



EDGEBOROUGH SCHOOL

Extended Provision Policy

(Nursery and Pre-Prep)

Introduction

In awareness as to the busy working routines of many families, Edgeborough provide both a Breakfast Club and After-School care to extend the day for those families requiring childcare beyond the school day in both the Pre-Prep and Nursery.

This policy is for all staff leading or assisting with supervision for the extended day.

Linked Policies

This policy should be read in conjunction with the Staff Code of Conduct, Safeguarding Policy, Supervision Policy, Missing Child Policy and the Early Years Supplementary Policy.

All school policies relating to Staff and children such as the Code of Conduct, the Safeguarding Policy, Edgeborough's Fire Evacuation Procedure, First Aid Policy and the Behaviour Policy remain in place during all After-School Provision. Similarly, all area Risk Assessments must be adhered to.

Timings and Location

Breakfast Club: For the Pre-School and the Nursery, Breakfast Club is available from 7:50 am in the upstairs eating area in the Nursery building.

Pre-Prep children attend the Boarders' Breakfast in the main Dining Hall from 7:50 am.

After-School Provision: For the Pre-Prep (Reception to Year 2), 'Conkers' takes place in the Pre-Prep building and makes use of the Pre-Prep back playground. It starts at 3:30 pm with children also able to join after their clubs. Parents collect before 5:50 pm.

For the Pre-School and the Nursery, 'Acorns' takes place in the Nursery and makes use of the Nursery outdoor play areas. It starts at 3:15 pm. Parents collect before 5:50 pm.

Staffing and Supervision

In all cases, EYFS Government guidance on child to staff ratios is adhered to with a staff member available in the same building who holds their Paediatric First Aid. See **Supervision Policy**. The job description for staff leading Conkers or Acorns is included in Appendix A.

Breakfast Club: For the Nursery and Pre-School Breakfast Club, Breakfast Club is staffed according to a rota (using Nursery staff only), with support from a GAP student. For the Pre-Prep, a Teaching Assistant supported by a GAP student will supervise the children.

After-School Provision: In the Pre-Prep, there is always a Level 3 staff member trained in Paediatric First Aid on duty supported by a GAP student (min) or another Level 3 (min) staff member. When children join the provision following the end of their club at 4:15 pm, a teacher will assist when needed.

For the Nursery and Pre-School, Acorns is staffed according to a rota (using Nursery staff only), with support from a GAP student.

If medicine needs to be administered in this time, the child will be taken to Matron if a staff member with the relevant certification is not available.

Food

In all cases, Early Years guidance of Food Safety is followed (see **EYFS Supplementary Policy**) and all allergies and dietary requests carefully provided for (see **First Aid Policy**).

Breakfast Club: The menu differs on a daily basis, with the children always having access to fruit, cereal, toast and milk.

After-School Provision: The children receive sandwiches (various fillings) and fruit. They are given water or milk to drink.

Drop-off and Collection

Breakfast Club: Parents take their child to the supervising staff in either the Nursery or the Dining Hall no earlier than 7:50 am. Supervising staff are responsible for the children until they are with teachers or the Key Person at 8:15 am.

After-School Provision: Children are collected by an allocated adult from after-school club (with submitted collection details checked – passwords, names and contact numbers). Parents will be called if the adult is not known to the school; such requests should be put in writing. Any accident reports from the day will be passed on.

A child not collected will be cared for and adults called. Should a known adult not arrive for the child, the school's **Missing Child Policy** will be followed.

Booking System

Breakfast Club, Conkers and Acorns are booked through the school's Office. They are charged as extra costs in both instances.

Late cancellations (24 hours) result in a penalty with exceptions made only in unavoidable circumstances.

A waiting list is put in place when demand exceeds capacity. This is determined by government ratios for Acorns. For Conkers a cap on children is upheld and determined by the Head of Pre-Prep in accordance to staffing and activity provision/bookings.

Children are signed in and out of Conkers and Acorns for supervision and billing purposes. A register is kept.

Appendix A:

After-School Club Assistant

Main Purpose

To assist in the day-to-day operation of the Pre-Prep/Nursery After-School Club. To be responsible for the wellbeing of children that attend this club and to adhere to all relevant school policies and procedures in the supervision offered.

Main Responsibilities

1. To work with other supervising staff to plan and deliver a suitable programme of activities to cater for children's educational, social, emotional, recreational and welfare needs, ensuring that the child's welfare as an individual and as a member of a group is paramount at all times.
2. To prepare any required resources or activities for the session.
3. To report, to a member of the Safeguarding Team, any concerns you may have that a child is experiencing abuse, maintaining confidentiality at all times.
4. To liaise with parents/carers at the end of the day where necessary or when asked to pass a message on by teaching staff.
5. To ensure that the After-School Club area is clean and tidy throughout periods of operation and that all equipment is maintained to a high standard. To report any Health & Safety issues to the Head of Pre-Prep.
6. To assist with the preparation and distribution of food.
7. To assist with personal care/toilet needs (in Nursery this may include changing nappies).
8. To attend to and document any accidents (slips, falls) that may occur during after-school care.
9. To assist children in organising their personal belongings ready for collection.
10. To accurately report attendance and to sign children out securely.
11. To comply with requirements on Data Protection Regulations and ensure confidentiality is maintained.
12. Undertake such other duties as may be reasonably requested by the relevant managers.
13. To ensure all safeguarding procedures are followed at all times and when the children are entering and leaving the club.

Other features of the Post:

This Job Description is not definitive or exhaustive but is provided to give the postholder an indication of the range of activities, duties and responsibilities concerned with the employment and may be subject to review and revision at any time at the discretion of the Trust if, in the interest and efficiency of the service, it should be deemed necessary.

Prepared By:

Received By:

Date:

Date: