



LANESEND PRIMARY SCHOOL  
LOVE LANE, COWES  
ISLE OF WIGHT PO31 7ES  
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# Lanesend Primary School

## Extended Schools Policy General School Policy

The Squirrel's Den  
Breakfast Club  
8 O'clock Club

**Signed:** ..... **Date:**  
(Headteacher)

**Signed:** ..... **Date:**  
(Chair of Governors)

**Review Date:** June 2018 (Yearly)

**Reviewed By:** Headteacher and Full Governing Body

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**Ofsted registration number – 141305**

**Lanesend Primary School  
Love Lane  
Cowes  
Isle of Wight  
PO31 7ES**

**Telephone: 01983 293233**

The Squirrel's Den mobile number 07500 296665

Please either text or leave a message and someone will get back to you.

**Staff:**

Supervisors

Rachel Clark (LSA)  
Simone Smith  
Anna Marie Wilson  
Kat Norcutt  
John Clark  
Samantha Birmingham

Playworkers:

Jane Richmond  
Angie Jennings  
Kathryn Brett  
Rachel Clark (MSA)  
Ami McNamara  
Laura Ruddock  
Millie Sice  
Cheryl Cooke  
Becca Cross  
Lisa Cooper  
Emily Pilsworth

Other staff employed by Lanesend Primary School may be called upon to cover sickness, emergencies etc.

## Opening Times

### The Squirrel's Den

#### Term Time:

Monday to Friday  
2.45pm – 6.00pm (after school)

#### School Holidays:

*We are offering the following hours for holiday club; these will be subject to sufficient children booking in advance of the club running.*

Monday to Friday  
8.00 a.m. – 6.00 p.m.

Closed during Christmas holidays.

Summer opening is confirmed in the summer term. The Club will close for two weeks for annual deep clean.

We will decide if the Den is open on staff development days, depending on if staff training is taking place.

### Breakfast Club

#### Term Time:

Monday to Friday  
7.30am – 8.25am (before morning registration)

Closed during Development Days.

#### School Holidays:

Closed during school holidays.

### 8 O'clock Club

#### Term Time:

Monday to Friday  
8.00am – 8.25am (before morning registration)

Closed during Development Days.

#### School Holidays:

Closed during school holidays.

## Costs and Charging Policy

<u>The Squirrel's Den</u>		
<b>TERM TIME</b>		
For each hour	£3.30	
For a full session (until 6.00pm)	£8.80	
<b>HOLIDAY CLUB</b>		
For each hour	£3.30	
All day (8am – 6pm)	£29.70	
Morning session (8am – 1pm)	£15.40	
Afternoon session (1pm – 6pm)	£15.40	

<u>Breakfast Club</u>		
<b>TERM TIME</b>		
Per session per child	£3.30	

<u>8 O'clock Club</u>		
<b>TERM TIME</b>		
Per session per child	£0.50	

### Late Collection Charge

A late collection charge will be incurred if a child is repeatedly collected after the session finish time that they are booked in for. The charge will be £3.00 for each late collection (one additional hour's fee)

### Sibling discount

Unfortunately at this time we are unable to offer 'other sibling discount', however we will review this in the future.

Charges and policies will be reviewed regularly. Any changes will take effect with at least one month's notice.

### Cancellations

Please either text or leave a message on The Squirrel's Den mobile, 07500 296665 regarding your child's absence. This is in addition to the school being informed during school hours (293233). Please ensure cancellations are made 48 hours before the booked session or a 50% cancellation charge will apply.

## **The Squirrel's Den Fees**

Fees for The Squirrel's Den club must be paid on a weekly, monthly or termly basis as used. Cheques should be made payable to Lanesend Primary School. Payments can be made online via School Money on [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk)

## **How to book sessions**

A child record form must be completed prior to the first attendance.

Where possible, attendance should be booked in advance of the session, however sessions can be booked on the day as long as we have the relevant forms completed and there is space available. This can be done by phoning us on 07500 296665 or 293233.

If a child has not attended their booked sessions for 2 weeks in a row, we may offer the space to another child. We will advise in writing should this be the case.

## **Our aims**

Our aim is to provide your child with a home from home environment that they feel comfortable and safe in; we believe a secure child learns and develops well, both socially and academically. They will be given the opportunity to interact with other children, play games, do arts and crafts (a variety of choice), read books, explore their local environment, and take part in games plus many more enjoyable activities. There is limited supervised access to IT.

We promote healthy eating and ensure that every child is given the opportunity to have healthy snacks and readily available drinks. Children who eat and act healthily have more energy to live life, take in their surroundings and concentrate better. The Squirrel's Den will provide a small healthy snack in the morning and afternoon. Most of all we would like your children to enjoy their experience with us!

## **Admissions Policy**

Any child who attends Lanesend Primary School is entitled to be registered at The Squirrel's Den. All admissions will be subject to availability and in accordance with the policies outlined in this booklet. Children from other schools are welcome following registration.

Places are available on a 'first come first served' basis and can be booked on a four-weekly or daily basis, subject to availability.

## **Inclusions Policy**

- All children in our care will be treated with equal concern and respect, regardless of religion, gender, personal beliefs, social or ethnic background or physical or mental abilities. Each child will be treated as an individual and encouraged to realise their potential by offering them a caring and fun environment to help build their confidence and self-esteem. All children will have access to the same activities regardless of gender but activities must be age and ability appropriate. All activities will be available throughout the whole week.
- No family or child will be excluded on the grounds of race, gender, class, family status, disability, religion or beliefs.
- Children will be provided with opportunities to learn about the world around us in an environment which is free from prejudice.

- Children will be encouraged to be sensitive to the needs of others.
- Children with additional needs will be discussed on an individual basis with the Den staff prior to their first attendance.
- Any discrimination of any kind will not be accepted, whether this be verbally or behavioural and will be reported to the head teacher and local authority.

## **Behaviour**

We will adhere to the school's existing Behaviour Policy. We use the 'Good to be Green' system plus individual reward charts for:

Being caring and looking after our community  
Being kind to each other  
Being friendly, helpful and polite to each other  
Acting sensibly  
Being prepared to listen when necessary  
Being respectful of other people and their belongings  
Being honest and telling the truth

All children will be aware of the behaviour we expect making it easier for them to behave appropriately. We will encourage the children to take responsibility for their actions and in knowing that these are good, this will improve well-being and self-esteem. The benefits of good behaviour are that the children learn from one another, they learn to value friendships and develop self confidence and in doing this they will make The Squirrel's Den a happy place to be. If a child misbehaves then it will be made clear it is the behaviour that is unwelcome not the child.

By adhering to Lanesend's Behaviour Policy in The Squirrel's Den we will ensure continuity for the children. The Policy is available on our school website.

## **Health and Hygiene Policies and Practices**

### **Food and Drink**

Fresh drinking water will be available at all times.

Children will be offered a snack and drinks during the after school session. Information sheets will be requested showing dietary requirements and any allergies. These are included in the 'Child Record Form'.

Members of staff preparing food will have the appropriate food hygiene qualifications.

### **Smoking**

The Squirrel's Den has a strict no smoking policy.

Staff, families and any other visitors are required to refrain from smoking whilst on the premises or at any time during outings whilst accompanying children attending the club.

### **Sick children**

If your child is ill or has been ill then please keep them at home until they have fully recovered. Ill children are better off in the comfort of their own home. Illness unfortunately is out of our hands and the quicker it is isolated the less likely it is to spread. Please contact the Squirrel's Den if your child is ill; depending on the illness they may still be able to attend. If a child becomes ill whilst attending the Den then every effort will be made to contact the families or other nominated adults detailed on the information sheets provided by families. If a child's condition gives cause for concern then appropriate medical assistance will be sought. Please advise us of details of any existing injuries or health concerns you may have before your child attends any club sessions.

### **Medication**

If you require us to give your child any medication then we will need written permission before our staff member can administer it. We have medical consent forms to be completed with all the information required, we are unable to give children any form of medicine with out these forms. All medicines should be clearly labelled with child's full name, dosage and frequency of dosage. Medicines will be kept in a safe and secure place following the pharmacies instructions. Medicines that are required in emergencies should be available at all times. Records will be kept of any medicines administered. Medicines will be returned to the families when no longer required. Our Administration of Medicines Policy is available on our website.

### **First Aid**

There is a first aid box complying with all current health and safety regulations and the contents will be checked regularly and replaced when necessary. This will be kept in an accessible place out of the reach of children. There will be at least one member of staff on the premises with current first aid training. A mobile first aid pack will accompany a member of staff at all times. A record is maintained of any accidents. Our First Aid Policy is available on our website.

## **Emergency treatment**

If your child requires emergency treatment during their time at the Den, we will ensure that a member of staff will remain with them at all times until you arrive. Families will be immediately informed of any treatment or action that has taken place. In the event that a family member cannot be notified then we will contact the emergency number on our records.

If emergency treatment is needed and for a medical professional to administer either local or general anaesthetic if required; this must be given on the child record form or in loco parentis will then be activated.

## **Appropriate clothing and sun cream**

We want the children to enjoy playing outside whilst they are attending the Den as much as possible. Children will need to be provided with sun cream and a sun hat and clothes that are suitable for the time of year including raincoats when it's raining.

## **Security Policies**

All precautions will be taken to ensure the children are safe and secure on the premises at all times.

When children are taken out of the Den on visits or outings procedures will be followed in accordance with the relevant school policies.

## **To maintain security we will**

- Make sure the register is updated as soon as any children arrive.
- All children will be signed out by the person collecting them and the time noted.
- We will regularly check throughout sessions to ensure all children are accounted for.
- We will ensure that children are within visual/audible range of staff at all times.
- Whilst participating in outdoor activities children will remain with Squirrel's Den staff throughout.

## **Fire drills**

We will follow the school policy for fire drills, a copy of which will be displayed in the Den. Fire drills will be practised in school once every half term and all staff members will be required to familiarise themselves with these procedures.

## **If a child goes missing we will ensure that:**

- The remaining children are safe and accounted for.
- The premises and immediate areas are searched thoroughly and quickly.
- The school staff are informed.
- The police are informed.
- The families are informed.

## **Collection of children**

Please let us know of any persons allowed **or not allowed** to pick your child up on the record form, only people on the record form will be permitted to collect a child from our care.

If you are unable to collect your child personally, please let us know who will collect them as soon as possible. We can then let your child know. All collectors must be aged 14 years or over. Any changes to this information require a new form to be completed.

## **Late/non collection of a child policy**

All children must be collected promptly at the end of any session they are booked in for. If a child has not been collected 10 minutes after the end of the session time and we have had no contact regarding lateness then a supervisor will attempt to contact the family. If we are unable to obtain a response then we will continue to attempt to contact the named person for a further 15 minutes if necessary. If the child has not been collected following these attempts we will try to contact the emergency contacts. If we are unable to get a satisfactory response within 45 minutes of the session end time we will inform the Headteacher, Mrs Caroline Sice of the situation, following this we will invoke the Safeguarding Policy and social services will be informed. Two members of staff will remain with the child until the situation is resolved.

## **Staffing and employment policy**

- We have a high staff child ratio of a maximum of 8 children (under the age of 11 years) per adult. We feel this to be essential in providing good quality care.
- We promote equal opportunities when employing any new staff member and will not discriminate against on the grounds of race, gender, disability, religious background, social ethnic or cultural difference. We will endeavour to employ the best person for the position.
- We will ensure that all staff will undertake any training and achieve appropriate qualifications.
- We are committed to recruiting, appointing and employing staff in accordance with any current legislation.
- We will have regular appraisals with staff.

## **Child Protection and Safeguarding**

We intend to create an environment in which children are safe and secure and free from abuse and which any suspicion of abuse is promptly and appropriately responded to.

All staff and volunteers will have been checked through the Disclosure and Barring Service and all applicants for any posts will be made aware that any previous child protection issues on their record will exempt them from any positions within The Squirrel's Den.

The designated persons at The Squirrel's Den are Mrs Caroline Sice (Headteacher), Mr Dave Cooper (Deputy Headteacher), Mrs Andrea Flux (Family Liaison Officer) and Mrs Hannah Holmes (Family Support and Safeguarding Lead). They will be the liaison contacts with Child Protection agencies in any child protection situation. Every member of staff has a duty to protect the children in their care.

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up. The record will include, name,

age and address of the child, time and date observed, a factual record of the behaviour and appearance without comment or interpretation and the exact words a child spoke (if possible) and a name date and signature of the staff member recording the observation. These records will be kept separate and inaccessible to any members of staff not involved with the situation. Our first concern is and always will be the child. Any child that shows cause for concern will be reassured, listened to and helped to understand that they themselves are valued and respected and are not at fault.

Members of staff must share any concerns they may have with the Headteacher. An informed decision can then be made regarding the appropriate action.

Families will normally be the first point of reference, but if the concern is believed to involve them then social services will be contacted immediately. In exceptional circumstances social services will be the first point of reference.

***Professional childcare providers have a duty to protect the children in their care. Where there are any indisputable signs of abuse we will report it immediately to Isle of Wight Social Care without parental consent. All suspicions and investigations will be confidential and only shared with people involved with the situation.***

All staff will have Safeguarding Level 2 training to ensure that they can recognise any symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

### **Prevention of abuse in the workplace.**

- Adults will not be left alone for long periods with any one child.
- All staff will have been checked by the Disclosure and Barring Service.
- All rooms used by the Squirrel's Den have viewing windows.

### **Allegations against staff members**

Members of staff will not put themselves in any position that may lead to allegations being made against them. If an allegation is made then the staff disciplinary and grievance procedure will apply. In cases of gross misconduct, the member of staff will be instantly dismissed. If a member of staff is dismissed due to a child protection issue then OFSTED and the LADO will be informed.

### **Complaints procedure**

We welcome suggestions and we will carry out surveys with both families and children to discover what is liked, not liked and what can be improved about the Squirrel's Den. If you have any queries, concerns or complaints with regards to any matter then please let a member of staff know so we can try to resolve your concerns. Be assured that no matter what you want to tell us, our support and respect for you and your child in the Squirrel's Den will not be affected in any way. Please talk to us as soon as possible as it is difficult for us to investigate properly an incident or problem which has happened some time ago.

### **What to do if you have a concern**

If you have a concern, please come and see a member of staff and explain the problem, most concerns can be sorted out quickly if we know what they are. If you have a complaint which you feel should be looked at by the Headteacher, this can be done at any time, please ask a

member of staff and we will arrange this immediately. It is usually better to discuss concerns face to face but if you feel unable to do this please contact us on 07500 296665 (Squirrel's Den mobile) and we will do our best to resolve any problems. Complaints forms are also available.

**What to do if you feel we have not resolved your concern or if you feel you are unable to speak with us and you feel the matter to be serious**

Please contact OFSTED on 0300 1231231, or you can write to:

Ofsted  
Picadilly Gate  
Store Street  
Manchester  
M1 2WD

Or email - [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

We have a separate leaflet to explain fully the Ofsted complaints procedure; these will be available to every family upon request.

**Useful contact numbers**

<b>Police/Fire/Ambulance</b> <i>(in an emergency call 999 or 112 from a mobile)</i>	08450 45 45 45
<b>St Mary's Hospital</b>	(01983) 524081
<b>NHS direct</b>	111
<b>Samaritans</b>	116123 or (01983) 521234
<b>Social services – Contact Hants Direct</b>	0300 300 0117 (24 hour line)
<b>Lone families helpline (Gingerbread)</b>	0808 802 0925
<b>Child line</b>	0800 1111
<b>Isle of Wight Council</b>	(01983) 821000 (general)
<b>Isle of Wight Early Years Education and Childcare</b>	(01983) 823152
<b>Cowes Medical Centre</b>	(01983) 295251
<b>OFSTED complaints</b> 141305)	0300 1231231 (our Ofsted registration number is