

Squirrels Extended School Policy

Aims

The Free School Norwich aims to support working families by providing a high quality childcare service which is open from 3.30 pm to 6.00 pm for 49 weeks of the year during term time and 8.15 am – 6.00 pm during school holidays. The service is closed for one week at Christmas, two weeks in August and on bank holidays to enable parents the maximum opportunity to work.

Bookings

- Priority places will be allocated to the children of working parents.
- Places will then be allocated to the children of non-working parents, if available.
- Places should be booked directly through the main school office. Any questions or enquiries about Squirrels should also be made through the main office.
- Parents must complete a booking form and it is the parent's responsibility to inform the main office of any changes to the information on the form.
- Places will be allocated on a first come first served basis during school holidays and for special events such as the Christmas sleepover. Where a child is unsuccessful at gaining a place at the Christmas sleepover, they will be given priority booking at the next sleepover.
- Wherever possible, the Squirrels staff will try to accommodate short notice emergency bookings during the school holidays, but this will be dependent upon place availability.

Communication

The Squirrels direct email address is: squirrels@freeschoolnorwich.org.uk. This address should be used by parents to contact the Squirrels staff when the main school office is closed from 4.00 pm during term time and throughout the school holidays. Parents can also contact the Squirrels staff directly by phone on: **07398 702968**.

Payments

Squirrels charges are kept as low as possible to support working families at The Free School Norwich. Parents are invoiced for payments every term by the Bursar's Assistant. Non-payment of charges will initially result in a reminder being sent to a parent. Continued failure to pay charges will thereafter result in the child being temporarily excluded from Squirrels until payment has been received. Long term non-payment of charges will result in legal action being taken against the parent by the school, but it is hoped that any non-payment issues can be resolved amicably before legal action is implemented.

Collection

Children should be collected by 6.00 pm at the latest both during term time and in the school holidays. Only authorised people can sign children out of Squirrels and it is the parent's responsibility to inform the main office by telephone should there be a change to collection arrangements for their child. In the event of a parent arriving late after 6.00 pm, a £20 additional fee will be charged to the parent to cover staff overtime costs. In the event of a parent failing to arrive

to collect their child, the staff will endeavour to contact the parent via the emergency contact telephone numbers held in the main office and a member of the main school senior leadership team will be informed. If a child remains un-collected after 30 minutes and no success has been made with contacting the parent then the school is under obligation to take the child to the nearest police station.

Staff Ratios

The adult to child ratio in Squirrels during term time is 1:12. The adult to child ratio during the school holidays is 1:8 to ensure greater safety when the children are out and about on visits. During the school holidays a member of the senior leadership from the main school is on call duty at all times to provide support, advice and a physical presence in school if needed.

Health and Safety

All Squirrels staff are enhanced DBS checked, trained in Child Protection procedures, First Aid and Food Hygiene. Two satisfactory references are also sought by the senior leadership team before a member of staff is permitted to work in Squirrels.

Risk assessments are carried out on all areas of the school which are used by Squirrels. Risk assessments are also carried out prior to a visit and a copy is given to the senior leadership team before the visit is authorised. At the end of each week, a Health and Safety report is carried out by the Squirrels staff and a copy of the report is given to the senior leadership team in the main school.

Where a child has an accident whilst playing in Squirrels, the school's Medical and First Aid Policy will be followed and First Aid will be administered. The incident will be logged in the First Aid record book. In the case of an injury to the head, a paramedic will always be called to treat the injury and the child's parent will be contacted immediately by telephone to inform them of the incident.

Child Protection

Child protection is a priority at The Free School Norwich and all staff will respond to any signs of child abuse or neglect by following the main school's Child Protection Policy and Procedure. In suspected cases of child abuse the relevant Child Protection agencies will be contacted.

Missing Child Policy

Staff will take all reasonable steps to ensure that children attending our Squirrels do not leave the premises or their group leader when out on visits, until an authorised person collects them. If a child does go missing then staff will immediately telephone the parents and the police. Parents are also required not to collect child without first signing them out.

Emergency Action

The following information will be in place and available in case of an emergency:

- Attendance register.
- Booking Forms.
- First Aid log book.
- Fill Drill log book.

In the event of an emergency the Squirrels staff will take the following action:

- Assess the situation and ensure the children's safety.
- Inform a member of the school's senior leadership team immediately.
- Carry out emergency procedures in response to the situation.
- Contact the emergency services and/or child's parents where necessary.

Behaviour Management

The Squirrels staff will follow the main school's Behaviour Management Policy and Procedure in the event of a child behaving inappropriately. All incidents will be recorded on an Inappropriate Behaviour Record and a copy provided to the senior leadership team. Parents will also be given a copy of the Inappropriate Behaviour Record upon collecting their child from Squirrels and staff will provide the parent with a full explanation of the incident.

Where a child's behaviour is persistently inappropriate or affects the safety and well-being of other children or staff, the school reserves the right to exclude the child from attending Squirrels. This may be temporarily or permanently and the parents will be notified verbally and in writing.

Sun Cream

It is the parent's responsibility to ensure that their child has sun cream applied before arriving at Squirrels during the school holidays during the warmer months of the year. It is also recommended that parents provide their child with a named bottle of sun cream so it can be re-applied by the child as needed during the day if out and about.

Activities

Our aim is to provide a friendly, enjoyable, safe and inviting environment for all children. A weekly activity plan is created by the Squirrels staff which includes the following activities: outdoor play, sports, crafts, board games, role play, books, construction toys and TV. All activities take place in the main school hall and Squirrels lounge is used by children who wish to relax and watch TV instead. Cbeebies and Cbbc are the only two TV channels permitted to avoid exposing the children to advertisements.

During the school holidays, movies (Cert U and PG) and visits are organised to local places of interest to add variety to the children's time in Squirrels. Visits are chargeable. Charges are indicated on the Squirrels holiday booking form and are payable through the Squirrels payment system. Staff carry a First Aid kit, the children's emergency contact details and the Squirrels mobile phone when out on visits during the school holidays.

Clothing

During term time children will normally wear their school uniform to Squirrels. During the school holidays however, parents are asked to dress their children in their home clothes, but we recommend that these are appropriate for both outdoor and indoor activities which may include wet weather and using paint, glue and other sticky craft materials. Parents are also responsible for providing their child with a sunhat during the warmer months of the year to protect them from sunburn when out and about.

Catering

Children are provided with a healthy snack and drink at 4.00 pm during term time and the school holidays. During the school holidays parents are also requested to provide a packed lunch for their child to eat during the day.

Special Events

On nights when special events are taking place in the main school and children are required to attend an evening activity such as a play performance, Squirrels operates free of charge to parents to enable the children to stay on after school. A hot two course meal is served at 4.00 pm and additional staff from the main school will be on duty to help supervise the children. Any children not involved in the evening activity but who attend Squirrels on special events night must be collected by 6.00 pm.

Expectations

Parents can expect the following from Squirrels:

- That staff will ensure that your child has fun.
- That staff will be friendly, caring and helpful.
- That staff will keep your child safe.
- That staff will contact you if there is an emergency.
- That staff will inform you of any issues which may arise regarding your child.

Squirrels staff will expect the following from parents:

- That you will sign your child in and out.
- That you will not send your child to Squirrels if they are unwell.
- That you will collect your child on time.
- That you will ensure your child has a packed lunch every day during the school holidays.
- That you will communicate with staff in line with the main school's Staff Protection Policy.
- That you will inform staff of any issues with may arise regarding your child.

Complaints

If a parent has a complaint they wish to raise they must do so through the main school's Complaints Policy and Procedure. A copy of the policy is available on request from the main office.

Principal: Mrs Tania Sidney-Roberts

Chair of Governors: Andy Skeggs

Policy Approved: Spring Term 2020

Policy Review Date: Spring Term 2021