



## Wakefield Grammar Pre-Preparatory School

<b>Document Reference</b>	<b>After School Care, Early Morning Care and Holiday Club Policy (Including EYFS)</b>
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<b>Author/Lead Job Title</b>	Lynne Butler WGPPS Head
<b>Consultation</b>	Emma Gill, Head WGPPS
<b>Checker Person Name Quality Assurance</b>	Emma Gill, Head WGPPS
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**VALIDITY – Policies should be accessed via FireFly to ensure the current version is used.**

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

<b>Version</b>	<b>Date</b>	<b>Change details</b>
V1.00	May 2021	Created; Emma Gill, WGPPS Head.
V1.01	Sept 2022	Reviewed Emma Gill and Lynne Butler
V1.02	Sept 2023	Reviewed, Lynne Butler

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## **WGPPS After School Care, Early Morning Care and Holiday Club Policy (Including EYFS)**

### **Rationale:**

The purpose of After School Care, Early Morning 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. After School Care and Early Morning Care provide the opportunity for pupils to be looked after until 6:00pm and to be dropped off at school and supervised before the start of the school day from 7.45am. Holiday Club provides child care for parents in the school holidays.

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

### **1. Staffing**

- 1.1 All staff employed in Out of School Care will be submitted to the Foundation regulatory checks and will be employed in WGPPS (Wakefield Grammar Pre-Preparatory School).
- 1.2 There will be an After School Care manager and an Early Morning Care manager (for WGPPS children) 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 school are supervised from 7.45am on the playground or in WGPPS Hall by teaching assistants. Holiday Club will have a manager with relevant experience.
- 1.3 The After School Care manager, Early Morning Care manager and Holiday Club manager will hold the Paediatric First Aid qualification as a minimum, although other staff will also hold this qualification.
- 1.4 All Out of School Care staff will be directly accountable to the Head of WGPPS on all matters.
- 1.5 There will always be a suitable and safe number of staff on duty which meets regulatory requirements.
- 1.6 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.
- 1.7 The Head of the School, the After School Care, Early Morning Care and Holiday Club managers will ensure that suitable contingency arrangements are in place to cover emergencies and staff absences.
- 1.8 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. This is on a rota basis. SLT will have a school phone and can be contacted in the event that they cannot be contacted on the school number.

### **2. Organisation**

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

- 2.2 In the absence of the manager, the responsibility will be delegated, or a member of the SLT will take charge.
- 2.3 Records containing the names, training and qualification of staff members will be kept on the premises and will be accessible to appropriate personnel.
- 2.4 Parents 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 communicating in the school organiser or by booking on the telephone. A register is also kept of pupils' attendance. Holiday Club operates a booking system and registers are kept of children attending.

### **3. Registration System**

- 3.1 In Early Morning Care and After School Care a registration system takes place on a daily basis indicating the supervision sessions attended by each child. In Early Morning Care when parents drop the children off they are asked to sign the register. When parents collect children, the After School Care manager asks them to complete the initial register to indicate the time the child was collected. In Holiday Club children are registered on entry and signed out by parents at the end of the day.
- 3.2 At the end of the school day, the children staying for After School Care go to the school hall for registration. At the start of the day children are dropped in the school hall. In Holiday Club children are dropped and collected from the school hall.
- 3.3 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. At Holiday Club this responsibility will be undertaken by the Holiday Club manager.
- 3.4 If a pupil is regularly collected late from After School Care, the Head of the School 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 in the future.

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

- 4.1 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.
- 4.2 In line with policy for teaching staff, staff will encourage the children to:
- talk about what they are doing
  - be confident and independent
  - develop their own self esteem
  - learn about what is right and wrong
- 4.3 The staff will respond to the pupils' individual needs, being mindful of those who need:
- quiet independent activities
  - rest
  - reading time

### **5. Physical Environment**

- 5.1 The school hall is used solely for Out of School Care during the hours of After School Care and Early Morning Care. If for any reason, the Hall is not available for After School Care, the children are supervised in FS1. Holiday Club takes place in the school hall but may use other facilities across school.
- 5.2 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.
- 5.3 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.
- 5.4 There is access to a telephone for internal and external use.
- 5.5 Risk assessments are carried out for all Out of School Care.
- 5.6 Use of the playground, Foundation stage outdoor area and play equipment is supervised in line with school policy.
- 5.7 Maintenance of the outdoor areas is in line with school policy and, where applicable, will conform to relevant regulation and standards.
- 5.8 Risk assessments are carried out on the outdoor play areas.
- 5.9 Toilets and washbasins with hot and cold water are available.

## **6. Equipment**

- 6.1 Staff ensure that equipment and materials used are appropriate for the age and individual development of the children.
- 6.2 It is the responsibility of the Head of the School in consultation with the After School Care, Before 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.
- 6.3 Equipment is stored appropriately and the storage will not contravene any regulations. It is accessible for staff and children.

## **7. Safety**

- 7.1 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.
- 7.2 Risk assessments are conducted for all activities in order to minimise hazards for both children and staff.
- 7.3 Electrical and other appliances, and fittings will conform to the Foundation's safety requirements and will be checked at intervals, as stipulated in the Health and Safety Policy.
- 7.4 Children are supervised at all times. Access to the building is controlled.
- 7.5 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.
- 7.6 Staff and pupils will adhere to the fire regulation as detailed in the Foundation's Health and Safety documentation.

## **8. Health**

- 8.1 The premises and equipment will be kept clean. The Head is responsible for ensuring that staff are informed of, and kept up to date with, hygiene procedures.
- 8.2 The After School Care staff serve snacks and will be fully aware of, and comply with, regulations relating to food safety and hygiene.
- 8.3 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.
- 8.4 At least one After School Care member of staff, in addition to the After School Care manager, will have a current Paediatric First Aid training certificate. At Holiday Club at least one member of staff will hold Paediatric First Aid training.
- 8.5 A record is made of any significant accidents, in accordance with the Foundation's policy, using the Foundation's accident report forms. All forms are sent to Matron who prepares an annual report for the Health and Safety Committee.
- 8.6 The School's policy for Administration of Medicines applies to Out of School Care.

## **9. Food and drink**

- 9.1 Fresh drinking water will be available to children at all times.
- 9.2 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**

- 10.1 Equal opportunity procedures and policy will be applied in accordance with the Foundation's policy.
- 10.2 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.
- 10.3 Equal opportunity procedures and policy will be applied in accordance with the School and Foundation policy.
- 10.4 Staffing arrangements will be designed to meet the needs, including special needs, of the individual children who attend.

## **11. Behaviour**

- 11.1 Bullying will be dealt with in accordance with WGPPS Anti-Bullying Policy.
- 11.2 Staff will seek to create an environment that encourages good behaviour.
- 11.3 Physical punishments, or the threat of them, will never be used.
- 11.4 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**

- 12.1 Parents will have access to information which includes:

- This document
- A written complaints procedure
- Information about the activities provided for children
- Basic written information about the facility e.g. hours of operation, staffing, routines, resources etc.

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

12.3 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 Policy.

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

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

### **13. Child Protection**

13.1 The protection of the child will be the After School Care, Early Morning Care and Holiday Club's first priority.

13.2 Child protection procedures and policy will be applied in accordance with Foundation policy.

13.3 The Head of the School, in her role as Designated Safeguarding Lead (Mrs Gill), 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

### **14. Documentation**

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

14.2 Regular (half termly meetings) will take place between SLT and After School and Early Morning care to look at provision, equipment and to plan for the forthcoming half term.

14.3 This policy will be reviewed in accordance with the WGPPS policy review.