



## Squirrel Hayes First School

Policy Review ed on	September 2015	October 2016	October 2017	October 2018	October 2019	Nov 2020	Sept 2021	Sept 2022	Sept 2023	Sept 2024	Sept 2025	
Policy Owner Signature	Mrs Stockton	Mrs Johnson-Allen	Miss R Mahan	Miss R Mahan	Miss R Mahan	Miss R Mahan	Mrs R Percival	Mrs R Percival	Mrs R Percival	Mrs R Percival	Mrs R Percival	
Policy adopted by the Governing Body on	16.11.2015	14.11.2016	30.11.2017	06.12.2018	Nov 2019	Nov 2020	Oct 2021	Oct 2022	Oct 2023	Oct 2024	Oct 2025	
Policy Review ed Date	September 2016	October 2017	October 2018	NOV 2019	October 2020	Nov 2021	Sept 2022	Sept 2023	Sept 2024	Sept 2025	Sept 2026	
Version	07	08	09	10	11	12	13	14	15	16	17	

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# Extended Schools Policy

## Extended Schools & Extended Learning Policy

### **Aims**

At Squirrel Hayes First School 'Everyone and Every Child Matters'. As such we strive to enrich learning experiences and increase the opportunities and support available for all members of the school's community. We are committed to working in partnership with other agencies and the local community and as members of the Biddulph Partnership of schools and the Biddulph Schools Partnership Trust; we belong to a cluster of schools.

### **Delivery Access to the Extended Schools Core Offer**

#### Extended learning opportunities on site

Throughout our daily provision we aim to enrich the learning experiences of our learners and their families. In response to consultation with both learners and parents, each term we offer a variety of 'After School Clubs' which operate from 3.15pm - 4.15pm across the week.

#### Safeguarding

- Where an activity is delivered to young people by external providers a contract between the external organisation & school is required. The external organisation needs to demonstrate that the staff they provide to undertake the activity have been deemed suitable by their employer. The school will require the names of individuals that are to

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work with the children and a disclosure number of their DBS certificate.

- A DBS certificate is a confidential document between employer and employee. School employees should not ask for sight of DBS for any staff employed by another organisation. Instead the disclosure number must be given.
- When centrally employing an individual directly through the payroll, even if paid for by the Biddulph Partnership of Schools the usual employment checks including identity and DBS disclosure will be required.

### Charges

After school clubs run by the school, are on offer free of charge to children of all ages throughout the school on a termly rota.

### Childcare & Additional Core Offer

Space Cadets will be moving some of their provision from Squirrel Hayes First School to their Little Rockets Setting in Biddulph. The Before and After School Club and Wraparound Nursery provision currently available on our school site will be moving after the Easter Holidays to Space Cadets sister site in Biddulph.

Parents/Carers who currently use these facilities can continue to do so but your child/children will be taken to and picked up from Squirrel Hayes First School by The Space Cadets Team either via a 'Walking Bus or via 'Car'.

It also operates a holiday club during the school holidays for children between the ages of 2 - 12 years old which will be on our site.

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All staff have:

- Paediatric first aid training
- DBS
- Level 2-5 Qualifications

Breakfast Club - (2 sessions)

- 07.30am till 9am (£5.70) includes choice of cereals & toast
- 08.00am till 9am (£3.70) includes choice of cereals & toast
- FSM Learners - 08.00am till 08.45am

After school club -

- 3pm till 6pm - £9.50
- Mini Moons - 3pm till 4.30pm - £5.00

All sessions will receive a snack with fruit.

Holiday Clubs -

- 07.30am till 6pm (2-12 years old) Full day £27.50 - Half Day - £24 includes breakfast and afternoon snack. Parents need to supply a water bottle and packed lunch.

Pre-School private-

- 9am till 3pm - £40
- 9am till 12pm - £22
- 12pm till 3pm - £22

Offer places for 15 hours funded care & 30 hours funded care for children from the age of 2 years old.

Swift & Easy Access

All staff work in partnership alongside the SENCo, Home-School-Links Worker and multi-agency teams to support both learners and their families. We pride ourselves in the positive relationships we hold with parents and members of the local community and the range of advice, support and guidance which is on offer.

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### Parent Support

Throughout the year, we provide a wide range of services and support for parents and carers which is overseen and facilitated by our own Home-School-Links Worker.

### Roles & Responsibilities

#### **Requirements of club provider.**

- Each provider **MUST** have signed a contract outlining dates, hours, payment and confirmation that they have read the Safeguarding policy and risk assessments.
- External providers **MUST** lock away any mobile phones before they enter the school.
- Each club will be provided with a file which will include their contract, risk assessment, learners individual risk assessments, a copy of the safeguarding policy, register, medical register, a designated learner pass to indicate when additional adult support is required from a member of school staff, a list of passwords for dismissal and a sheet parents or carers must sign when they pick their child up.
- This file **MUST** be locked away at the end of the club, this is to be returned to the office and **NOT** kept in classrooms.
- Each provider **MUST** check that **ALL** children in their care have their care plans and any medication needed which is accessible in an emergency.
- If a parent / carer **does not** have their password the child must be kept in school and a member of SLT notified.
- The provider **MUST** read the risk assessment to **ALL** children in their club and ask children to sign this to prove everyone is aware of any risks.

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Headteacher:

- Ensures that extended schools provision is regularly consulted upon with all stakeholders.
- Maintains an overview of extended school development and vision.
- Ensures and expects that all partner agencies and providers share the same commitment to inclusion and equality of opportunity.

Extended Schools Co-ordinator:

- Takes the lead on core offer development and review.
- Ensures that external providers or services procured by the school have completed and signed an agreement setting out the 'terms and conditions' whilst using the school premises. An emphasis here is placed on safeguarding.
- Ensures that all safeguarding checks and DBS's have been carried out and obtained for all those delivering and supporting extended school services both on and off site.
- Ensures that all providers are familiar with the schools safeguarding policy or have their own.
- Promotes community partnership and well being.
- Ensures equal access for all.
- Reports to *Governors* on progress and impact.
- Co-ordinates subject leaders in the development of a menu of extended activities and provision.
- Evaluates and monitors the use of Sports Funding grant on extended learning clubs, reporting on impact and outcomes to all stake holders
- Ensures appropriate risk assessments are carried out and measures put into place prior to activities commencing.
- Checks that medical registers are being filled out and that all staff have sent their children's medication down to the appropriate club.
- Checks that all files are put away correctly at the end of each club.
- Send out questionnaires every term to gauge the community's opinions.

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## DOCUMENT CHANGE LOG

Version No.	Date of review	Reviewer	Changes Made
01	June 2010	Erica Smith	New policy produced to incorporate extended provision provided by the school and external providers.
02	Dec 2010	Erica Smith	Additional information included regarding written agreement between the school and external providers – safeguarding.
03	Dec 2011	Erica Smith	Included information regarding the Space Cadets 'before & after care provision' and school council involvement
04	Nov 2012	Erica Smith	Updated to include changes to before and after care provision and license agreement.
05	Sep 2013	Alice Bailey	Updated to include changes to co-ordinators role and a requirements of club provider has been added.
05	Sep 2014	Andrea Harrop	Updated to include amendments to requirements of the club providers.
06	Sep 2015	Andrea Stockton	Reviewed to ensure all relevant information is included. Amended to reflect change of CRB check.
07	Oct 2015	Andrea Stockton	Updated to include amendments to safety procedures and Extended Schools Co-ordinator role and responsibilities.
08	Oct 2016	Helen Johnson Allen	Reviewed

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**SQUIRREL HAYES FIRST SCHOOL: Extended Schools Policy Sept 2025**  
**UNCLASSIFIED**

<b>Version No.</b>	<b>Date of review</b>	<b>Reviewer</b>	<b>Changes Made</b>
09	Oct 2017	Rebecca Mahan	Changed CRB to DBS throughout the policy. Included new information about Space cadets. Included information about the new signing sheet for parents when they collect their child. Updated the cost of an external club.
10	Oct 2018	Rebecca Mahan	Updated onsite breakfast club now ran by Space Cadets. Included wrap around care provided through Space Cadets.
11	Oct 2019	Rebecca Mahan	Reviewed
12	Nov 2020	Rebecca Mahan	Removal of breakfast club onsite. Removal of space cadets holiday club being run on school premises. Removal of family links worker. COVID-19 procedures added.
13	Sept 2021	Rebecca Percival	Addition of COVID-19 procedures. Change of pricing to external clubs. Updated information about Space cadets and breakfast club.
14	Sept 2022	Rebecca Percival	Removal of COVID-19 procedures. Updated information about Space cadets and breakfast club. Updated information throughout the document.
14	Sept 2023	Rebecca Percival	Removal of external providers Addition of after school club 2023/2024 provision
15	Sept 2024	Rebecca Percival	Reviewed- no changes made
16	Sept 2025	Rebecca Percival	Updated after school, before school and holiday club information as this has all changed. Updated the prices.

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