



Extended Schools Policy

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“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 Schools 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 Schools' provision will have at least one named "lead worker", who takes overall responsibility for the quality of provision. For Extended Schools 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 Schools' 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 Schools 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 Schools provision.
- 4.2. Any medication required shall be provided in separately labelled containers with full instructions for use as necessary at the Extended Schools 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 Schools 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 Schools 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 Schools 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 Schools 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 Schools' 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 Schools' 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 10th working day of the following month.
- 15.3. Termly observations are completed by the Extended Schools Coordinator at each location and written feedback provided to the lead worker.

Appendix A Extended Schools Lead Worker – Competencies

	L4+	L3	L2	L1	None
Qualification in Teaching & Learning or equivalent					

	> 3 years	3 years	2 years	1 year	<1 year
Experience of working with children and young people					
Experience of working with children and young people with complex medical needs					
Experience of working with children and young people that can present behaviours of concern (ASC / SEMH)					

	Expertly confident	Practiced confidence	Emerging confidence
Ability to complete risk assessments	I can complete thorough risk assessments, identifying all risks and hazards and ensure they are shared with the team.	I understand the risk assessment process and will complete risk assessment with support and guidance where necessary.	I understand the risk assessment process and am happy to contribute to the writing of them.
Ability to complete lesson plans	I complete lesson plans and am confident at planning for varied and engaging activities. I promote children and young people's independence.	I am happy to follow and contribute towards lesson plans. I support and encourage children and young people's independence.	I am familiar with lessons plans and happy to follow them. I support children and young people's independence.
Ability to set up a creative & engaging play provision and exciting activities	I am confident to proactively provide a stimulating environment and enrichment activities for children and young people of all ages and needs.	I have ideas on how to set up play provision and activities and will seek approval and guidance from others to do so.	I am happy to follow instructions on setting up play provision and activities.
Ability to set up age appropriate experiences	I can continuously maintain an environment that stimulates and engages children and young	I ensure that children and young people are engaged in, and encourage them to experience different, age appropriate activities	I support children and young people when they access different age appropriate activities.

Appendix A

Extended Schools Lead Worker – Competencies

	people whilst keeping them safe.		
Ability to deploy staff appropriately to tasks	<p>I can work together in collaboration with the different team members supporting them in their role and directing them confidently.</p> <p>I instruct staff to specific tasks and supervise their work.</p>	<p>I can work with others well and offer support where it is needed to others.</p> <p>I suggest tasks to staff and direct them when feeling confident to do so.</p>	I work with others well and am happy to follow instructions from others.
Ability to delegate and instruct staff	<p>I am easily confident with working with others.</p> <p>I communicate with staff effectively and debrief staff of desired outcomes.</p> <p>I encourage team working.</p>	<p>I enjoy working with others.</p> <p>I share my ideas with staff and await feedback</p> <p>I am good team player.</p>	<p>I enjoy working with others.</p> <p>I have ideas and suggestions and will make them when prompted.</p> <p>I am a team player.</p>
Knowledge of Safeguarding Procedures	Complies with and fully understands safeguarding arrangements escalating issues where appropriate	Complies with and contributes safeguarding arrangements, escalating issues where appropriate.	Complies with and promotes safeguarding arrangements, escalating issues where appropriate.
Knowledge of Health and Safety policies and procedures	<p>I am aware of and confident in delivering all appropriate policies and procedures.</p> <p>I can develop and lead a culture in which health, safety and the environment are prioritised.</p>	<p>I am aware of appropriate policies and procedures and will follow them as well as encouraging others to do so.</p>	I am familiar with some policies and procedures and gaining confidence in encouraging others to follow them.
Knowledge of Medical and Care Plans	I am aware of and confident to individually respond to emergency medical or care needs.	<p>I am aware of and will respond to emergency medical or care needs if needed to. My confidence is building.</p> <p>I have received all / some training in carrying</p>	<p>I am aware that there are children and young people that have medical care needs.</p> <p>I am received some training in carrying out</p>

Appendix A Extended Schools Lead Worker – Competencies

	<p>I am trained in and have experience of carrying out care plans.</p> <p>I am able to calmly instruct staff in an emergency situation.</p>	<p>out care plans and procedures.</p> <p>I feel more confident when supported with more experienced staff.</p>	<p>care plans and procedures.</p> <p>I don't feel confident in dealing with medical needs.</p>
Communication with families	<p>I am always on-hand to act as the first point of call to families, and always offers a helpful, friendly, approachable and professional service, taking appropriate action and initiative to resolve minor matters, and refer serious matters to the appropriate staff.</p> <p>I am confident at reaching out to families and building trusting relationships with them.</p>	<p>I am happy to speak to families when required to do so and will seek advice from others on how to interact with and relay messages to them.</p> <p>I am confident with some families.</p>	<p>I will speak to families if required to do so.</p>
Completion of paperwork	<p>I always ensure there is a consistent, accurate and timely flow of information to the appropriate internal and external personnel.</p> <p>I am familiar with IT systems and can easily access them.</p>	<p>I can present information in reports in a clear and concise format and am gaining confidence.</p> <p>I am familiar with IT systems.</p>	<p>I am willing, but not experienced in, completing and returning reports.</p> <p>I require further support in accessing IT systems.</p>

Appendix B Extended Schools Roles & Responsibilities



Extended Schools Roles & Responsibilities

Extended Schools Service Manager:

- To ensure quality assurance of provision across Nexus MAT including attendance at some After School Clubs & Holiday Clubs
- To regularly meet with Headteacher, Link Workers and Lead Workers in school to ensure the ES offer is meeting the needs of families and young people.
- Manage the efficient use of - and access to - available resources across Nexus MAT sites and in the community.
- To ensure that all families are aware of and familiar with the Families Offer.

Extended Schools Co-ordination:

- Receive requests for places at an Extended School provision and allocate to a session.
- Liaise with the ES Link Worker and provide information of which children and young people will attend the ES sessions.
- To meet with families and complete admission to sessions paperwork as necessary.
- To organise any transport requirements as necessary.
- Confirm with families agreed places for children and young people.
- To monitor payments received by families.
- To provide resources for Holiday Club sessions.
- Co-ordinate initial monitoring forms and send appropriate information to ES Link & Lead Workers.
- To receive monitoring forms and organise staff pay.

Extended Schools Link Worker:

- Liaise with the ES Senior Administrator for organisation of the delivery of the ES provision
- Liaise with the ES Lead Worker for each session and ensure that there are appropriate levels of staffing are provided including those that meet medical needs, care plans and behaviour management plans.
- Liaise with the ES Lead Worker for each session and ensure that they are suitably resourced. Each After School Club session is provided with £5.00 worth of resources and 40p per child for snacks/refreshments. This can be a reimbursement to school funds for use of their resources. Holiday Clubs are provided with resources and snack/refreshments from ES Central.

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Extended Schools Roles & Responsibilities

- Recruit staff to the sessions once the list of children and young people attending is received from the ES Senior Administrator.
- To ensure that the ES monitoring forms are completed and returned to the ES Senior Administrator.
- Ensure that Child Evaluation forms are completed each half term.
- To report and record safeguarding concerns in line with safeguarding policy, following up and supporting supervised staff as necessary.
- To organise for staff pay. (This may also be the HR Officer).

Extended Schools Lead Worker:

- Provide leadership of sessions offered to children and young people
- To ensure the needs of each child or young person are met
- To provide lesson plans as appropriate
- To oversee robust operational student and staff registers
- To complete all monitoring and evaluation information as required and when requested
- To ensure that risk assessments, care plans, one page profiles etc are available and shared with members of staff
- To ensure efficient use of resources
- To report and record safeguarding concerns in line with safeguarding policy, following up and supporting supervised staff as necessary

Extended Schools Sessional Worker:

- To work under the direction of the Lead Worker
- To ensure the environment is safe and stimulating for children and caters for their recreational, social, emotional and physical needs
- To familiarise themselves with any planned activities for the session and to take part and engage children in these
- To be aware of the paperwork in place for each child and the importance of reading and understanding this prior to each session
- Be part of establishing and nurturing positive relationships which allow children to play together cooperatively and increase their self-confidence
- To assist with transporting children (as necessary) ensuring that relevant training is being applied at all times
- To assist with the personal care of the children who require support
- Ensure effective recording of child details in line with LA, Nexus MAT and Ofsted requirements
- To safeguard the confidentiality of all service user information and records.

Appendix C

Extended Schools Safeguarding Procedure

Safeguarding Reporting Procedures

Safeguarding is everyone's responsibility.

Try to limit passing information by reporting concerns directly where possible and as soon as possible following issue, concern or disclosure.

Significant concerns should be reported to MASH immediately – they will guide you.

Please remember you should not question the child or promise to keep a secret. You should always seek consent from parent or carer to refer concerns where safe to do so.

When you have concerns about any child or young person attending a Break Out Club activity, it is essential that you address those concerns at the earliest opportunity.

- Make the Lead Worker aware of the issue
- If a member of the school's Senior Leadership Team is available speak to them.
- If advised to do so the Lead Worker can contact the family to discuss concerns as appropriate
 - If necessary, advise them of your duty to report the concern to children's social care and seek consent to refer
- If you are unsure what to do, please contact the central Extended Schools Team
- For immediate and urgent concerns, report directly to allocated social worker (if known) or to MASH (01709 336080)
- Make a written record of your concern / incident as soon as possible including factual information as you are able to record relating to the issue, concern or disclosure. The information you provide is an official record.
- Ensure a copy of this is passed to Extended Schools Service Manager within 24 hours.
- For telephone MASH referrals, you must complete online multi agency referral form (MARF) within 24 hours:
www.rotherham.gov.uk/forms/form/570/en/multi-agency-referral-form-marf-2

Additional guidance

Worried about a child attending short breaks provision?

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Should I be worried?

Try to sort out in your mind why you are worried, based on:

- What you have seen
- What you have heard from others
- What has been said to you directly

Try to be as clear as you can about why you are worried but do not be afraid to listen to your instinct that something just does not seem to be right.

How worries about a child may come to light

- A child tells someone what is happening to them
- You see signs of abuse or neglect
- You see worrying changes in a child's behaviour or moods or in a parent's / carer's behaviour to a child
- Someone else tells you about something they have seen or heard
- An adult or child tells you that they have hurt a child
- A parent or carer tells you that they are having problems in meeting their child's needs

Dealing with Disclosure

Experience and consultation with children shows that they will talk about their concerns and problems to people they feel they can trust and feel comfortable with. Children also want to know that they will be listened to and taken seriously; therefore short breaks should be a safe place where children feel it is okay to talk.

Helping a child to share a worry

Abuse of a child is unlikely to stop without intervention and/or support. Children in these situations, whether the abuse is happening in the family or elsewhere, for various reasons often feel that they are able to confide in teachers or support staff. It should be remembered that the child chooses the person in whom they confide.

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What to do:

- React calmly and be aware of your body language
- Listen – non-judgementally
- Keep responses short, simple, slow and gentle
- Don't stop a child who is talking freely about what has happened
- Ask open questions to clarify – do not investigate
- Reassure the child but avoid unnecessary contact
- Avoid making comments or judgements about what is shared
- Be honest with the child about what happens next and that you may have to talk to someone else about what has happened
- Inform the Extended Services designated safeguarding lead for child protection
- Make a written note of:
 - What the child said – using their words
 - Where it happened and the time and date on your record and sign it
 - Was there anyone else present – i.e. another child or staff member

A child must be made aware that any information they disclose cannot remain a secret. It will only be shared on a need to know basis but no promises must be made to keep any disclosure confidential.

Uncollected Child or Young Person Policy



The Nexus Break Out Club uncollected child policy has been adopted to support safety and wellbeing of our children and young people. Break Out Club has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

Please inform the Extended Services Team within 24 hours of the event

At the end of every session the Lead Worker will ensure that all children and young people are collected by a parent, carer or designated adult or transferred onto their transport vehicle safely.

If for some reason a child or young person that is usually collected by a parent, carer or designated adult is not collected at the end of a session the following procedures will be activated.

- After 5 minutes the lead worker will try to contact the named parent or carer.
- If contact is made with the named parent, carer, or any other emergency contact, always ascertain how long it is likely to take for them to collect. Messages will always be left on any answerphone requesting a prompt reply.
- Whilst waiting for the child to be collected, the child or young person will be supervised by a member of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, contact with the SLT staff member in school is vital for guidance who will contact MASH.
- Make contact with the Extended Schools Team to inform them who will liaise with the Senior Leader contacted.
- In the event of MASH being called and responsibility for the child or young being passed to a child protection agency, the Lead Worker / SLT will

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Extended Schools Uncollected Child Procedure

attempt to leave a further telephone message with the parent, carer or designated adults' answerphone to inform them.

- If there is a need for further escalation, Extended Schools Team to contact Executive Leadership Team.
- If there is no outcome after 1 hour, a member of SLT, ELT or Extended Schools will attend site and contact the Police.
- Under exceptional circumstances and only with permission from SLT / ELT / Extended Schools a child or young person may be taken to their home.
- Under no circumstances will a child be left in the care of another parent.
- The child will remain in the care of Break Out Club staff until they are collected by the parent, carer or designated adult, or alternatively placed in the care of Children's services or the Police.

If for some reason a child or young person that is usually collected by a Transport provision, is not collected at the end of a session the following procedures will be activated.

- Lead Worker will contact appropriate Transport to inform them that a child or young person has been left at school.
- Lead Worker will contact parents or carers to inform them that their child will be arriving home late from school.
- SLT will be informed if the child or young person is to stay in school for longer than 30 minutes.
- Lead Worker will supervise the child or young person whilst waiting for Transport to collect.
- If arranged transport is not available, contact Extended Schools Team to make alternative arrangements.

Incidents of late collection will be recorded by the Lead Worker on CPOMS, discussed with the Extended Schools Team and discussed with parents or carers at the earliest opportunity.

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If parents or carers are persistently late in collecting their child from Break Out Clubs, they will be informed that persistent late collection will result in the imposition of an additional cost or the loss of their child's place at the Club.