



# **Pimperne CE VC Primary School**

## **Extended Childcare Services Policy**

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## Statement of intent

Pimperne Primary 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.

In order to help and support parents, the school aims to provide an affordable and convenient wraparound and holiday childcare service. Breakfast, after-school and holiday clubs are made available to children aged 4 to 11, allowing parents more flexibility with their working hours.

The clubs cater for up to 45 children at a time, ensuring that there is a staff to child ratio of 1:15 at all times.

The school also 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.

Wraparound and holiday childcare, and extracurricular clubs and activities, may include provision by external providers – appropriate safeguarding procedures will be followed with regards to these.

### **We provide:**

Breakfast Club from 7.40-8.30am

'The Orchard' After-school Care from 3.00-5.30pm

These are made available to children from Reception to Year 6.

### **Aims**

- To provide an affordable childcare provision both before and after school for parents/carers
- To continue to build positive links/relationships with children and parents
- To provide children with a safe, welcoming and nurturing environment before and after school
- To provide a calm and organised play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community
- To provide stimulating and engaging activities that are age appropriate
- To ensure high expectations in behaviour and actions that reflect our school values

Signed by:

FCWaller

1/12/2021

Headteacher

Date:

PSlocombe

1/12/2021

Chair of governors

Date:

## 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
  - DfE (2022) 'Health and safety: responsibilities and duties for schools'
  - DfE (2022) 'Keeping children safe in education'
  - DfE (2016) 'Wraparound and holiday childcare'
- 1.2. This policy is used in conjunction with the following school policies and procedures:
  - **Accident Reporting Procedure Policy**
  - **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**
  - **Home School Agreement**

## 2. Wraparound childcare

- 2.1. Wraparound childcare is defined as childcare provided before and after school which runs until 5.30pm or later.
- 2.2. Parents have the right to request that the school considers the provision of wraparound and holiday childcare for children in reception up to Year 6.
- 2.3. Where there is demand, the school may provide wraparound and holiday childcare services for children under the age of 5-years-old, but it is not obliged to do so.
- 2.4. The charges for wraparound and holiday childcare will be broadly cost neutral. Any profit that the school makes from providing these services will be reinvested in the service or in the school.
- 2.5. The process for handling requests from parents is as follows:
  - Parents are informed of their right to request wraparound and holiday childcare, the timetable for the process and the correct process they are expected to follow when making requests

- Parents are informed of the threshold for considering requests – this is **five** requests
  - The demand for a childcare service is calculated
  - Where the threshold is reached, the headteacher will discuss with the LA and consult with the governing 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
- 2.6. Parents may exercise their right to request that the school considers the provision of childcare during the first two weeks of every term; requests made outside of this time period are not considered.
- 2.7. Parents are advised to submit written requests or emails describing the type of service they require, the times of day when the provision is required and the age of their children.
- 2.8. All requests from parents are recorded and dated, and stored in the main office in accordance with the school's Data Protection Policy.
- 2.9. 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
  - A lack of staffing to maintain safety
- 2.10. 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. Roles and responsibilities**

- 3.1. The governing board will:
- Maintain strategic oversight of how the 'right to request' process is working.
  - Provide support to the headteacher 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.
  - Hold the headteacher and SSM to account for the performance of the childcare services.
- 3.2. The headteacher will: **Mrs F Waller**

- Discuss with the LA and consult with the governing board about the viability of any new childcare service.
- Recruit any additional staff required for the childcare service and line manage the childcare service's staff.
- Report to the governing board on the performance of the childcare service.
- Manage any complaints relating to the childcare service.
- Arrange for any necessary training for Extended Schools staff

3.3. The SSM will: **Mrs S McCarthy**

- Determine the financial viability and practicalities of any new childcare service and offer evidence-based recommendations to the headteacher 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.
- Where requested, report to the governing board on the financial performance of the childcare service.

3.4. The SENDCO will: **Miss S Lee**

- 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.

3.5. The DSL will: **Mrs F Waller**

- 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 additional staff (both paid and volunteers) recruited for the childcare service complete an enhanced DBS (with barred list) check before they care for children.

3.6. The Wrap Around Care Manager will: **Mrs K Raine**

- Plan engaging, age appropriate and child led activities that support learning
- Manage behaviour according to school policy
- Lead in safeguarding
- Delegate responsibilities to Childcare Staff
- Risk Assess the use of indoor/outdoor spaces and activities (Risk Assessments to be recorded on the Whole School server drive)
- Work with the Childcare team and children to establish routines, boundaries and positive working relationships, that demonstrate consistency for children and parents across the extended day.
- Share the school vision and values in all that takes place
- Ensure all staff are aware of allergies, medical and SEND needs of pupils attending (and any appropriate strategies).
- Ensure adequate, appropriate resources are available and ensure that staff and children respect their use and storage
- Ensure staff are updated on changes to school policies including E-Safety and Acceptable Use, Evacuation etc
- Ensure staff are aware of the need for locking and checking the areas used before vacating the building. This includes external gates.
- Work alongside Headteacher and SSM to develop marketing strategies and strive to improve facilities for our families and the wider community.
- Work alongside the Admin Assistant and SSM to ensure all medical needs are catered for.

## **Complaints**

- 3.7. All complaints notified in writing by a parent regarding the Breakfast Club or After School Club will initially be investigated by the WAC Manager and/or a member of the Leadership team. Parents will be informed of the outcome of their complaint in accordance with the school's policy.

If parents/carers do not feel that they are happy with the outcome, they are directed to the Complaints Policy which details the necessary procedures for taking a complaint further.

## **The Pimperne Staff Team**

Wrap Around Care Provision Co-ordinator and Manager - Mrs Katie Raine

Contact: office@pimperne.dorset.sch.uk or telephone the School Office on 01258 452025

There is an out of hours answerphone facility on this line.

### **Breakfast Club Staff**

Mrs N. Trew

### **After School Club Staff**

Mrs G. Gale

Mrs K. Raine (Safeguarding Team)

## **4. Admissions and fees**

- 4.1. The school has a first come, first served policy for admissions to wraparound services. When all the places have been filled, new applications are placed on a waiting list. The following cases are prioritised:
  - Siblings of pupils already attending the school
  - Pupils who attend the school
  - Children living in the area who attend other schools
  - Siblings of children living in the area who attend other schools
- 4.2. The pupil premium may be used to enable disadvantaged pupils to access wraparound and holiday childcare.
- 4.3. The staff to child ratio for our school's wraparound services is **1:15**. When activities involve leaving the school premises, this ratio changes to **1:10**.
- 4.4. Before registration, parents are given/ signposted to the following information:
  - **The availability of places**
  - **Admissions and Fees Policy**
  - **Behavioural Policy**
  - **Club Handbook / Policy**
  - **Complaints Procedures Policy**
- 4.5. Parents are required to complete and return the following forms before children attend the clubs:
  - **Registration form**
  - **Medical form**
  - **Parent contract (Home School Agreement)**
  - **Booking Information**
  - **Permission form (As given at start of school year)**



- 4.6. The standard daily fee for attending the breakfast club is **£5.00 from 7.40am-8.30am or £4.00 from 8am-8.30am** – this includes breakfast. Last orders for breakfast are at 8.10am.
- 4.7. The after-school care club is **£6.50 from 3-4.15pm, £13.00 from 3pm-5.30pm** this includes a snack and drinks.
- 4.8. The following conditions are also in place:
- All fees must be paid at the time of booking via online ParentMail or within one week when an emergency telephone call is received to book a place
  - Fees should be paid by electronic transfer
  - No place will be given if prior payments are not made in a timely manner
  - The clubs accept childcare vouchers
  - Fees are charged if attendance is booked and the child does not attend
  - There is a fee of **£10 per half hour** (30 mins) for the late collection of children
  - You will need to book Breakfast Club and After School Club in advance using the new 'Parent Mail' 'Plus Pay' system. All bookings must be made 7 days in advance using the online system.
  - Last minute bookings and those not made via the 'Parent Mail' 'Plus Pay' on-line booking system will incur a further manual administration charge of **£2.50** and may/may not be successful if the club is fully booked.

## Refunds

- Refunds will not be given if a child's place is cancelled during a 48 hour period, prior to the session, as staffing has been arranged around this commitment. However, places that are cancelled ahead of time will be credited back, therefore the payment will be able to be carried over to a future session. If, for any reason, the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

Parents should always inform the school office if they have booked a place but no longer require it, if they are unable to cancel via the online system.

## 5. Extracurricular clubs and activities

- 5.1. A wide variety of extracurricular activities are offered with the aim of developing pupils' life skills, such as science club, choir, outdoor blast – these are not the same as wraparound care.
- 5.2. Extracurricular activities are also used to prepare pupils for further education and professions, as well as give pupils the chance to explore things which they've never encountered by exploring beyond the national curriculum.
- 5.3. 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.

- 5.4. 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.
- 5.5. Where possible, the school links extracurricular activities to work experience and volunteering in order to help prepare pupils for further education.
- 5.6. In order to ensure that pupils' interests and needs are met, pupils are given the opportunity to contribute to the planning of extracurricular clubs and activities.
- 5.7. Extracurricular clubs and activities are provided **at a minimal charge of £5 per half term, per place**. Any additional costs for specialist equipment or resources will be made known prior to the start of the club. Those clubs that are run by external agencies are charged directly by the external agency and information will be provided prior to the start of the club. Payment is made directly to the external agency.
- 5.8. 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.
- 5.9. Extracurricular clubs are organised, managed and conducted in accordance with the school's existing policies. We work with external agencies to adopt an agreement that expectation of behaviour etc are as the school would like, however, the school has no responsibility for how the club is managed. Where appropriate the school will always work with external agencies to ensure that the clubs provision is as intended.
- 5.10. The staff to pupil ratio for school led extracurricular clubs and activities is **1:30**. When activities involve leaving the school premises, this ratio changes to **1:10**. External agencies carry out their own risk assessments for their clubs and therefore staff/pupil ratios may vary.
- 5.11. Pupils partaking in the club/activity are registered at the beginning and end of the session in order to ensure that nobody is missing.
- 5.12. All school led extracurricular clubs and activities follow the same procedures and protocols as the school's extended services.
- 5.13. 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.
- 5.14. Extracurricular clubs do not discriminate against pupils with SEND.

#### **Food Facilities:**

- 5.15. Breakfast Club will offer a choice throughout the week of cereals, toast, fruit and milkshakes
- 5.16. A balance of snacks will be provided at the After School Club
- 5.17. All snacks provided will not require cooking
- 5.18. Snacks requiring refrigeration will be stored in the kitchen fridge
- 5.19. An eating area will be made available in the hall space for consumption of snacks (or in classrooms)
- 5.20. At least one member of duty staff will have a Food Hygiene Certification

### **Allergy Information:**

Parents should ensure that:

- 5.21. Allergy information should be updated regularly and staff have access to this. Information will be shared by the co-ordinator with all staff concerned
- 5.22. Parents should leave 2 contact details on the initial booking forms in case of an emergency. If children are not collected at the appropriate time, parents/carers will be contacted by a member of After School Club staff. If the first contact is not available, then calls will be made to others on the list.

## **6. Arrivals and departures**

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

### **Breakfast clubs**

- Parents drop their child off at the breakfast club.
- Attendance is recorded in the breakfast club's register; the parents of any pupil who was booked to attend, and is not present when the register is called, are flagged to the admin team in the morning.
- Last orders for breakfast are at 8.10am, this is to ensure children have time to eat and staff are able to assist with the timely transition to classes
- A member of the school staff will ensure KS1 pupils are confident in moving from the breakfast club to their respective classes.

### **After-school clubs**

- The collection point is the school hall.
- A member of staff from the after-school club will wait at the collection point until 10 minutes after the school day ends, in order to register the pupils.
- Reception, Year 1 and Year 2 pupils will be escorted to the collection point by their class teachers and/or ASC Staff.
- All children will be recorded in the after-school club's register upon arrival.

- Older pupils will find their own way.
- If a pupil arrives at the collection point, but is not on the register, a staff member will check with the school office and the parent. Whilst doing so the child may wait at the school office.
- Where there are children booked to attend the club, but they have not arrived, the club will refer to the office staff or class teacher, if the child was in school but not present at the club, the ASC staff member/Office Staff/Class Teacher must call the children's parents immediately.
- Where parents cannot be contacted, and the whereabouts of any children remains unknown, the club will follow the procedures outlined in [section 9](#) of this policy.

### **Holiday clubs / INSET Activity days**

- Parents drop their child off at the holiday/INSET club.
  - Attendance is recorded in the holiday club's register; the parents of any child who was booked to attend and is not present when the register is called are contacted immediately.
- 6.2. The school has the following procedures in place for when children leave an after-school or holiday/INSET club:
- Upon registration, parents will complete an **Authorised Person Information Collection Form**, which outlines:
    - The names and contact numbers of any individuals authorised to collect their children from the club on their behalf.
  - At the end of the after-school club, parents/ASC staff will sign their child out before they leave the premises.
  - If someone other than the person registered is collecting the child, staff must be notified by the registered person in advance. The registered person must also provide a description of the individual.
  - If the registered person is running late, staff/school 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.
- 6.3. Children can leave the premises unaccompanied if written permission is given by the parent.
- 6.4. Children who are not deemed to be mature enough to leave alone are not permitted to leave the premises unaccompanied. A risk assessment will be undertaken by the Headteacher/Deputy in discussion with parents.

## **7. Involving parents**

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

- Parents are invited to visit the facilities before their child attends.
- The club's policies are available on the school's website, and hard copies are also available upon request.
- All members of staff take note of information from parents that could affect the happiness and wellbeing of their child.
- Parents are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.
- An annual survey is conducted to collect feedback and improve services.

## 8. Missing child procedure

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

## 9. Uncollected children

- 9.1. 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 warned that repeated late arrival will result in penalty fees
- 9.2. If the parent is over **15** minutes late, the following procedure is followed:
  - A member of staff attempts to contact the parent using the details provided on the registration documents
  - If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts listed on the registration form
  - For the duration of the wait, the child is supervised by a member of staff

- When the parent arrives, they are reminded that a late collection fee of **£10** per half **hour (up to and including)** that they were late collecting their child.
- 9.3. 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 of the child's location. A contact number and address is displayed.

## 10. Health and safety

- 10.1. 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.

### Fire Procedure

- 10.2. In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the closest exit. Staff will close windows and doors and check the toilet.
- 10.3. They will congregate beside the far fence, in the games court, facing away from the school.
- 10.4. The club register should be taken outside and all names checked and heads counted
- 10.5. There will be a fire practice once per term. (This may occur during the day, or additionally before or after the school day).

## 11. Safeguarding

All members of staff and volunteers are suitable to be working with children in wraparound care – anyone without the appropriate checks will be supervised by a member of staff who is permitted to undertake regulated activity with children.

All staff employed to work with children in wraparound care, up to the age of 8, are permitted to work with children and are not disqualified from working in a school, in accordance with the Childcare Disqualifications Regulations 2018.

Child protection and safeguarding extends to all wraparound care provision and the school expects all staff and volunteers involved in the provision of wraparound care to read and adhere to the Child Protection and Safeguarding Policy.

The Child Protection and Safeguarding Policy is provided to all staff and volunteers involved in wraparound care upon induction.

Any safeguarding matters are raised with the DSL or deputy DSL as soon as possible. In the event that the DSL or a deputy are not available before or after school hours, safeguarding issues are raised with a named nominated person, e.g. the headteacher, who then informs the DSL as soon as possible.

## 12. Illness and injury

- 12.1. In the event of illness or injury, the school will act in accordance with the **Accident Reporting Procedure Policy**, **Near-Miss Policy** and the **First Aid Policy**.
- 12.2. All members of staff 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 following procedures are implemented:
  - 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:

- Before any medication is given, the child's medical forms are checked to see if the medication has been approved by the parent.
- When a member of staff administers medication, this should be recorded on the medicine forms and the parent notified on collection.
- If a child refuses to take the medication, the member of staff does not administer it. The parent is notified immediately.
- If a certain medication requires training to administer medication, only members of staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, the changes are recorded on the medical forms. Parents are required to sign the forms again before any change in procedure.
- Inhalers are kept in the classrooms. They are named. If a child needs an inhaler, a member of the Breakfast Club/After School Club staff will escort the child to the classroom and observe that the medication has been taken correctly. The staff member will complete the Inhaler register, recording the appropriate information
- There will always be an emergency first aider on site.
- All other medication administered will follow the existing school policy
- Parents may request at Breakfast Club drop off, for medicines to be given in the school day or at after school club. The Breakfast Club staff must ensure the parent completes a medicines form, stating dose, time and signs the form before handing it in. This form should then be left on the Office desk and the accompanying named medicine stored in the locked medicine fridge or cabinet
- Calpol may be administered only after seeking parental permission (via telephone). This must be recorded on a medicines form and the information communicated to the collecting parent. If no contact is made and it is deemed essential, then check the Calpol permission forms and the medications forms (to ensure that an overdose or allergic reaction is not possible) if parents have given prior permission and the child has had no other medication, then one dose of Calpol may be given

## 14. Behaviour

- 14.1. The school's wraparound childcare services 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 child being barred from attending the clubs.
- 14.3. Any outstanding fees paid by the parent are returned if a child is barred from attending the clubs.



## 15. Anti-Bullying Policy

- 15.1. The school has a strict **Anti-Bullying Policy** which is be implemented at all times.
- 15.2. Any child who is the victim of bullying is supported in a sympathetic and friendly manner.
- 15.3. If bullying is reported, it is noted and investigated by a member of staff and the parents of both children are informed.
- 15.4. The school defines bullying as repeated harassment of others, including psychological, physical, verbal or emotional abuse.
- 15.5. If it is discovered that bullying has taken place, the following procedures are adhered to:
  - Incidents are dealt with in a sensitive and thorough way
  - Victims have the chance to discuss what happened with a member of staff
  - Victims of bullying are reassured that the case will be taken seriously
  - Victims of bullying are monitored to ensure further incidents do not occur
  - If another pupil reported the incident, they are reassured that they did the right thing
  - The child who is accused of bullying is made to understand why their behaviour was wrong
  - If the bullying persists, more serious action, such as exclusion, is considered
  - All incidents are reported to the headteacher, and incidents are recorded and investigated.
- 15.6. Bullying of a sexual nature will **never** be tolerated and will be addressed according to the procedures outlined in the school's **Child Protection and Safeguarding Policy**. Where crimes, such as rape, assault by penetration, sexual assault and up-skirting, are included in a report of bullying, the police will be notified.

## 16. EYFS

- 16.1. Reception aged children are usually unable to partake in the school's extracurricular clubs and activities until the Spring term.
- 16.2. Reception children may join the Extended Childcare clubs from the Autumn Term (breakfast Club and After School Club).

## 17. Emergency evacuation/closure

- 17.1. In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.
- 17.2. 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 – currently, this is **the games court**
- 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

17.3. If a child has not been collected after undergoing the emergency procedure, members of staff follow the [uncollected child procedure](#).

## **18. Monitoring and review**

18.1. This policy is reviewed annually by the headteacher/SSM and Wrap Around Care Manager.

18.2. The scheduled review date for this policy is **January 2024**