



# Braywood EXtra Policy

*'From tiny acorns, mighty oak trees grow, watered and nurtured by God.'*

Braywood CE First School  
Oakley Green, Windsor, Berkshire  
SL6 1UH  
[www.braywoodschool.co.uk](http://www.braywoodschool.co.uk)  
[braywood@rbwm.org.uk](mailto:braywood@rbwm.org.uk)

# Table of Contents

## 1. Introduction

- Vision and Ethos
- Statutory Requirements

## 2. Key Contacts

## 3. Leadership Roles and Responsibilities

- Governors
- Headteacher
- Coordinator
- Supervisor

## 4. Braywood Extra Policy and Procedures

- Inclusion
- Child Protection
- Allegations
- Confidentiality
- Health and Safety
- Fire Safety
- Behaviour
- Food and Nutrition
- Late Collection
- Complaints
- Recruitment
- Staff Discipline

## 7. Annex A – Braywood Constitution

## Introduction

### What is an extended school?

Extended schools provide both extra activities to pupils and also activities and services to their families and the wider community. These activities or services include: childcare; early years education; lifelong learning; healthcare & social services; cultural & sporting activities; play projects or study support.

*“By 2010 all children should have access to a variety of activities beyond the school day. Well-organised, safe and stimulating activities before and after school provide children and young people with a wider range of experiences and makes a real difference to their chances at school. It gives them the opportunity to keep fit and healthy, to acquire new skills, to build on what they have learnt during the school day or simply to have fun and relax. We will help to work with parents and the wider community to make this vision a reality.”*

**Ruth Kelly (Secretary for Education and Skills)**

### Vision and Ethos

The aim is to help children develop their full potential through positive, social, emotional, physical and intellectual experiences:

- By providing a stable, secure and relaxed environment where parents and carers feel satisfied to leave their children.
- By maintaining high standards of childcare in which there is provision for children to participate in the planning of the scheme, so that all feel a sense of adequacy and fulfilment.
- The values deriving from different backgrounds of racial, cultural, religious and linguistic should be recognised and respected.
- Children's individual needs e.g. disabilities and gender, should also be reflected in the service.

The club's aim to provide a 'wrap around care' in a safe, friendly and secure environment where a variety of activities are offered including arts, crafts, games, sport and drama. The children are also given the opportunity to relax or read in a 'quiet' area.

## Key Contacts

| Position                           | Club Supervisors  |
|------------------------------------|---|
| Braywood Extra - Breakfast Club    | Isobel Reeves   |
| Braywood Extra - After School Club | Danielle Gibson   |
| Managers                           | Extended Schools Coordinator - Sam Moore (Bursar)<br>Head teacher - Susan Calvert<br>Governors - Finance Committee and Charlotte Scotchmere |

## Leadership Roles and Responsibilities

All members of staff have a leadership role and are integral in moving the school forward in our curriculum design. There are positive, though potentially far-reaching, implications for both school management and the governing body in exploiting the potential of the extended schools initiative.

Braywood EXtra Children's services offer a safe, healthy and caring environment acknowledging that children's wellbeing and high educational standards go hand in hand. We know that by working in partnership with families and local communities we can enable children to reach their full potential. This affirms the general ethos of the school.

### The Governing Body decides:

- What extended activities (services) will be provided by the school;
- Which model will be used for providing specific extended activities;
- The arrangements for overseeing, managing and funding an activity or service and ensuring quality of provision; this will include delegation and involvement of representatives of other agencies with whom the school is developing its activity.
- Governing bodies are responsible for formulating a policy on charging where adults, local clubs or businesses are asked to pay a fee for participation in community activities.

### The Headteacher decides:

- On the general requirements of staffing, pay, recruitment, performance etc in accordance with the procedures and guidelines of Braywood.
- That all the routine policies such as health and safety, child protection, complaints etc are in order and being adhered to.
- The arrangements for training support is available for all and systems of coaching and mentoring are used to empower others.
- When regular meetings are held with all parties to ensure the smooth running of the school.

### The Extended Schools Coordinator:

- Works with the supervisor on the timetable of events, the food served and issues of planning. She acts as a link between Braywood EXtra and the school informing the supervisor as to the areas being covered in the curriculum and helps with areas such as study support or PSHE groups.
- Supports the supervisor with any issues which may arise on a day-to-day basis.

### The Supervisor:

- Works with the rest of the play leaders and coordinates stimulating and enjoyable activities in extended schools.
- Plans healthy and nutritious meals, leads initiatives to maintain the ethos of the club and liaises with parents to keep them well informed.

### Braywood offers at present:

- **Breakfast Club** that opens every morning from 8.00am to 8.45am providing a healthy and nutritious start to the day.
- The **After-School Club** that provides care from 3.00pm to 5.30pm (and various times in-between) for children between 4 ½ and 9 ½ years respectively. It provides a good range of beyond-the-classroom activities that contribute to improving children's skills, confidence, behaviour, health and achievement.

## Policies and Procedures

All of the policies and procedures below are brief outlines of areas specific to our club. Braywood EXtra is run by the school and all of the schools policies and procedures are adhered to at all times. More detail can be obtained from the office or our website.

### Inclusion & Equal Opportunities:

Equality of opportunity at Braywood EXtra is about equality and excellence for all in order to promote the highest possible standards of achievements. Equality of opportunity applies to all members of the school community, pupils, staff, governors, parents and community members. We will do our utmost to accommodate the requirements for all children with special needs, liaising with carers/parents and professional care workers as required. Staffing levels will be re-addressed subject to the need of the child. The Committee, wherever possible, would look to provide training for the relevant needs of a particular situation.

Any staff members who do not start with relevant qualifications will be assisted in accessing training in order to achieve their appropriate level and they will be required to commit to a training plan developed for them. Cultural, medical and dietary requirements will be accommodated.

We will endeavour to provide a warm, happy and relaxing atmosphere for all, regardless of their needs and abilities. We will do our utmost to celebrate and take an active part in marking the events and festivals of other communities and religions alongside traditional ones celebrated. Children, or their adults, with English as a second language will be made to feel welcome and accepted, and staff will look to communicate as necessary.

All children attending the Club during sessions have open use of play equipment and activities helping and encouraging: physical, mental, social and emotional development without discrimination or prejudice.

Braywood Extra is committed to taking positive and pro-active steps to ensure that we provide a safe and caring environment free from discrimination, for everyone in our community.

### Child Protection

Braywood EXtra believes that children have the right to be secure from the fear and reality of abuse and we are committed to protecting all the children in our care from harm. We will not let any member of staff, volunteer or visitor be alone with a child until all suitable checks and references have been supplied.

If any member of staff suspects that a child within the club may be a victim of any kind of abuse, whether physical, mental, neglect, emotional or sexual, or notices any undue change in a child's appearance or behaviour, they will immediately inform the named person about their concerns.

- The Headteacher (Mrs Susan Calvert) is the Child Protection Designated person.
- If any member of staff suspects that a child within the club may be a victim of any kind of abuse, whether physical, mental, neglect, emotional or sexual, or notices any undue change in a child's appearance or behaviour, they will immediately inform the named person about their concerns who will liaise with the parents/carers, and, if considered apt will also be referred to The Social Services Duty Team.
- All efforts will be made to keep information confidential and shared only with immediate staff and the above-mentioned Team.
- Incidents will be documented recording name, date, incident and describing the child's behaviour and appearance.
- Any action taken by the named person when dealing with an issue of child protection will be in line with the procedures outlined in the Local Safeguarding Board procedures.
- Any persons with an involvement within the sessions will be subject to a satisfactory Criminal Records Bureau report received prior to commencement of employment.

- Staff will attend Child Protection training courses as and when is needed as well as the annual training from the school.
- Staff will be familiar with the publication 'What To Do If You're Worried A Child Is Being Abused' and the latest Safeguarding documentation in the office.
- OFSTED as the regulatory body will be informed of any complaints **0300 123 1231**.

## Allegations of Abuse of Child by Staff Member

In the first instance of suspected abuse, either physical or verbal, the parent/carer should;

- Contact the Supervisor of Braywood EXtra Services with full details of the allegation. All efforts will be made to resolve the concern and appropriate action;
- The staff member will be asked for their account of the incident.
- The staff member will be reprimanded, if necessary, and receive a verbal or written warning, and if relevant will be dismissed if deemed appropriate.
- Measures will be put in place to ensure the incident does not occur again;
- If you think your child or another child in the care of a day-care provider or child-minder may be at risk of abuse or neglect, you should report your concerns immediately to the Headteacher. If you are not satisfied with the response contact the local authority Child Protection Team 01635 516811

## Confidentiality

It is essential that you provide all the information requested on the booking form so you can be contacted in the event of an emergency.

All information about each child, their family details and staff (either voluntary or paid) will be kept in a lockable cabinet. During session times information regarding allergies etc. will be kept at hand but out of public sight.

Any information held will be treated as confidential. Braywood EXtra, like Braywood CE First School, is on the Data Protection Register. Parent/carers name and telephone numbers along with any allergies or preferences will be kept in our confidential data system. No unauthorised persons will have access. This information will only be accessible to the child's family or other staff members with the family's permission.

Staff will not discuss children or matters outside of the Club setting. As part of continued staff development and training, staff are expected to carry out observations and reflect on their practice of all children within their care to monitor the standards of childcare given. Any child used within an observation will not be identified and this observation will be kept within the subject child's confidential file. Parents are more than welcome to request a viewing of any notes held about their respective child by contacting the Supervisor.

From time to time, we request that we photograph activities that the children take part in and these may be displayed within the classroom. These photographs help us in documenting how we meet the National Standards required and set out by OFSTED in meeting the needs of your child. Your child will not be named in any photograph. Please see parental consent on registration form.

## Health and Safety Policy

*(Including Sick Children, First Aid and Accidents Policies.)*

Braywood EXtra promotes the safety and good health of children and takes positive steps to prevent the spread of infection and appropriate measures when they are ill. The Club aims to ensure the Health, Safety and Welfare of all persons who may be affected by the Club/activities. Staff and children are encouraged to take the following procedures:

## **Health**

- All staff will attend health and safety training as appropriate.
- All staff will always wash their hands before handling food or using the toilet.
- Fresh hand and tea-towels will be used each day.
- Staff will never blow their nose, sneeze or cough over food or drinks.
- Notices placed by washing up sink.
- All tables and food preparation surfaces will be wiped down with antibacterial cleaner daily.
- Any spills will be wiped up with an antibacterial cleaner.
- No drinks or food will be reheated.
- There will never be any raw food kept on the premises.
- All food will be kept covered and stored safely.
- All plates and crockery is kept away from general school use in a plastic storage box.
- All fruit and vegetables will be washed thoroughly before given to children.
- Waste disposal will be away from children and food preparation area.
- The club adopts a no smoking policy.

## **Sick Children**

- Any child who has experienced vomiting or diarrhoea within the last 24 hours is requested to re frame from attending either club.
- Any child with an infectious or contagious disease will also be asked to re-frame from attending sessions until there is no risk of passing on infection.
- If a child becomes unwell during a session, parents/carers will be contacted to collect the child immediately to avoid the spread of infection.
- Children will be encouraged to wash their hands after using the toilet facilities or before handling food.
- Children will be encouraged to wipe their noses and take responsibility for their own personal hygiene.
- Children's clothes will be changed if soiled, bagged and given to parents.
- Staff will use latex gloves when in contact with bodily fluids.

## **Safety**

Insurance for both clubs is covered under the Braywood CE First School Insurance Policy. Supervisory staff either, holds, or are working towards a Level 3 in Child Care and more than 50% of other staff hold Level 2. All staff have a responsibility for their own safety and that of others within the Club settings. Immediate action will be taken if something appears dangerous or unsafe practice. A member of staff will deal with the offending problem immediately.

- A member of staff will carry out daily health and safety checks and any faults will be reported to the School Office. Any item or equipment will be taken out of action and not used until repaired or replaced.
- All children will be encouraged to report and look out for any possible hazards within the Club.
- A full risk assessment has been carried out in the setting.
- Persons entering or leaving the school grounds are to close all gates behind them and proceed directly to a member or staff. Any visitors to the Clubs are requested to sign in to the visitors book sited within the school office. Any person unknown to the staff will be challenged and dealt with accordingly.
- Children will be registered at the beginning of each session.
- Children are strictly prohibited from leaving the Setting unaccompanied or by an unauthorised person.
- At collection/arrival times the parent/carer must sign the child out/in.
- Space and layout ratio is always adhered to with room for children and adults to access activities freely.
- Children must remain seated in the 'eating area' until they have finished their food and drink and must asked to leave the table. Children will be encouraged to wash their hands after using the toilet facilities or before handling food. Children will be encouraged to wipe their noses and take responsibility for their own personal hygiene.
- No running or shouting inside the classroom.
- A maximum of 16 children can be cared for at each session with a minimum of two members of staff. A maximum of 24 children can be cared for at each session with a minimum of three members of staff.
- Children will always remain in visual contact of staff members unless using toilet facilities. Children are never left unsupervised in the Kitchen. Children are never left unsupervised at outside play.
- Staff will respect each child's privacy when changing clothes etc.

- All accidents other than minor incidents will be recorded asked to sign their
- The Club setting adopts a no smoking policy.
- Fire exits are always freely accessible. Fire drills are carried out termly and logged.
- Cleaning chemicals and flammable products are kept in a locked cupboard away from children.
- A regularly checked and stocked first aid kits are sited in the kitchen cupboard

#### **First Aid and Accidents**

- Staff are trained in basic first aid.
- Regularly checked and stocked first aid kits are in the kitchen or in the main building in separate yellow locker in staff toilet/changing room.
- Any minor injury will be dealt with by a 'first aider' and parents will be informed, where appropriate, by a member of the Braywood EXtra Services staff on collection of child.
- Any child who becomes unwell during the session will be sat in a quiet corner whilst awaiting collection by parent/carer.
- All accidents (except minor grazes and scratches) will be recorded in the 'accident' book.
- Parents of a child requiring hospital treatment will be contacted immediately and should be accompanied by their parents or met by their parents at the hospital.
- Staff can only administer medicines prescribed by a GP on receipt of a signed consent form from the parent.

If your child requires prescribed medication whilst in the care of Braywood EXtra Services please collect a copy of the form from the office.. Members of staff at the Club will not be able to administer medication to your child if you do not complete and return this form. Under no circumstances will members of staff administer medication against the will of the child.

#### **Fire Evacuation Policy & Procedure:**

- Fire drills will be carried out and recorded once a term on the Fire Drill Log Sheet.
- Fire extinguishers are sited at every entry door.
- The procedure to follow in the event of a fire is displayed above the extinguisher next to the playground entrance door.
- Assembly point is at the baseball post near field entrance.
- Children will receive regular explanations with regard to fire drills.
- An alarm is signified by the fire bell being activated.
- Staff member will ensure all staff and children are evacuated from the building and escorted to the Assembly point.
- Supervisor will carry out last sweep of building including wash rooms etc.
- Supervisor will ring the Emergency Services.
- No person will re-enter building until they are told to do so.

#### **Behaviour**

All children attending any Braywood EXtra Services are expected to behave in a responsible manner, both to themselves and others showing consideration, courtesy and respect for other people at all times. We recognise the importance of positive and effective behaviour management strategies in promoting children's welfare and learning. The Ethos of the School and Club is based on the quality of the relationships between everyone involved in the life and work of the Club.

At Braywood EXtra / Funky Chipmunks we aim to achieve this by:

- Encouraging everyone to take responsibility for their own actions;
- Making everyone feel worthwhile both as individuals and as contributors to life within the Club;
- Giving people space to grow, change and express themselves;
- Allowing differences of opinion or conflicts of interest to be explored openly;
- Encouraging the use of humour as one way of defusing situations and keeping things in perspective.



Children have the best chance to grow and develop in an environment in which they feel secure and able to take risks safely and where everyone is respected. Behaviour can be affected by home circumstances and consideration must be given to this.

It is essential for adults working with children to:

- Identify what behaviour is appropriate or inappropriate in a variety of different environments or situations;
- Be consistent and fair in applying agreed rules and expectations, whilst being aware of children's individual needs;
- Acknowledge, praise and give attention to appropriate behaviour in order to teach children what is acceptable and expected;
- Provide clear consistent boundaries for inappropriate behaviour;
- Enable children to identify their mistakes and make amends;
- Enable children to see that there are consequences to their actions;
- Involve children in managing their own behaviour, in setting targets for improvement;
- Make the Club's approach to behaviour management known to parents and children at their first booking.

### **Unacceptable Behaviour**

If a child is not behaving responsibly the following course of action will be taken. In all instances of unacceptable behaviour, the deed will be condemned - not the child. Eg "you are an unkind and thoughtless child" should be altered to "that is an unkind and thoughtless behaviour". This gives the child a chance to moderate his/her behaviour and does not label the child himself/herself.

### **Bullying**

"Bullying can be physical, verbal (direct or indirect) - it is its persistent nature which turns such behaviour into bullying rather than an isolated incident."

NOTE it is common knowledge that staff are usually the last to know any incidents of bullying. Any incident of suspected bullying should be reported to the Club Supervisor, immediately. The Supervisor will investigate the matter with all concerned, including parents. Strategies for dealing with bullying will be agreed by everyone and monitored by the Supervisor.

### **Exclusion**

It is felt that with young children this is an inappropriate method of dealing with unacceptable behaviour. However, if a child repeatedly threatens the safety of other children/staff then it would be considered as a possible option.

## **Food and Nutrition**

Braywood EXtra is committed to providing healthy, nutritious and tasty food and drinks for the children. Staff will make every effort to ensure that food and drink is sensitive to dietary, religious and cultural requirements of the staff and children.

During the **Breakfast Club** children will be encouraged to eat a healthy and nutritious breakfast. They are able to choose one item from each of the following groups:-

Drinks: Unsweetened fruit juice, semi-skimmed milk, water, hot chocolate.

Cereals: Whole wheat cereals, Rice Crispies, Multi-grain Cheerios (or similar) or porridge. No added sugar cereals.

Breads: Bread/toast, Croissants, Pancakes

Extras: Yoghurt/fromage frais, jam, marmalade, marmite or fruit.

On arrival at the **After-School Club**, children will receive:

Snacks: A drink of squash or water , a selection of chopped fruit and Toast with butter, jam, honey or marmite, followed by a 'hot tea' served at 4.30pm.

Tea will consist of :-

Drinks: Sugar free blackcurrant / orange squash, water.

Hot Tea Choices : Spaghetti bolognese, jacket potatoes, Fish fingers + Fries, chicken curry and rice, homemade pizza, pasta ham + cheese + garlic bread , sausages and mash, shepherds pie, roast dinner

There is always a selection of seasonal vegetables

Desserts: Chocolate, vanilla or strawberry mousses, yoghurt, ice cream, ice lollies, biscuits, cake and custard.

There is always a selection of fresh fruit

- All food provided at the Clubs will be healthy and nutritious and in line with particular dietary requirements of each individual child.
- All tables and food preparation surfaces will be wiped down with antibacterial cleaner daily.
- No drinks or food will be reheated.
- There will never be any raw food kept on the premises.
- All food will be kept covered and stored safely.
- All fruit and vegetables will be washed thoroughly before given to children.
- Waste disposal will be away from children and food preparation area.

## Late Collection of a Child and Lost Child Procedures

### Late Collection of a Child

**ALL** children **MUST** be collected from After-School Club by 17.30pm. If you are unable to collect your child, or have been unexpectedly delayed, you must telephone either the School Office on 01628 623660, **immediately**.

If a child has not been collected within a reasonable period after the session time the parent has booked, staff will try to contact the parent or named emergency contact. **A fine of £3.00 every 15 minutes** of which the child stays in the club's care, will be imposed on the parent as the club will incur the cost of two members of staff which have a duty to stay with the child until he/she is collected. After 1 hour of the session ending and if the child has not been collected or any contact having not been made, the Social Services Duty Team 01628 781430 (outside working hours: 01344 786543) and OFSTED 08456 40 40 40 will be notified and the child will be passed into their care.

### Lost Child Procedure

Our Club has the highest regard for safety of the Children in our care. However, even when all precautions are properly observed, emergencies still arise.

If a child cannot be located whilst in the care of Braywood Extra we would;

- Make a thorough search of the setting, both inside and out.
- If the child was still not found after a period of fifteen minutes we would then advise Thames Valley Police (01628) 777200 and the child's' parents respectively.
- We would contact Social Services 01628 683150 (out of hours: 01344 488496) & OFSTED 08456 40 40 40 to advise them of the situation.

## Complaints Procedure

All complaints, worries, or anxieties, in the first instance, should be directed verbally to the Supervisor of Braywood EXtra Services. If you are not satisfied with the outcome of your initial complaint, you can make a formal complaint.

Braywood EXtra has a formal complaints procedure. Please request a complaints form on which to air your concerns. We aim to let you know how we are dealing with your complaint within five working days of receiving it. We will investigate your complaint and will provide you with a full account of our findings within 28 days of receiving your complaint. We will tell you about any action taken or intend to take as a result of our

findings. Unless agreed, the whole procedure is confidential between the relevant people involved and the school. We can assure you that all complaints will be investigated and dealt with promptly and objectively. If an agreement cannot be reached, it may be appropriate to invite an external mediator to offer advice and help resolve the matter. The mediator will minute any meetings and keep a log of advice given.

If the matter can still not be resolved parents should contact OFSTED's Independent Complaints Adjudicator with details of their grievance at:

c/o CEDR  
70 Fleet Street , London ,  
EC 4 Y 1 EU  
Email:info@icaso.co.uk

Their role is to review how OFSTED has handled any complaint to ensure you have been treated fairly. Braywood EXtra is happy to receive your suggestions and views on how we can improve our service to you and your family and welcome all communication.

## Recruitment Policy

Braywood EXtra is committed to appointing the best staff possible in order to provide a high quality service for our children and families.

The following procedure will be adhered:-

- The post will be advertised using the following mediums.
- Advise the cluster of the post available. Headteachers will be issued with application forms to issue to interested persons.
- Post will be advertised in the local newspapers.
- Application forms will be issued to interested person.
- Application forms will be looked through and suitable applicants will be short-listed for interviews.
- Interviews will take place asking appropriate questions for the position
- Committee will discuss and decide upon the best person for the post.
- References will taken up both written and via the telephone.
- CRB advanced disclosure will be applied for.
- Upon receiving positive references and CRB the post will be offered to the successful candidate.
- The candidate will undertake a one month's trial.
- Non-vetted persons policy will be in place until all suitability checks have been completed.

## Staff Discipline

If the Committee feel a member of staff has breached any of the Club's policies or procedures, or breached their working contract, the member will receive:-

1. **A Verbal Warning:** The staff member will receive a verbal warning for their misconduct from the Supervisor, or the Chair of the Committee. This warning will be documented as a verbal warning and place upon the members file.
2. **A Written Warning:** The staff member will receive a written warning for their misconduct from the Chair of the Committee. This warning will be documented as a written warning stating a misconduct outline and placed upon the members file.
3. **A Final Written Warning:** The staff member will receive a written warning from the Chair of the Committee outlining the reasons for dismissal or disciplinary action. The staff member will be asked to attend a meeting of the Committee to establish a final decision on dismissal or relevant action. The member has the right of appeal against their decision.

Any member of staff will be receive instant dismissal on the grounds of gross misconduct for the following:

- Child abuse or aggressive behaviour e.g. physical punishment of a child,
- Stealing or being a danger to others.
- Being intoxicated or using drugs during working hours,

## Appendix A – Braywood EXtra Constitution

Braywood EXtra is referred to by name in this Constitution. The organisation has an alliance with Braywood CE First School and is run by a committee of affiliated members.

### Aims

The aims of the Braywood EXtra are to enhance the development and education of all children at Braywood:

- Offering appropriate play, education and care facilities, family learning and extended hours groups, where opportunities for all children whatever their race, culture, religion, means or ability are available;
- Reflecting on the needs of such children and their families and local communities
- Investigating and adhering to and furthering the aims and objects of Braywood School.

*See Extended School Policy*

### Powers

To further its aims the organisation has the following powers with support from the school:

- To provide accommodation and equipment;
- To raise money to pay for the activities;
- To make such payments as shall be necessary i.e. salary;
- To fix and collect the fees payable in respect of children attending groups run by the organisation;
- Subject to adherence with all applicable legislation, to control the admission of children to the groups run by the organisation and if appropriate, require parents or guardians to withdraw them;
- To require members of Braywood Extra attend committee meetings to make essential decisions.
- To insure the property and assets of the school against any foreseeable risk
- To take out other insurance policies to protect the school as required to protect staff and charity trustees against any personal liability
- To employ such paid and unpaid staff, agents and advisors as maybe required from time to time;
- To do any other lawful things which are necessary or desirable to enable Braywood EXtra to achieve its aims.

### The Committee

The overall management and control of Braywood EXtra will rest with the individual members of the management committee. As well as being responsible for the management of the organisation, the Committee members are also the trustees of Braywood EXtra.

- The minimum number of committee members shall be 5 and the maximum shall be 12. The Committee shall consist of:
  - A Chair, a Treasurer and a Secretary
  - Not less than 2 nor more than 9 other members; and
  - The play leaders are invited to attend.
- Not less than 60 per cent of the committee members, including co-opted members, shall at the time of co-option be Family Members.
- All committee members will have decision to make each at committee meetings. In the event of a dispute the chair of the committee has overall decision-making rights.
- A representative, can be invited to attend any or all committee meetings in an advisory capacity.

### Proceedings of the Committee

The committee shall hold at least 3 meetings but no more than 6 meetings each year unless the committee shall decide by simple majority to hold a further meeting or meetings. Every issue considered at committee

meetings may be determined by a simple majority of votes cast at the meeting. A written resolution signed by all members of the committee is as valid as a resolution passed in a meeting.

Braywood EXtra shall in each financial year (March) present its annual report to the Governing body of Braywood First School together with two regular updates on financial and procedural matters.

At all meetings the members of the committee and governing body will receive:

- The accounts for the previous financial year;
- An agenda, minutes or report from the Committee;
- Responsibility as to the running of the organisation;

No amendments may be made to this constitution without the prior approval of Braywood CE First School and where any amendments are made they shall not take effect without the prior written consent of the RBWM. A copy of any resolution amending this Constitution must be sent to the RBWM within 21 days of it being passed.

## Property

Braywood EXtra uses the Braywood CE First School building and equipment and as such are liable to the same rigour of policies as the school.

## Finance and Accounts

The Committee will ensure that Braywood EXtra complies with the requirements of the Charities Acts as to the keeping of financial records, the auditing of accounts and the preparation and transmission to the Charity Commission of:

- Annual reports;
- Annual returns; and
- Annual statements of account.

The accounting records shall, in particular, contain:-

- Entries showing from day to day all monies received and expended and the matters
- In respect of which the receipts and expenditures took place; and
- A record of the assets held and any monies owed by the organisation.

At each main meeting of the Committee the Treasurer shall normally present an up to date written statement of accounts to the Committee. All accounting records relating to the organisation shall be available for inspection by any member of the Committee at any reasonable time during normal office hours and may be available for inspection by Members at the discretion of the Committee.

Braywood EXtra may open one or more bank accounts. All bank accounts will be in the name of the organisation. Cheques and orders for payment of money from these accounts shall require to be signed by two designated persons, one of whom shall be an Officer unless the Committee shall decide to allow cheques and orders for small amounts set by the Committee to be signed by a single signatory. A duplicate of all bank statements should normally be sent to the Chair.

The Committee will keep minutes of all proceedings at meetings of the Pre-school and of the Committee.

## Dissolution

If the Committee resolves that the aims of the Braywood EXtra can no longer be fulfilled, the Committee will convene an Extraordinary General Meeting of the club to consider the winding up and dissolution of the organisation.

If the Extraordinary General Meeting decides by a two thirds majority of the Members present and voting that the organisation should be wound up the Committee in consultation with the Early Years Team shall transfer all of the assets of Braywood EXtra subject to the satisfaction of all debts and liabilities.

## Indemnity

Subject to the provisions of the Charities Acts, every member of the Committee shall be indemnified out of the assets of the club against any liability incurred by him/her in defending any proceedings, whether civil or criminal, in which judgement is given in his/her favour or in which he/she is acquitted or in connection with any application in which relief is granted to him/her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of Braywood EXtra.

This constitution was approved by the members of Braywood EXtra at a meeting held on 10<sup>th</sup> May 2007 when the club was opened. This constitution is reviewed annually by the Headteacher.