

Forest Fields Primary and Nursery School



Extended Schools Policy

September 2025

Approved at the meeting of the Governing Board held on: 23rd September 2025

Signed: James Verran

Position: Chair of Governors

Date to be reviewed: September 2026

1. Introduction

Extended schools encompass all activities which take place outside the normal school day. This includes our Breakfast Club. Extended schools' and Breakfast Club also include the wider support that we can offer to children and parents at Forest Fields Primary School. Children who participate in extra activities can develop positive attitudes, gain enjoyment and build confidence and self-esteem. We aim to achieve the following through our extended schools provision at Forest Fields Primary School.

We aim to encourage and include as many children as possible to take part in extended school activities. We want all children to be given the opportunity to be part of a team, group or club where they can develop personally, socially and learn new skills.

2. Aims and objectives

Children to participate and enjoy being part of a club of their choice.

All children to be included and have access to clubs.

Children with SEN are supported e.g., 1:1 adult support

To co-ordinate and provide 'free' clubs where possible.

To build relationships with other children and adults.

Use a variety of club deliverers from within school and externally.

Monitor how effective clubs are working

Seek funding where possible to help children who are disadvantaged.

Seek alternative funding streams

3. Provision and providers

The Extended schools programme aims to deliver a varied choice of clubs and activities providing stimulating learning and enjoyment.

Children on free school meals or with social economic issues are considered and where possible, funding is available to support such cases.

Providers are selected carefully and a wide variety of clubs are offered. Often, providers work in school for more than one term. This is mainly due to demand or popularity of a particular club. It also builds up good links and relationships.

Our school values underpin our extra-curricular activities

Nursery: **Curious**

Foundation 2: **Creative**

Year 1: **Teamwork**

Year 2: *Empathetic*

Year 3: **Resilience**

Year 4: **Reflective**

Year 5: **Diligent**

Year 6: *Excellence*

4. Safeguarding

Extended Schools safeguards and promotes the welfare of the children who participate in clubs. It is recognised that there is a legal and ethical duty to promote the well-being of children involved in clubs and take appropriate action where we have concerns. Extended Schools follows the procedure and policy for safeguarding at Forest Fields Primary School. (See Child Protection policy).

Both internal and external deliverers are made aware of who are the DSLs for safeguarding is for Forest Fields Primary School

5. DBS checks

Every deliverer has an up to date DBS check. For School staff records of DBS checks are maintained in school. External providers provide us with confirmation that they have undertaken all relevant checks.

6. Health and safety

Extended Schools follow the Health and Safety procedures and work alongside the health and safety policy that is in place.

Where necessary, any health and safety issues that may occur during or in preparation of clubs are recorded and the appropriate measures are carried out.

7. Risk assessments

Each club's risk assessment is carried prior to any club starting. External deliverers may also present their own risk assessment. All risk assessments are added to Evolve. They are regularly reviewed and updated.

Deliverers are given a copy of the risk assessment before starting the club. Any concerns or incidents are reported back to the Headteacher. These are then recorded and monitored closely.

8. Behaviour

Expectations are the same as during the school day. Clubs follow the behaviour guidelines as set in the school's behaviour policy. (see policy for details).

In some cases, unacceptable behaviour during a club session can result in a child missing a session. Behaviour is monitored by both the co-ordinator and deliverer. Issues or incidents are fed back regularly.

Our Breakfast Club and extended school clubs follow the same Forest Fields Primary School rules of

Ready

Respectful

Safe

9. Equality statement

The governors and staff are committed to providing the full range of opportunities for all pupils regardless of gender, disability, and ethnicity, social, cultural or religious background. All pupils have access to the curriculum and the right to a learning environment which dispels ignorance, prejudice or discrimination.

Filtering and Monitoring

Whilst considering our responsibility to safeguard and promote the welfare of children and provide them with a safe environment in which to learn, governing bodies should be doing all that they reasonably can to limit children's exposure to the above risks from the school's or college's IT system. As part of this process, governing bodies should ensure their school or college has appropriate filters and monitoring systems in place and regularly review their effectiveness. We use Schools IT as our filtering system, and we use Smoothwall for our monitoring system. They should ensure that the leadership team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively and know how to escalate concerns when identified. Governing bodies should consider the age range of their children, the number of children, how often they access the IT system and the proportionality of costs verses safeguarding risks

Ref Paragraph 140 – Filtering and monitoring