



Walhampton

Pre-Prep After School Care Club and Activities Supervision Policy

1530 – 1745 Monday to Friday

Drafted by: Head of Pre-Prep
Approved by: Head
Approval date: October 2019
Next review date: October 2020
ISI Policy Nos.:

Introduction

This policy is written with the inclusion of the Early Years Foundation Stage and the following outcomes of helping children:

- Achieve More
- Be healthy
- Stay Safe

Aims

The ASC (ASC) is committed to ensuring the best interests of children's welfare, care and development at Walhampton.

The staff in charge are expected to display a commitment to treating all pupils as individuals and with equal concern and respect.

To provide a well-planned and organised play environment that offers pupils rich and stimulating experiences, alongside opportunities to explore, experiment, plan and make decisions for themselves. The programme of activities will recognise and take into account the differing ages, interests, backgrounds and abilities of the children.

To provide pupils with a range of equipment and resources appropriate to their age and interests and will be updated on a regular basis to ensure all equipment is safe and complete.

Pupils will be offered access to outdoor play every day, subject to weather conditions in the

Pre-Prep playground, which is secure and safe.

Staff to Pupil Ratios

Walhampton is conscious of the importance of maintaining adequate staff to child ratios, ensuring that pupils are cared for safely and given adequate attention and support. ASC is run by two qualified and experienced EYFS Teaching Assistants and is supported by the Nursery Teacher and a Duty member of staff. In all cases, the minimum staffing ratio for pupils aged three to eight years will be 1:8.

During ASC the Head of Pre-Prep will ensure that there is always another member of staff present in the Pre-Prep department at any given time for assistance and emergencies. The Head of Pre-Prep will further ensure that suitable and sufficient contingency plans are in place to cover emergencies, unexpected staff absences, holidays and sickness.

Absences

If staff are unable to attend work due to illness or other medical condition, they must contact the Head of Pre-Prep prior to the start of the working day so that suitable cover for ASC can be arranged.

Arrivals and Departures

Pre-Prep pupils must be escorted to 1BC (where Club gathers) by their class teacher at 1530 who will remain with them until the ASC leader has taken the register. The children have a short period of time gathered together for a story or a programme on the screen whilst the register is taken, all of the children arrive and children involved in Activity Clubs have left the Pre-Prep Hall. During this time a TA will set up the hall. If the parent/carer requests their child to be given medicine during the club time by a member of staff, this must be agreed with the medical team who will come to ASC to administer the medicine.

During ASC children are then engaged in independent activities until it is time for Little Tea.

Children are engaged in the following activities:

ASC Zoned Areas

Round Table	Puzzles/games
Cosy Sofa	Quiet story time with an adult or on own
The Potting Shed	Book Time
The Art Room	Colouring and drawing (box kept under the table)
The Land of Make Believe	Role Play

Activity Cubes Children select an activity and take it to play in the hall. Child to put toys away when finished with.

Children who return from Activity Clubs will then join ASC at 1630. At approximately 1645 all children are accompanied to the Dining Room for Little Tea.

Upon returning to the hall the children can continue playing until 1730 when it will be Tidy Up Time.

The children will then move to 1BC again for the final fifteen minutes of ASC.

Note

Parents are asked to enter and exit the building through the main Reception door. The hall door will only be used by ASC for outdoor play and must remain closed at all times.

Admissions

It is the responsibility of the Head of Pre-Prep and the ASC leader to ensure that an accurate record is kept of all pupils in the Club, and that any arrival or departure to and from the club is recorded on the ASC register. The register will be kept in an accessible location on the premises at all times. This process is supplemented by regular head counts.

The ASC leader will provide a record of admissions to the Pre-Prep secretary (and then the Bursar) at the end of each term.

Pupils may use the toilet independently throughout the club session as the Pre-Prep area is secure. The second member of staff will supervise the pupils when a child is sick or has a toilet accident and the ASC leader needs to assist them. In the event of two members of staff attending a child who requires intimate care, another member of staff will be asked to supervise the ASC.

Snack (Little Tea) at 1645

Little Tea is served in the Dining Room at approximately 1645. Having washed their hands, the children are escorted to the Dining Room where they sit together with the supervising adults for sandwiches, fruit and a drink. Little Tea is prepared by the catering team in the school kitchens.

Departures

Children can leave the club at any point between 1530 and 1745. A clear handover of responsibility occurs between the ASC staff and the parent/carer. Pupils are not permitted to leave the ASC alone or leave with siblings.

No adult other than the parent or those named on the Admissions Form will be allowed to leave ASC with a child unless permission has been granted by the parent. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately. If there is any case of doubt about the person collecting the parent must be called.

If the parent/carer or alternative nominated adult is going to collect their child at a time other than that arranged, staff must be informed before 1530. Alternatively parents may inform Sarah Fisher (Pre-Prep Secretary) who will inform the ASC leader. In the case of emergencies (last minute notice from parents) via a call or email, the updated information will be recorded on the ASC register.

Upon departure, the register will be signed by the parent/carer to show that the child has left the ASC. The time of departure will also be recorded.

If the designated adult is late in picking up their child who is attending ASC without prior warning, the child will be supervised until 1800. The parent of the child will be called. After 1800 they will go to Boarders supper and the Head of Pre-Prep and Head will be informed. Any child not collected by 1745 will be charged for an additional hour of supervision.

Outdoor Play

Any outdoor play will take place in safe, secure and well-supervised spaces. Before any outdoor activities commence, a visual safety check and risk assessment will take place.

Outdoor play areas will be well maintained and free from holes, bumps or uneven surface areas. Ponds, drains, pools or any unnatural water will be made safe or inaccessible to children.

Daily risk assessments of the outdoor play area are made by the Pre-Prep Secretary.

In the event of snow or ice on external walkways, Pre-Prep staff will ensure that this is regularly cleared by the school's grounds men and kept safe.

The ASC leader will make sure there is a regular supply of water available to pupils at all times, especially in hot conditions. In such circumstances, the activity leader will also ensure that pupils are adequately protected from the sun, according to the provisions set out in the sun protection policy.

Admissions

It is the responsibility of the Head of Pre-Prep and the ASC leader to ensure that an accurate record is kept of all pupils in the Club, and that any arrival or departure to and from the club is recorded on the ASC register. The register will be kept in an accessible location on the premises at all times. This process is supplemented by regular head counts.

The ASC leader will provide a record of admissions to the Pre-Prep secretary at the end of each day.

Arrivals

On arrival at ASC, the class teacher will remain with their pupils until they have been accounted for on the register.

If the parent/carer requests their child to be given medicine during the club time by a member of staff, they must be taken to the medical centre.

Pupils may use the toilet independently throughout the club session as the Pre-Prep area is secure. The second member of staff will supervise the pupils when a child is sick or has a toilet accident and the ASC leader needs to assist them. In the event of two members of staff attending a child who requires intimate care, a qualified teacher will be asked to supervise the ASC.

Snack (Little Tea) 3.30pm until 4.00pm

The pupils have their snack in the dining room. All pupils will be taken to wash their hands and take a snack (including a drink) from the prepared trays which are provided by the kitchen staff (all of whom are qualified in food hygiene). Hand gel is used except for those pupils who react to the gel. These pupils will wash their hands in the Pre-Prep toilets.

The pupils are required to sit in a group and eat/drink with good manners.

Departures

ASC will end at 5.45pm whereupon the resources will be put away in the cupboards and the pupils will be waiting quietly to be collected and signed out of the club at 5.45pm.

Activity leaders **must** remain with their pupils until a nominated adult has collected them. ***They must not be left with the ASC leader unless an agreement has been made as it may off balance the child/adult ratios. At this point a second member of staff will be present.***

Pupils are not permitted to leave the ASC alone at the end of a session or leave with siblings.

No adult other than the parent or those named on the Admissions Form will be allowed to

leave the ASC with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately.

If the parent/carer or alternative nominated adult is going to collect their child at a time other than that arranged, staff must be informed in writing before 3.30pm. Alternatively parents may sign a 'pick up and drop off arrangement' form and the class teacher will inform the ASC leader. In the case of emergencies (last minute notice from parents) via a call or email, the updated information will be recorded on the ASC register.

Upon departure, the register will be signed by the parent/carer to show that the child has left the ASC. The time of departure will also be recorded.

If the designated adult is late in picking up their child who is attending ASC until 5.00pm without prior warning, the child will be supervised until 6pm. After 6pm they will go to Boarders supper and the Head of Pre-Prep and Head will be informed. Any child not collected by 1800 will be charged for an additional hour of supervision.

Outdoor Play

Any outdoor play will take place in safe, secure and well-supervised spaces. Before any outdoor activities commence, a visual safety check and risk assessment will take place.

Outdoor play areas will be well maintained and free from holes, bumps or uneven surface areas. Ponds, drains, pools or any unnatural water will be made safe or inaccessible to children.

Regular risk assessments of the outdoor play area will be made by the Head of Pre-Prep.

In the event of snow or ice on external walkways, Pre-Prep staff will ensure that this is regularly cleared by the schools grounds men and kept safe.

The ASC leader will make sure there is a regular supply of water available to pupils at all times, especially in hot conditions. In such circumstances, the activity leader will also ensure that pupils are adequately protected from the sun, according to the provisions set out in the sun protection policy.

Activity Clubs

Children attending an Activity Club gather in the Pre-Prep Hall and a Teaching Assistant ensures that they are all in their correct groupings for the Activity Club Leader. A register is taken. The Activity Club Leader takes the children to their activity. If the club is held outside the Pre-Prep building they have emergency contact numbers, school mobile phones or walkie talkies in case of the need to contact the Pre-Prep. At the end of the club

activity leaders **must** remain with their pupils until a nominated adult has collected them. Upon departure, the register will be signed by the parent/carer to show that the child has left the ASC. The time of departure will also be recorded.

There is a clear system of departures from Activity Clubs in the classrooms by the main Reception area. This is outlined on the Activity Club Board.

Children must not be left with the ASC leader unless an agreement has been made as it may off balance the child/adult ratios.

Children involved in Activity Clubs and who are NOT attending ASCC are to put ALL of their belongings into the Bits and Bobs and Book Bag Box, which will be stored along the corridor between the Reception and the Art Room.

Health and Safety

Pupils – Behaviour

We are committed to establishing a learning environment that promotes positive behaviour and relationships where pupils treat each other with care and respect. The ASC leader will follow the school Behaviour Management policy procedures and will expect pupils in the ASC to adhere to the Golden Rules at all times. Any child who behaves inappropriately will be reported to the Head of Pre-Prep and a Behaviour Incident Report Form will be completed and saved to CPOMS and if necessary a report either by email or verbally, will be given to parents.

Staff

The staff in charge will have regard for maintaining appropriate dress and personal appearance for working with pupils and with awareness of health and safety issues.

Personal mobiles **must not** be used during working hours. Parents needing to contact the after school care leader may do so by calling the main school reception on 01590 613 300 or direct to Pre-Prep 01590 613 317. **See EYFS policy on mobile phones/cameras/video recorder usage policy for further details.**

The ASC leader has the use of an internal phone for any emergencies. There are always other members of staff in the vicinity for support in an emergency.

The school secretary will be available between the hours of 1700 and 1745 if staff are not available in the Pre-Prep department.

In the event of a fire

All pupils will immediately be escorted out of the building and to the assembly point using the nearest safe exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation. The entire premises will be checked by the **nominated**

member of staff. If a head count shows anyone missing from the club they will be collected by a nominated member of staff, providing that this does not put anyone at risk and the other pupils are supervised safely. On exiting the building, the school's Fire Safety Wardens will close all accessible doors and windows to prevent the spread of fire. If for any reason the designated fire safety wardens are absent at the time of an incident, the school will assume responsibility or nominate a replacement member of staff to check the premises before re entering.

First Aid

The school recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given in the ASC.

The First Aid box is checked by the medical centre team to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations.

The box will contain the following items:

- Adhesive plasters
- Micropore tape
- Individually wrapped assorted dressings
- Waterproof disposable gloves
- Antiseptic wipes
- A disposable bag for soiled material

Hazardous materials will be kept in a locked cupboard to ensure the safety and well-being of the children.

In the Event of a Major Accident, Incident or Illness

In the event of Emergency Medical Treatment the following procedures apply:

- In the first instance, the school nurse(s) will be notified and take responsibility for deciding upon the appropriate action.
- The school nurse will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive or the school nurse needs to be contacted for a second opinion.
- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will be contacted as soon as feasibly possible and a member of staff will accompany the child to the hospital if parents are not able to get to school. The Head, Bursar or Head of Pre-Prep will be contacted if not present at the time.
- If the child does not need to go straight to hospital but their condition means they

should go home, the parent/carer will be informed and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision.

- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the ASC leader and any other staff involved in the incident.
- All such accidents or incidents will be recorded in detail on the school accident record form. Parents/carers will be asked to sign the form to acknowledge the incident or accident and any action taken by the ASC leader and any other staff involved.

Safeguarding

The ASC leader will follow procedures in the school Safeguarding and Welfare (Child Protection Policy). The ASC leader will have appropriate training in the safeguarding of all pupils in their care. Any concerns or disclosures must be reported directly to the designated safeguarding lead and information documented on the Child Protection Record of Concern Form via CPOMS.

If a Child Goes Missing on Site during ASC Care

If a child is missing from the school the appropriate safeguarding procedures will be used:

1. Anyone suspecting that a child has gone missing, should notify the School Office immediately. Remain calm.
2. The following checks will be made by the School Office:
 - a. Check electronic register to ascertain whether the child is in school
 - b. Check ASC register to ascertain whether the child attended registration
 - c. Check signing-out book
3. Additional checks:
 - a. Check with School Nurse or duty matron in the Medical Rooms
 - b. Check with the Reception to ascertain if the child has gone to the school office
4. Once all the above have been checked, the Head or Head of Pre-Prep and/or Bursar, should be informed.
5. This designated person will then carry out an internal search, checking all areas including toilet areas, Medical Rooms, free classrooms, Pre-Prep and Owl Corner, Chapel and Boarding House.
6. If the child is still missing, the external areas must be checked: play areas, pavilion, swimming pool and workshop area. All available staff, both teaching and non-teaching should be enlisted to help in this task.
7. **At this stage, if the Head is not aware of the situation, he must be**

informed immediately, wherever he is.

8. Additional help to search a wider area should now be sought, including all roads leading from the school looked at. It is important to check the address of the parents: the route to their home must be scoured more carefully. The wooded areas in the school grounds are searched at this time as well. This should take no longer than thirty minutes.
9. The Head or senior member of staff present should now inform the parents. Any leads given by the parents must be followed.

Extracts taken from the school's Crisis Management Document/Policy

NOTES:

- At times the pupils will be allowed to watch a programme on the clevertouch screen. All programmes viewed by the pupils will be 'U' rated. The time will not exceed 30 minutes.
- Outdoor games are weather dependent.