

## **Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy, and procedures, to safeguard children.

### **1.10 Extended Hours Policy (was After School Club Policy)**

#### **Policy statement**

In conjunction with Colleton Primary School, we offer two Extended Hours Clubs – Early Drop Off Club (EDC) and After School Club (ASC). The former is available to Little Acorns attendees only and the latter to both Foundation Level Colleton School Children and Little Acorns attendees. We are able to offer spaces to children Monday to Friday on a first come first served basis. A waiting list will be held for the other children who may like to join the clubs. Funded hours cannot be used at either the EDC or ASC.

For the After School Club, priority will be given to 20 children from the Colleton School Foundation Level and then filled with other requests from parents of children attending Little Acorns Pre-School. Parents of children that are new to Little Acorns Pre-school will have to complete a registration form in addition to this form and sign to adhere to our policies. There is a £30 deposit which covers all consumables.

The Clubs provide a mix of adult-led and child-initiated activities. The Club always follows play principles, allowing children to choose how they occupy their time and never forces them to participate in a given activity.

#### **EDC Procedures**

- Operates from 8-8.45am, Monday to Friday
- No breakfast is provided

#### **ASC Procedures**

- Children from Colleton School will be collected by a member of staff at 3.15pm.
- Children wear a fluorescent vest between settings.
- We expect children to walk back with their belongings to the preschool under the supervision of staff
- Children already at Little Acorns Pre-School will remain onsite until the Foundation Level children have been handed over to the ASC manager/supervisor and all have been registered.

- Toys and activities will be set out and children will be able to use all our excellent facilities. A different fun activity will be planned for the children each session including out-door play.
- **Approx. 4.30pm** Afternoon tea will be served. Children will be able to eat, rest and play until collection.
- **Approx. 5.30pm** Tidy up time will commence so all children are ready to leave at 5.45pm. Please collect younger children first before collecting siblings from Colleton After School Club as the school club finishes 15 minutes later

## Legal framework

Little Acorns Extended Hours Clubs are committed to meeting the requirements of the Statutory Framework for the Early Years Foundation Stage 2014 (EYFS). EYFS applies to all children from birth through to the end of their reception (Foundation) year. More information about EYFS is available from the Department for Education's website. The designated EYFS co-ordinators at the Extended Hours Clubs are **Jo Blunden, Becky Wells, Sui Mei Lam and Jo Logan**. They are responsible for:-

- **Identifying EYFS children when they join either Club and informing the other staff**
- **Determining the primary EYFS provider (typically, the Colleton school) for each child**
- **Assigning a key worker for each EYFS child**
- **Agreeing information sharing policies with the primary EYFS provider and gaining parental consent for this where necessary**
- **Liaising with the primary EYFS provider to discuss what support the Club offers to EYFS children**

## Further guidance

- <http://www.foundationyears.org.uk/eyfs-statutory-framework/>

This policy was adopted/reviewed at a meeting of

Held on

Date to be reviewed

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)

Little Acorns

(name of provider)

24<sup>th</sup> February 2021

(date)

January 2022

(date)

Samantha Davies

Secretary