing		
Staff code of conduct		
Behaviour policy		
Anti-bullying policy		
Health & Safety Policy		

Fire safety procedures		
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Induction	Member of Staff Inducting	Date of induction
Safeguarding & Child Protection Whistleblowing Behaviour policy Anti-bullying policy		
Fire safety procedures Health & Safety Staff code of conduct, including social media	Dylan Wright	

Agreement			
Please sign to agree you understand and will implement the following policies at Dobcroft Junior School			
Policy	Name	Signature	Date
Safeguarding & Child Protection			
Whistleblowing			
Behaviour policy			
Anti-bullying policy			
Fire safety procedures			
Health & Safety			
Staff code of conduct			

## Monitoring and Evaluation of Extended School Provision at Dobcroft Junior School

<b>Name of Club and adults leading</b>	
<b>Date of observation</b>	
<b>Observation carried out by</b>	
<b>Number of pupils</b>	
<b>Quality of the activities planned</b>	
<b>Are all pupils actively engaged in all of the activities planned? Give examples/evidence</b>	
<b>Do the activities match the description of the club?</b>	
<b>Are the resources used of a high enough quality and are there sufficient for all the pupils to use?</b>	
<b>Is the space dedicated fit for purpose</b>	
<b>Behaviour Management</b>	
<b>Is our behaviour policy being followed?</b> <i>(give example of where it is or where it isn't, this can be from previous sessions)</i>	
<b>Is the pupil behaviour of a good enough standard to ensure all pupils enjoy and engage with the activities?</b>	
<b>Safeguarding, Health and Safety</b>	
<b>Are safeguarding, health and safety routines being followed?</b> <i>(give example of where it is or where it isn't, this can be from previous sessions)</i>	
<b>Pupil Voice &amp; Value for money</b>	
<b>Do you feel the club offers good value for money? Why or why not</b>	
<b>Pupil comments about the club</b> <i>eg what do they enjoy and what could be better?</i>	
<b>Provider Conduct</b>	
<b>Does the provider arrive on time and set up ready?</b>	
<b>Does the provider ensure registers are completed in a timely manner?</b>	
<b>Does the provider ensure all pupils vacate school according to policy?</b>	
<b>Does the provider leave the room clean and tidy?</b>	
<b>Any other comments</b>	

**Starting A New Club or at the Start of the Academic year**

<b>1. Dylan chats to Nicola about clubs, and specifically any new clubs</b>
<b>2. Dylan confirms the clubs and dates with the providers</b>
<b>3. Dylan ask providers to complete appendix 1 and gives them copies of the policies, takes relevant details etc.</b>
<b>4. Dylan and Nicola meet to discuss clubs including space and costs etc and checks the letters</b>
<b>5. Dylan creates risk assessments with the EVC and providers where relevant</b>
<b>6. Dylan co-ordinates a meeting with providers and a member of SLT to go through relevant policies and procedures- the details of which will be recorded on appendix 1.</b>
<b>7. Letters to parents are sent with the date of going live included</b>
<b>8. Communicate to parents on the waiting list re any places wanted/reserved for the upcoming term</b>
<b>9. Create clubs on parent pay ready for the date to go live</b>
<b>10. Make clubs live, reminder text sent the day before</b>
<b>11. Create any new waiting lists</b>
<b>12. Monitor the clubs X1 per term using appendix 2.</b>
<b>13. Dylan and Nicola meet X1 per term to discuss monitoring or earlier if support needed</b>

**Extended School's Paperwork**

1. Appendix 1- up to date contract
2. Insurance details
3. Risk assessments (either written by the school or the provider's own)
4. Provider's safeguarding policy