The Blue Coat School

POLICY FOR BEFORE AND AFTER SCHOOL CARE

Approved by the Governors' Safeguarding, Health and Safety Committee on _____

Signed: _____

(H Andrews – Chair of Safeguarding, Health and Safety Committee)

This Policy for Before and After School Care was devised by the Deputy Head (Pre-Prep) and Deputy Head (Prep) in consultation with the Senior Leadership Team.

Date of Next Review: Michaelmas 2027

POLICY FOR BEFORE AND AFTER SCHOOL CARE

1. INTRODUCTION

1.1
This Policy for Before and After School Care is available for parents on the school website.

1.2
This Policy applies to all children in the School including those in the Early Years Foundation Stage (Nursery and Reception).

2. BREAKFAST CLUB

2.1
Breakfast Club is available for children in Nursery, Reception and Years 1 – 6 in the Dining Hall. Children can be dropped off from 7.30am but parents/carers are responsible for ensuring that their child is signed into the Breakfast Club. The children are supervised by BCS staff and the catering staff. They are taken to their year group drop off point by the supervising members of staff at 8.00am.

3. BEFORE SCHOOL CARE

3.1
Children should arrive between 8.00am-8.30am (Pre-Prep) and 8.00am-8.20am (Prep) at the allocated drop off locations. Pre-Prep children are supervised by their Class Teachers in their classrooms and Prep children are supervised in Year Group Hubs by Year Group staff. Registration is from 8.30am in Pre-Prep in the classrooms. Prep children are taken to their Form rooms from 8.20am and registration begins at 8.30am.

4. AFTER SCHOOL CARE

4.1 Pre-Prep

4.1.1
All Pre-Prep parents requiring Aftercare places must complete a form electronically each year requesting Pre-Prep Aftercare sessions (together with requests for after school activities, if appropriate). This is usually activated in July for the following September. Once a place in Aftercare has been allocated, the child's name is entered on the Aftercare registers and parents are issued with confirmation details. Places in activities are allocated through SchoolCloud. Confirmation details of allocated Aftercare and activity places are issued before the start of the new academic year.

4.1.2
Parents may request changes to their Aftercare requirements by completing an Aftercare Booking Amendment Form. Forms for amending bookings are available from the Aftercare staff or the Pre-Prep Secretary. A term's notice must be given for any required changes. No booking changes will be accepted unless an Aftercare Booking Amendment Form has been completed. Any changes will be subject to the availability of places.

4.1.3
Parents are invoiced for their child's Aftercare sessions. Any Aftercare sessions not required should be cancelled before midday on that day to enable the session to be allocated to an occasional user if required. Cancellations should be made via the Pre-Prep Secretary. Refunds cannot be given for sessions not used.

4.1.4
Occasional bookings can only be accepted if there is an available space and must be made directly through the Pre-Prep Secretary.

4.1.5
Parents who collect their child after the end of their booked Aftercare session are charged a late collection fee.

4.1.6
Aftercare in Pre-Prep is available in three sessions, 3.30pm – 4.15pm, 4.15pm – 5.00pm and 5.00pm – 5.45pm. A register is kept of the children attending Aftercare indicating the sessions attended. This is marked as soon as the children arrive in the Pre-Prep Aftercare Room. Class Teachers or Teaching Assistants take the children to the designated Aftercare space in The Atrium. Staff must wait with the children in Aftercare until the Aftercare staff have arrived and the correct staff:child ratios are in place. Staff must not just leave children in Aftercare but must ensure that the Aftercare staff are available to sign the children in.

4.1.7
EYFS and Key Stage 1 teachers pass messages to the Aftercare staff where necessary. Parents are given messages about any child attending Aftercare when they collect their child. The information might be about minor accidents at school or to alert staff or parents to notes in book bags. Aftercare staff should check the Aftercare 'signing out' sheet as an asterisk will indicate that they need to speak to the adult collecting the child to relay the message.

4.1.8
A choice of sandwiches is provided during the first Aftercare session together with fruit and water. Food will be saved for children who attend an activity during the first Aftercare session. Dietary requirements are catered for as long as staff have been made aware of these.

4.1.9
Children attending Aftercare may take part in other after school activities (e.g. Chess, Dance, Drama and Football). Aftercare staff are informed if children are to return to Aftercare after the activities. They are also informed about any children who will be collected by an Activity Provider for an activity starting later in the Aftercare sessions. Most activities start at the end of the Pre-Prep day. Children will be cared for by BCS staff in their classrooms for those activities starting at 3.45pm or 4pm. These staff will ensure that these children are taken to the activity and are handed into the care of the Activity Providers. Activity Providers are responsible for ensuring that children booked into Aftercare are taken to Aftercare at the end of the activity. Further information about the arrangements for the collection of children for activities and

for their return to Aftercare are set out in the Lost or Uncollected Children Policy. The times of arrival and departure from Aftercare are recorded on the registers.

4.1.10
While in Aftercare, children are able to take part in different activities such as art and craft, games, role play, quiet reading, etc. Children in Aftercare are taken out to play during the Aftercare sessions whenever possible. They are under the direct supervision of the Aftercare staff. Aftercare staff accompany children to the toilet should this be necessary whilst the children are playing outside.

4.1.11
Aftercare staff carry a school phone or Walkie Talkie with them whilst they are outside with the children so that help can be summoned should it be necessary. This also enables parents to make contact with them should they be delayed in the collection of their child.

4.1.12
In order to ensure the safety of the children, parents/carers must ensure that a member of staff signs their child out from Aftercare so that staff are aware of which children are in Aftercare.

4.1.13
Parents must inform the Aftercare Supervisor, the child's teacher or the Pre-Prep Secretary if someone other than one of the named people for their child will be collecting him or her. That person must be named. Staff are not legally allowed to release children into the care of unknown adults. It is the responsibility of parents to give the agreed password to any other individual collecting the child so that staff can confirm the identity of the adult collecting the child. If there is any doubt about the identity of the named individual, staff will seek further clarification such as telephoning the parents or asking the named individual to provide ID or give additional details.

4.1.14
Children should be collected from Aftercare by 5.45 pm. In an emergency parents should telephone Pre-Prep Aftercare to inform staff of their delay, and alternative arrangements will be made to care for the child until he or she is collected.

4.1.15
Where children in Pre-Prep have not been collected from the after school provision by stipulated times, then the procedures set out in the Policy for Lost or Uncollected Children come into effect.

4.2 Prep

4.2.1
At the end of the school day at 4.05 pm, all pupils return to their Year Group Hub in preparation for being collected or for doing after-school activities. They are supervised by two or more members of staff in the Year Group Hub.

4.2.2
Each Year Group Hub has a selection of games, art and craft materials and books, with which pupils can entertain themselves.

4.2.3
Parents register for after-school activities for their child through the online booking system which is activated in July each year. Information about the activities available is also provided at this time. Places in activities are offered on SchoolCloud and confirmation is sent to parents before the start of the new academic year.

4.2.4
Each evening, Year Group Hub staff gather pupils together so that they are ready for their activity at the appropriate time. Children are collected from their Year Group Hub for activities by the Activity Provider and they are either escorted back to the Year Group Hub by the Activity Provider at the end of the activity or the Activity Provider signs out the child directly with parents. Year Group Hub staff will be aware if the latter applies.

4.2.5
Pupils must be signed out in the Year Group Hub each evening by a member of staff. Members of staff will only allow children to be collected by a parent, recognised carer or other designated family member, unless a specific arrangement has been made and agreed with the Year Group staff. If there is any doubt about the identity of the named individual, staff will seek further clarification such as telephoning the parents using a school telephone or asking the named individual to provide ID or give additional details.

4.2.6
In the Trinity Term, a Year 6 pupil may sign himself/herself out, if a parental request has been made to the Head of Year as some parents wish their child to have the experience of walking home in preparation for secondary school. A Year 6 pupil may **not** sign another pupil out.

4.2.7
If a pupil is collected without having been signed out, the duty staff will use their emergency contact numbers to check that the child is safe.

4.2.8
Where children in Prep have not been collected from the after school provision by stipulated times, then the procedures set out in the Policy for Lost or Uncollected Children come into effect.

5. STAFFING

5.1 Pre-Prep

5.1.1
Pre-Prep Aftercare is staffed by BCS staff. For every session, at least one member of staff holds a full and relevant Level 3 qualification as defined by the Department for Education and at least half of all other staff hold a full and relevant Level 2 qualification as defined by the Department for Education. At least one member of staff with a Paediatric First Aid qualification is available at all times in Pre-Prep Aftercare.

5.2 Prep

5.2.1
Each year group has a Head of Year, who takes overall responsibility for the pastoral care of the pupils in their year, including the before and after school care provision. They liaise with Form Tutors and Assistant Form Tutors (Years 3 to Year 6), and other staff, where appropriate.

5.2.2
From 4.05pm to 5.45pm, a first-aider is available on call for staff in the Year Group Hubs. In the event of a serious incident, staff would call an ambulance. Other First Aiders are also on the school campus during this time such as in Pre-Prep.

6. RELATED POLICIES, MONITORING AND POLICY REVIEW

6.1
This policy should be read in conjunction with other related whole school policies including: Behaviour Management and Exclusions, Safeguarding and Child Protection, Anti-bullying, Lost or Uncollected Children, First Aid and Health, Allergy Safety and Policy for the Early Years Foundation Stage.

6.2
This Policy will be reviewed at least annually in the Michaelmas Term to ensure that it complies with statutory requirements and to ensure that any changes in practices are accurately reflected. It will be presented to the Governors' Safeguarding, Health and Safety Committee for approval in the Michaelmas Term each year. The minutes of this meeting will be presented to the Governors.