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## 1. ARRANGEMENTS

### Staffing

Extended School is currently staffed as follows:

- Leader: Mrs Palmer
- Assistant Leader: Miss Kirk
- Playworkers: Miss Burgess, Mrs Roberts, Mrs Gear, Ms Allinson, Mrs Branton

### Ratios

Staffing arrangements will always ensure that we meet the needs of all children attending Breakfast / After School Club and will also ensure their safety. **Children will be in sight and hearing of staff at all times.**

There will be a minimum of two staff on duty at all times. As Breakfast Club operates for less than two hours per day, there is no statutory minimum staffing ratio. However, to ensure the safety and wellbeing of children and staff, both Breakfast and After School Club will operate within the following ratios:

#### **1 adult for every 10 children**

However: an additional adult will also be deployed if the number of preschoolers exceeds 8, regardless of how many other children are attending.

The maximum number of children at either Breakfast / After School Club daily will not exceed 50, unless additional staff provision is in place and also review of space / activities has taken place.

### Timings

Breakfast Club	After School Club
7.30 - start of the school day.	End of the school day - 5.45



## HALLGATE PRIMARY SCHOOL

### EXTENDED SCHOOL POLICY Breakfast / After School Clubs

#### Location

Breakfast / After School Club takes place in the Living Room. The Blue Hall is also used for additional space for activities and the playground / school field will be used whenever the weather allows.



## 2. BEHAVIOUR

We follow the whole school Behaviour Policy, which is available on our school website and outlines our approach to managing behaviour. Within Extended School, having high expectations enables us to promote positive behaviour and every opportunity will be taken to enhance self-esteem and praise achievement.

This means that everyone attending Breakfast / After School Club:

- Is careful and kind to each other.
- Is polite and friendly to all.
- Is helpful to each other.
- Shows respect to one another.
- Enjoys playing and working together.
- Follows the agreed rules.

**Everyone at Breakfast / After School Club has agreed to:**

- Recognise and highlight positive behaviour as it occurs.
- Ensure all children are praised for behaving well.
- Ensure that any feedback is constructive and designed to help a child improve his / her behaviour.
- Explain and model the behaviour we wish to see.
- Encourage children to be responsible for their own behaviour.
- Reward children for behaving well.
- Let parents know about their child's behaviour.

The following behaviour management strategies are used at Breakfast / After School Club:

Rewards	Sanctions
Praise Stickers	Time out space (to calm down or remove from a situation) Support from school staff Discussions with parents



All behaviour incidents are logged using CPoms, when enables staff to monitor patterns and provide support, as necessary. All CPoms logged are monitored by the Headteacher and Assistant Headteachers; issues or areas of concern will be addressed as soon as possible afterwards.

Staff always discuss any behaviour incidents with the child(ren) involved and parents are made aware of this at the time of collection.

### 3. SAFEGUARDING STATEMENT

The health and safety of all children is of paramount importance. Parents send their children to Extended School with the expectation that the Breakfast / After School Clubs provide a secure environment, in which their children can be cared for and flourish. In order to ensure this, we have a wide range of measures in place.

- We follow whole school safeguarding and child protection policies, which are updated annually and available on our school website. Mrs Shiels is the Designated Safeguarding Lead, with Mr Sheppard and Mrs Longden fulfilling the role of Deputy DSL. All concerns are logged using CPoms and will be followed up in line with our safeguarding policies.
- All staff have had the required training and the single central register is kept up to date; all staff working in Breakfast / After School Club have an Enhanced and Barred Disclosure and Barring Service check (DBS) in place.
- Risk assessments have been completed to ensure all activities that take place are safe. We also follow the Health and Safety Policy, which is updated annually.
- Staff have been first aid trained and first aid kits are available in the Living Room. All accidents are recorded in the accident book and parents are informed.
- We provide a secure site for Breakfast / After School Club, which is carefully controlled. Gates are locked at all times; an intercom system is used to alert staff to arrival. Staff will meet parents / pupils at the gate (King Street entrance).
- All electrical equipment used for Breakfast / After School Club is PAT tested.



## 4. FIRE SAFETY

The following details the general fire procedures in place at Hallgate Primary School. Regular checks of all fire equipment are carried out as required and all documentation / record keeping are completed by the caretaker.

- Whole school training takes place regularly and we have regular fire drills, to ensure all members of the school community know what to do in the event of a fire. The times of these vary and records are kept by the caretaker.
- The caretaker undertakes regular fire safety inspections, in line with our whole school Health and Safety Policy.
- All fire exits are clearly identified. Should a sign become damaged, the caretaker must be informed immediately.
- Staff ensure that fire exits are not blocked in any way and that they are not fixed open.
- Staff ensure that electrical equipment, e.g. cookers, are free from any combustible materials.
- Staff should ensure that extension cables are not used to overload sockets.
- All staff at Breakfast / After School Club should ensure that the fire routine instructions and information are clearly visible within the Living Room and Blue Hall. They should establish the location of the nearest fire exit.
- It is essential that Breakfast / After School Club registers are completed promptly and accurately. The leaders must ensure that the register is taken outside, in the event of the alarm sounding, and that all children and staff are accounted for.

### **Should a fire occur / the alarm be heard during Breakfast / After School Club:**

- All adults should leave the building by the nearest exit and go to the assembly point (KS2 playground).
- All staff should ensure that children leave in an orderly manner by the nearest exit and go to the assembly point on the KS2 playground.
- There should be an adult at the front and rear of the children. The adult at the back will ensure that no children remain, such as in the toilets, and that all the doors are closed.
- The Breakfast / After School Club Leader / Assistant Leader will then register the group.



- The caretaker will be responsible for calling the fire brigade or, in the event of a false alarm, resetting the alarm. The Headteacher / Business Manager will be made aware that this has taken place, if not on site.

## 5. FOOD

Breakfast will be available between 7.45 - 8.15 at Breakfast Club and a healthy snack is available for children who attend After School Club. As a health promoting school, Hallgate is fully committed to encouraging children to have a healthy, Well-balanced diet and establishing good eating habits.

The following are examples of food that is typically available:

<b>Breakfast Club</b>	<b>After School Club</b>
<ul style="list-style-type: none"><li>• Toast</li><li>• Cereal</li><li>• Fruit</li><li>• Yoghurts</li></ul> <p>Fruit juice, milk and water are also available</p>	<ul style="list-style-type: none"><li>• Toast</li><li>• Crumpets with jam</li><li>• Cheese and crackers</li><li>• Wraps</li><li>• Pancakes</li></ul> <p>Fruit juice, milk and water are also available</p>

Staff will encourage children to have something to eat and drink.