



The Blue Coat School

POLICY FOR BEFORE AND AFTER SCHOOL CARE

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

Signed: _____

(K Gilmore – 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 Headmaster and the Senior Leadership Team.

Date of Next Review: Michaelmas 2024

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 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 a member of staff and the catering staff. They are taken to their year group drop off point 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 for registration during Form time between 8.30am and 8.50 am.

4. AFTER SCHOOL CARE

4.1 Pre-Prep

4.1.1

Pre-Prep parents discuss their provisional Aftercare requirements with the Head of Pre-Prep when they attend for their pre-admission visit. However, 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 June or 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 on a 'first-come, first-served' basis. 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 Rooms. Class Teachers or Teaching Assistants take Nursery and Reception children to the Pre-Prep Gym in St Martin's for Aftercare. The children will also access the Music Room during their session. Children in Years 1 and 2 are taken to the KSI Aftercare Room in All Saints. 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

Nursery and Reception Class Teachers have a notebook for recording messages for parents. These notebooks are taken to the relevant Aftercare room. 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. Any information from parents about children in Nursery and Reception can be given to Class Teachers via this notebook as well. 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, Football, etc.). 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 Pre-Prep 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 using the Early Years enclosed play areas for Nursery and Reception and the enclosed area outside the KSI Aftercare Room for children in Years 1 and 2. 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 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 are not allowed in the buildings. Nursery and Reception parents should collect their children from the main door at the front of St Martin's. Parents of children in Year 1 and Year 2 should collect from the front door of All Saints. Staff will greet parents and then collect the children for dismissal. If Nursery or Reception children are playing outside, parents might collect children directly from the play spaces but children in Years 1 and 2 should always be collected from the front door of All Saints. Parents 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. Parents must provide a password for staff and the named individual 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

Children who are uncollected from Aftercare by 6.00 pm will be taken to the Head of Pre-Prep or, in their absence, one of the DSLs or another senior member of staff. If there has been no message from the parents, then an attempt will be made to contact them. If they are unavailable, the Head of Pre-Prep, one of the DSLs or the senior member of staff will attempt to contact any other named contacts for the child. If there has been no response by 6.30 pm the Head of Pre-Prep, one of the DSLs or the senior member of staff will contact the Emergency Duty Team on 0121 675 4806 for children living in the Birmingham area or the relevant Local Safeguarding Children Partnership for other local authority areas.

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 June or July each year. Information about the activities available is also provided at this time. Places in

activities are offered on a 'first-come, first served' basis 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

In each Year Group Hub, there is a supervised period after school when homework tasks can be done. At this time, any child who is remaining in the Year Group Hub sits quietly in the room and may read, or practise spellings or tables, if they have no specific homework to complete.

4.2.6

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 (for example, in the case of an activity which finishes after the Year Group venues close, the pupils become the responsibility of the Activity Provider). 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.

4.2.7

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.

4.2.8

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.

4.2.9

If a child has not been collected from the Year Group Hub by 6.00 pm and if there has been no message from the parents, then an attempt will be made to contact them. If they are unavailable, a senior member of staff will be informed and will attempt to contact any other named contacts for the child. If there has been no response by 6.30pm the senior member of staff will contact the Emergency Duty Team on 0121 675 4806 for children living in the Birmingham area or the relevant Local Safeguarding Children Partnership for other local authority areas.

5. STAFFING

5.1 Pre-Prep

5.1.1

Pre-Prep Aftercare is staffed by Pre-Prep 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 other Form Tutors (Years 3-6) and Pastoral Tutors (Years 5 and 6), and other staff, where appropriate.

5.2.2

During the Prep Aftercare provision, a first-aider is available on call for staff. 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, Lost or Uncollected Children, First Aid and Health 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.