



## WAKEFIELD GIRLS' HIGH SCHOOL - Junior Section

<b>Document Reference</b>	<b>Before and After School Care and Holiday Club Policy</b>
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<b>Author/Lead Job Title</b>	Sam Rowley Director of Junior Section
<b>Consultation</b>	After School Care Manager
<b>Checker Person Name</b>	Kathryn Morgan, Chair of GEC
<b>Quality Assurance</b>	
<b>Name of Approver / Committee</b>	WGHS GEC
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**VALIDITY – Policies should be accessed via Firefly to ensure the current version is used.**

### **CHANGE RECORD - REVIEW PERIOD (Annually)**

Version	Date	Change details
V1.00	November 2016	Rachel Edwards
V1.01	November 2019	Rachel Edwards in consultation with Z Manion and K Wood.
V1.02	September 2023	Sam Rowley
V1.03	September 2024	Sam Rowley

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# WGHS Junior Section - Before and After School Care and Holiday Club Policy

## Rationale:

The purpose of Before School Care, After School Care and Holiday Clubs is to provide a safe, caring and organised environment in which pupils are cared for outside the hours of the school day. Before School Care and After School Care provides the opportunity for pupils to be dropped off at school and supervised before the start of the school day from 7.45am and be looked after until 6:00pm. The Holiday Club provides child care for parents in the school holidays.

In this policy Out of School Care refers to Before School Care, After School Care and Holiday Clubs.

## Related Policies

- [WGSF Health and Safety Policy](#)
- WGSF Fire Safety Policy - **internal policy**
- [WGSF Equal Opportunities \(Pupil\) Policy](#)
- [WGSF Complaints Policy](#)
- [WGHS First Aid, Medicine and Medical Information Procedures](#)

## 1. Staffing

All staff employed in Out of School Care will be submitted to the Foundation regulatory checks.

- There will be an After School Care manager who will have at least a Level 3 qualification and at least two years' experience of working in childcare to enable them to carry out their role competently.
- Children in the Junior Section are supervised from 7.45am on the playground or in St John's Hall by teaching assistants.
- The After School Care manager and Holiday Club manager will hold a First Aid qualification.
- All Out of School Care staff will be directly accountable to the Director of Junior Section on all matters.
- There will always be a suitable and safe number of staff on duty which meets regulatory requirements.
- Should the number of children attending Out of School Care need extra supervision extra members of staff will be deployed including members of the SLT.
- Director of Junior Section and the After School Care manager will ensure that suitable contingency arrangements are in place to cover emergencies and staff absences.
- Every evening during term time a member of the SLT is on site to supervise any uncollected children and contact parents and, if necessary, social services if the child's parents or relatives cannot be contacted.

## 2. Organisation

The Out of School Care managers will ensure that staff are deployed effectively to ensure the safety/welfare and development of the children attending.

In the absence of the manager, the responsibility will be delegated, or a member of the SLT will take charge.

Records containing the names, training and qualification of staff members will be kept and will be accessible to appropriate personnel.

Parents will be asked to complete a form to book children in for regular attendance at After

School Care, however, there is the opportunity to attend on an irregular basis by booking via the Junior Section office by email or on the telephone. The children are supervised on the playground or within the St John's building.

### **3. Registration System**

In After School Care a registration system takes place on a daily basis indicating the supervision sessions attended by each child. When parents collect children, the After School Care manager completes the initial register to indicate the time the child was collected.

At the end of the school day, the children staying for After School Care go to The Library in St John's House for registration. At the start of the day children are dropped in the St John's playground.

If a pupil is not collected by the appropriate time, the member of SLT on duty will contact the pupil's parents and remain with the child until they are collected. Or in the event of not being able to contact the parents, contact Social Services.

If a pupil is regularly collected late from After School Care, the Director of Junior Section will contact the parents to discuss the situation. Persistent failure to collect a child on time could mean that the child is not able to attend After School Care

### **4. Care, learning and play**

Staff plan a range of activities and play opportunities, which are appropriate to the ages and interests of the children attending. The activities allow the children to have as much choice as is practicable.

In line with policy for teaching staff, staff will encourage the children to:

- talk about what they are doing
- to be confident and independent
- develop their own self esteem
- learn about what is right and wrong

The staff will respond to the pupils' individual needs, being mindful of those who need:

- quiet independent activities
- rest
- reading time

The pupils will have the opportunity to do their homework under supervision in After School Care.

### **5. Physical Environment**

The hall is made welcoming to children. It is converted at the start and end of the school day to ensure children can relax and have room for appropriate indoor/ outdoor activities.

The hall will be clean, well lit, adequately ventilated and maintained in a suitable state of repair and decoration and at an adequate room temperature.

There is access to a telephone for internal and external use.

Risk assessments are carried out for all Out of School Care and on the outdoor play areas.

Use of the playground and play equipment is supervised in line with school procedures.

The outdoor area is maintained and will conform to relevant regulation and standards.

Toilets and wash basins with hot and cold water are available

## **6. Equipment**

Staff ensure that equipment and materials used are appropriate for the age and individual development of the children.

It is the responsibility of the Director of Junior Section in consultation with the After School Care and Holiday Club managers to ensure that furniture, toys and equipment are in good repair and, where appropriate, conform to relevant regulations and standards.

Equipment is stored appropriately and the storage will not contravene any regulations. It is accessible for staff and children.

## **7. Safety**

All staff will be made aware of the Foundation's Health and Safety Regulations and should ensure that reasonable steps are taken to minimise hazards to children.

Risk assessments are conducted for all activities in order to minimise hazards for both children and staff.

Electrical and other appliances, and fittings will conform to the Foundation's safety requirements and will be checked at intervals, as stipulated in the WGSF Health and Safety Policy.

Children are supervised at all times. Access to the building is controlled.

Emergency evacuation of the buildings will be directed by the managers. Fire drills will be carried out during after-school hours and will include all children and other persons on the premises.

Staff and pupils will adhere to the fire regulation as detailed in the WGSF Fire Safety Policy.

## **8. Health**

The premises and equipment will be kept clean. The Director of Junior Section is responsible for ensuring that staff are informed of, and kept up to date with, hygiene procedures.

The After School Care staff serve snacks and will be fully aware of and comply with, regulations relating to food safety and hygiene.

A first aid box complying with appropriate regulations is kept in the first aid room which is accessible to staff but out of reach of children.

At least one After School Care member of staff, in addition to the After School Care manager, will have a current First Aid training certificate.

A record is made of accidents and near misses, in accordance with the WGSF Health and Safety Policy, using the Foundation's accident report forms. All forms are sent to the School Nurse who will upload the details onto the Evolve Accident Reporting Database. A copy of this report form is then shared with the appropriate staff/governors as required.

The School's policy for First Aid, Medicine and Medical Information Procedures applies to Out of School Care.

## **9. Food and drink**

Fresh drinking water will be available to children at all times.

Parents are requested to state special dietary requirements or food allergies the child might have. This information will be included on the information sheet to be completed.

## **10. Equal opportunities**

The WGSF Equal opportunities (Pupils) Policy will be applied in the out of school care.

After School Care staff will liaise with parents to ensure that all children's records will contain information, which enables appropriate care to be given.

Staffing arrangements will be designed to meet the needs, including special needs, of the individual children who attend.

## **11. Behaviour**

All behaviour will be dealt with in accordance with Wakefield Girls' High School Behaviour Policy.

Staff will seek to create an environment that encourages good behaviour.

Physical punishments, or the threat of them, will never be used.

Physical intervention e.g. holding – will only be used to prevent personal injury to the child, to other children or to an adult or if there is likely to be serious damage to property. Any incident will be recorded and the parent will be informed of the incident on the same day

## **12. Working in partnership with parents and carers**

Parents will, upon request, have access to information which includes:

- This policy
- The Foundation's Complaints Policy
- Information about the activities provided for children
- Basic written information about the facility e.g. hours of operation, staffing, routines, resources etc.

Staff will be given full information and guidance on their roles and responsibilities.

Appropriate and prompt action will be taken on any concern raised and a record of all complaints will be maintained in line with the Foundation's Complaints Policy.

Staff will be fully aware of the need to maintain privacy and confidentiality regarding children's records.

Arrangements will be made with parents about the arrival and departure of children to and from After School Care, and collection by authorised persons. Children will only be released to an individual who has been named by the parent.

## **13. Child Protection**

The protection of the child will be the After School Care and Holiday Club first priority.

Child protection procedures and policy will be applied in accordance with Foundation's Safeguarding and Child Protection Policy.

The Director of Junior Section, in their role as Deputy Designated Safeguarding Lead, will be responsible for ensuring that staff are aware of children at risk and their responsibility to:-

- Report concerns according to policy
- Keep concerns confidential to the nominated Designated Safeguarding Lead team

#### **14. Documentation**

Records of attendance and accidents will be kept by the After School Care and Holiday Club managers.