

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".
- 1.4. Extended Schools will adhere to the Trust safeguarding procedures. The lead worker will ensure accurate records are maintained and communicated, adhering to safeguarding policy. The lead worker will ensure they provision for a Designated Safeguarding Lead for each club.

2. Arrivals and Departures

- 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 or digitally 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.

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- 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

- 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

- 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

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- 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 Extended Schools Service 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 as appropriate to the contract.
- 14.3. The lead worker will ensure that appropriately trained staff are available according to children's medical needs.
- 14.4. 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. In respect of contracted services, performance information must be submitted in a timely manner that will be communicated prior to any activities.