



## Extended Services Policy

<b>Date Published</b>	<b>February 2020</b>
<b>Version</b>	<b>1</b>
<b>Last Approved Date</b>	<b>26 February 2020</b>
<b>Review Cycle</b>	<b>2 years</b>

“Learning together; to be the best we can be”

## 1. Context

- 1.1. The aim of this policy is to outline the expectations of the Trust for the provision of after school, weekend and school holiday activities.
- 1.2. Extended Services will provide play, sporting and sensory activities with an emphasis on fun and with a distinction from the main school day. We will give a warm and friendly welcome to each child on arrival and ensure that he/she departs safely at the end of each session.
- 1.3. Every instance of extended services provision will have at least one named "lead worker", who takes overall responsibility for the quality of provision. For extended services delivered by a school or to fulfil a contract between Nexus MAT and a commissioning agency (e.g. a local authority), each academy will have a named "link worker", who may or may not also undertake the role of "lead worker".

## 2. Arrivals and Departure

- 2.1. It is the responsibility of the lead worker to ensure that an accurate record is kept of all children attending the club. A register will be kept to record any arrival or departure from the premises. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts during sessions.
- 2.2. Transport arrangements for each child shall be recorded and any changes to these shall be notified and recorded at the beginning of each session.

## 3. Behaviour Support Strategies

- 3.1. The Nexus MAT Behaviour Policy shall apply to all aspects of extended services provision and adherence to this will be a requirement of all staff. Non Nexus staff will be briefed in the training sessions on the Nexus policy.

- 3.2. Staff will support behaviour according to clear, consistent and positive strategies. Parents/carers are encouraged to contribute to these strategies, raising concerns or suggestions. Behaviour support plans devised for pupils in school will be made available to extended services staff. Information will be requested for pupils that do not attend a Nexus MAT academy.

## 4. Care Plans

- 4.1. Staff must be made fully aware of individual pupil's needs and will be suitably trained to meet those needs, before a child can access any extended services provision.
- 4.2. Any medication required shall be provided in separately labelled containers with full instructions for use as necessary at the extended services provision. Normal school supplies will not be used.
- 4.3. All food allergy and particular feeding requirements shall be recorded and provision made to meet these needs.

## 5. Care, Learning and Play Policy

- 5.1. Extended services provision will create a play environment that creates rich and stimulating experiences, alongside opportunities for children to explore, experiment, plan and make decisions.
- 5.2. The activities offered will recognise individual pupil ability and take into account differing ages and needs.
- 5.3. At all times staff will recognise a child's individuality, effort and achievement.
- 5.4. Wherever appropriate children will be involved in the planning and setting-up of activities, so that their opinions are taken into account and so that they have a sense of ownership in the co-production of their offer.

## 6. Child Protection and Safeguarding

- 6.1. The lead worker at the setting will be the responsible person during the operation of the club and will manage it in accordance with Nexus MAT policy and legislation. The lead work must follow the local procedure for safeguarding, where provision is being offered in a school.
- 6.2. All recruitment will be conducted in compliance with statutory requirements and Nexus policy. All staff shall be subject to full DBS checks.

## 7. Complaints

- 7.1. All complaints about extended services provision should be made in line with the Nexus MAT complaints policy. In the first instance matters should be raised with the Lead worker. In the event of this not being possible or appropriate the matter should be referred to the school extended services link worker and if not resolved escalated to the SLT in school.

## 8. Confidentiality

- 8.1. All staff and any other individual associated with the scheme will adhere to the Nexus MAT Information Governance policy and respect confidentiality by:
  - Not discussing issues regarding children accessing provision with other parents/carers or non-interested parties;
  - Not discussing confidential matters about parents/carers who access the provision with other parents/carers, children or non-interested parties;
  - Not discussing confidential information about other staff members;
  - Only passing sensitive information written or orally to relevant people;
- 8.2. Any member of staff shown to have disregard for confidentiality will be subject to the disciplinary procedures detailed in their employment terms and conditions.

- 8.3. Any communication between the club and parents shall be as agreed between the link worker in school and the parent/carer.

## 9. Documentation and Information Governance

- 9.1. The Trust recognises the need for maintaining up to date and accurate records, policies and procedures necessary to operate safely, efficiently and in accordance with the law. The Trust is also aware of its obligations with regard to storing and sharing of information under the Data Protection Act 2018 and is committed to complying with its regulations and guidance.
- 9.2. The lead worker and/or link worker and staff will be made aware of the implications of the act in so far as it affects their roles and responsibilities. Records and information will be made available to parents/carers upon receipt of a written request, as per the Trust's Information Governance Policy.
- 9.3. Allocation of places at the extended services provision will be assessed and determined by the ESC and the link worker in school; using the Nexus criteria.

## 10. Equality

- 10.1. The Nexus Single Equalities Policy will apply to all aspects of extended services provision. The Trust is committed to taking positive and proactive steps to ensure that there is provision of a safe and caring environment, free from discrimination, for everyone. We aim to provide a welcoming and caring environment that promotes and reflects cultural and social diversity and is equally accessible to all.
- 10.2. The Trust expects all employees and volunteers to challenge any offensive behaviour, language or attitudes with regard to race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and disability.
- 10.3. We recognise that achieving the objectives of our Single Equalities Policy relies on the active involvement of parents/carers. We welcome and

encourage parents and carers to comment on the effectiveness of our practice.

## 11. Health and Safety

- 11.1. Extended Services provision shall be run in accordance with Nexus MAT policy.
- 11.2. Equipment shall be fit for purpose and maintained to a high standard and risk assessments for activities will be undertaken. Any breakages shall be brought to the attention of the lead/link worker.
- 11.3. The provision of food shall be prepared in accordance with food hygiene requirements.
- 11.4. All staff have a responsibility to take reasonable care in terms of their own health and safety as well as that of other persons affected by their acts or omissions.
- 11.5. All staff shall report any incidents, accidents or dangerous occurrences which have led or may lead to future injury or damage and assist in such investigations.
- 11.6. Records shall be kept of incident/accident books.
- 11.7. All staff shall undergo health and safety training as and when required.

## 12. Hygiene

- 12.1. Nexus MAT recognises the importance of maintaining the highest possible standards of hygiene in and around OUR premises so as to minimise the risks posed to children, staff and visitors.
- 12.2. Leaders and staff are committed to taking all practicable steps to prevent and control the spread of infectious germs, and uphold high standards of personal hygiene in order to minimize risk of catching or spreading infections.

12.3. In all circumstances, staff will adhere to the following examples of good personal hygiene:

- Washing hands before and after handling food or drink, messy activities or outdoor play.
- Washing hands after using the toilet,
- Encouraging and assisting children to adopt the same routines.
- Wearing gloves and aprons when changing pupils and disposing of waste in receptacles provided.
- Keeping long hair tied back.
- Covering cuts and abrasions while on the premises and taking any other steps that are likely to minimise the risk of spread of infection.

12.4. Spillages of substances which are likely to cause the spread of infection will be dealt with immediately. Blood, vomit, urine and faeces will be disposed of safely and hygienically in nappy disposal bins. Staff will wear disposable plastic gloves and an apron while using detox or disinfectant solution, and clean themselves thoroughly afterwards. Children will be kept well clear while such substances are being cleared up.

## 13. Emergency Closure

13.1. In very exceptional circumstances, provision may need to close at very short notice due to an unexpected incident or emergency. Such incidents may include:

- Insufficient members of staff for the number of children present
- Serious weather conditions;
- Burst water pipes;
- Discovery of dangerous structural damage;
- Serious assault on a member of staff;
- Serious accident or illness.

13.2. In such circumstances, the lead worker and staff will ensure that all steps are taken to keep both the children and themselves safe.

- 13.3. Steps will then be taken to inform parents/carers and staff will take the necessary steps in response to the cause of the closure. All children will be supervised until they are safely collected or transported home
- 13.4. All staff will be aware of the location of fire exits, the fire assembly point and where the safety equipment is stored.
- 13.5. Children will be made aware of the fire safety procedures during their settling in period and on regular occasions afterwards. All children will be made aware of the location of fire exits and the fire assembly point

## 14. Staff Conduct

- 14.1. Provision will operate with appropriate pupil to staff ratio.
- 14.2. For contracted provision provided by the Trust, the Nexus MAT Partnerships Manager will arrange staff briefings where all staff are able to discuss and contribute to the development and quality of the programme of activities provided. Meetings will be scheduled every 6 months.
- 14.3. As per the Nexus MAT employee code of conduct:
  - Members of staff are expected to conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner.
  - Members of staff are expected to display both knowledge and understanding of multicultural issues and a commitment to treating all children as individuals and with equal concern and respect.
  - Members of staff will have regard for maintaining appropriate dress and personal appearance for working with children and with the awareness of health and safety issues.
  - Personal mobiles must be switched off and not used during working hours. If a member of staff is likely to have the need to receive an emergency call,



then they should be contacted on the dedicated phone number that will be supplied.

- 14.4. The Link worker will ensure that appropriate training is organised for staff.
- 14.5. Staff will be subject to the staffing policies and procedures adopted by Nexus MAT

## 15. Quality Assurance

- 15.1. Performance reporting against quantity and quality of service provision is required together with performance against outcomes
- 15.2. Performance information must be submitted on a quarterly basis by the 10<sup>th</sup> working day of the following month.
- 15.3. Termly observations are completed by the Extended Services Coordinator at each location and written feedback provided to the lead worker