



# Pilgrims School

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## Out of Hours Policy

September 2022

Next review date: September 2023



**Please note: 'School' refers to Early Years Foundation Stage (Little Pilgrims and Pre School) and Pilgrims Main School.**

At Pilgrims we work with parents to ensure the safety and protection of their children and to give them the very best start in life. We understand that there are occasions when parents need additional care for their children outside of school hours so we offer a comprehensive range of out of hours school care. Our aims are to:

- provide before and after school care, extra curricular programmes and school holiday clubs in an environment that is safe and free from harm.
- provide an enriched experience that is both fun and educational.
- liaise closely with parents so that both home and school can work together to meet the needs of each pupil on an individual basis.

The following out of hours provision is offered by the school:

#### **Larks 8.00am-8.45am (Before School Care)**

Larks is offered as a before school breakfast club located in the dining room and runs from 8.00am to 8.45am. Breakfast is offered to all children and a mixture of quiet table top activities are available once breakfast is finished. Parents ring the doorbell and drop the children off at the side door of the dining room. Staff sign the children in on the Larks register. At 8.30 the older children are sent down to their classrooms and the Reception children are escorted by the Larks staff to their classrooms to prepare for the start of the school day.

To ensure continuity in procedures between out of hours care and school, all Larks staff should follow the Larks procedures in Appendix A.

#### **Owls 3.30pm-6pm (After School Care)**

Owls is offered as an after school club. It is based in the dining room but also uses the playground area and runs from 3.30pm to 6pm. A range of activities are on offer from arts and crafts, small world, role-play and outdoors play. Owls staff follow the lead of the children's interests and children are given the freedom to choose what they would like to do.

To ensure that children to staff ratios are adhered to parents are requested to book their child in no later than 2:30pm on the day they require them to attend. After this time bookings will be subject to availability. At the end of the school day a member of the Owls team collects the children and brings them down to the dining room and signs them in. A hot afternoon tea is served at 3.40pm. For bookings accepted after 2.30 pm, we will endeavour to provide a hot tea but it will depend on time and the menu. It may be that we are unable to provide a tea at that short notice to accommodate dietary requirements. In these circumstances, children will have fruit and yoghurt. The charge will be the same as those having a hot tea. Any children who are not collected at the end of the school day automatically go to Owls. For children who are still not collected after 10 minutes and we have had not communication from parents, we will contact the parents. The school is committed to providing the correct children to staff ratios to allow for unexpected additions within Owls. The teacher on Late Duty may be asked to help supervise in Owls to maintain the correct adult to pupil ratio in the case of staff absence or to help cover an adhoc busy session. Parents collect the children from the side door of the

dining room and staff sign the children out on the Owls register when they are collected.

Larks and Owls can be booked in the following ways:

For regular attendees an advanced booking form, available from the school reception can be completed and handed in to the school office.

Ad-hoc sessions can be requested. To ensure that children to staff ratios are adhered to parents are requested to book their child in no later than 2:30 pm either in person or by email to the school office.

Cancellations for Owls must be received by 2pm or you will still be charged.

Email bookings can be made to [enquiries@pilgrims-school.org.uk](mailto:enquiries@pilgrims-school.org.uk)

To ensure continuity in procedures between out of hours care and school, all Owls staff should follow the Owls procedures in Appendix B.

### **Extra-curriculum activities**

Pilgrims offers an extensive extra-curricular programme ranging from cookery to tag rugby clubs and a large percentage of our children remain behind to take part in these activities. Each activity is supervised by a member of staff qualified in that particular field of activity.

Club lists and booking forms are emailed to parents approximately three weeks prior to the end of each term. Requests for clubs are made via the booking forms and are sent to Mrs Cole in the school office. Club confirmations are sent out to parents approximately two weeks before the end of term. If a child wishes to stop attending a club or swap clubs mid-term, Mrs Cole must be informed so that any necessary adjustments can be made to registers and fees. Most activities are bookable termly. However ballet and gymnastics (which involve children working towards exams or badges) are bookable for the entire year but need to be re-requested each term.

Most after school clubs begin at 3.30pm and the children are collected from their classrooms by the club staff. Children are taken to their club and a register is taken. Ballet, Gymnastics and Yoga run two or more club sessions on one evening. Children who attend the later sessions stay with the club tea staff until it is time to begin their club.

A small number of clubs begin at 4.00pm or 4.30 pm. For these clubs the children are sent to the club tea room and a register is taken. They are supervised for the required time by club tea staff and offered a light tea. Teachers inform club tea staff of any collection arrangements and tea staff pass this information onto the club staff. The children are collected at their club time by the club staff and escorted to their club and a register is taken before the club begins. At the end of the club the children are dismissed and the club leader marks the register 'out' box to show they have been collected. Any children who are not collected at the end of a club are taken by the club staff to Owls and signed in.

If an extra-curricular club has to be cancelled parents will be notified as soon as possible by a phone call or email. Parents will be offered the choice to either collect their child at the end of the school day or to book them into Owls.

To ensure continuity in procedures between out of hours care and school, all extra-curricular club staff should follow the extra-curricular procedures in Appendix C. Appendix D also outlines procedures for club tea.

## **Holiday Club**

Holiday club runs for approximately ten weeks of the school year and places are booked on a termly basis on a first come, first served, basis. The number of spaces available will depend on the demand and the school's ability to meet the children to staff ratio staffing requirement – however the maximum number of spaces will never exceed forty-eight. Holiday Club is available to children from Reception to Year 3. Ex-Pilgrim children up to Year 3 are also able to attend if there are spaces available. Staff sign their child in and out on the Holiday Club register. Breakfast, mid morning snack and lunch are offered as part of the morning session and tea is offered for the afternoon session.

Holiday Club operates from the dining room, Holiday Club classroom and Library area. Drop off and pick up occur from the dining room along with breakfast, lunch and tea. The opportunities given to the children for learning and play offer a mix of active and quiet times, of free choice and adult-led activities and of planned activities and free play.

The majority of activities run from the Holiday Club classroom but other areas of the school are used including the playground and field, the swimming pool, ICT room and cookery room. Each week of holiday club is planned around a theme ranging from Pirates and Princesses to Easter Extravaganza's. Holiday Club children are allowed to bring in their bikes or scooters to use at break times as long as a helmet is worn.

## **Organisation of Holiday Club**

Depending on the number of children booked into a session and staffing, the children may be split into groups to complete the activities. Groups are decided by age, behaviours and abilities. Reception children are mixed in with the older children. Each member of staff is responsible for a group and staff have the opportunity to lead activities in areas they have an interest in (for example arts and crafts or sports). New members of staff initially join up with another member of staff to develop experience, confidence and an understanding of holiday club routines. Groups play in different areas of the school but are close enough to be able to call for help if needed and are within areas where other adults are around (e.g. the library area). For some activities, for example hall times or games, the children will work together in one large group.

Holiday club booking forms are sent out in the first couple of weeks of each half term for booking for the next holiday club period.

Parents have a 7-day cooling off period from the release of the date where they can cancel without charge. After the 7-day cooling off period has ended no refunds will be given and any subsequent cancellations or unattended sessions will still be charged for.

Holiday club information is sent out before each holiday period approximately the week before the session begins, detailing the themes and activities.

To ensure continuity in procedures between out of hours care and school, all Holiday Club staff should follow the Holiday Club procedures in Appendix E.

## Staffing

The school follows a robust safer recruitment policy to ensure the safety and welfare of our children. The Headteacher and Finance & Office Manager are responsible for ensuring that DBS checks for staff, Health & Safety and Safeguarding Children requirements are met.

The co-ordinator of Larks, Owls and Holiday Club care is Mrs Clare Pinnock whose role is to oversee the planning and care of all the children. She ensures that the staff to children ratio is strictly adhered to and attends to the health and safety of the children (including external play areas).

In addition, Mrs Pinnock plans activities and play opportunities which are appropriate to the ages and interests of the children attending.

The Extra-Curricular Clubs are co-ordinated by Mrs Quince and Mrs Cole. Mrs Cole is in charge of admin and liaises with registered and professional external agencies who offer expertise in extra-curricular activities. Mrs Cole also ensures that all DBS checks are made on the staff used by these agencies. All extra-curricular clubs are run by qualified teachers or instructors.

## Ratios

We will keep to a staff ratio that ensures the safety and welfare of the children, bearing in mind the type(s) of activity and the age and needs of the children as per the advice in the 'Before/After School Care and Holiday Provision' section in the Statutory Framework for the Early Years and Foundation Stage (page 31 , 3.41.)

|                                     | Staff Ratio | Notes   |
|-------------------------------------|-------------|---|
| Larks/Owls/Holiday Club             | 1:10        | It is possible to go above 1:10. A decision will be made by the Wrap Around Care and Play Manager and Deputy Head based on age, behaviour and planned activities and potential risks involved. If the children go off site on a trip (e.g. to the park) the trips & visits ratio will be adhered to (1:5 Rec 1:6 Yr1 & 2) |
| After School Clubs – Reception Only | 1:16        | Lead by a Specialist  |
| After School Clubs – Year 1 & 2     | 1:20        | Lead by a Specialist  |

## Qualification and Training Requirement Checklist for Out of Hours

In line with the Early Years Framework regulatory requirements  
(Reception and Older)

### Among the staff we must have:

| Requirement  | Holiday Club, Larks and Owls  | After School Clubs   |
|--|---|--|
| A first aider holding the 12 Hour Paediatric Care First Aid qualification  | The following staff hold this qualification:<br>Clare Pinnock, Rachel Perrin, Lizzie Barnes<br>Cover provided by Early Year Practitioners from Little Pilgrims (LPs) and / or Pre School all hold this. | School staff including those working in Owls are on site and can be called upon to assist where necessary.                                 |
| All your staff must have been trained to understand your safeguarding policy and procedures and have received training in recognising signs of abuse and neglect | Annual training given to all staff. Additional online training to support staffs full understanding of Keeping Children Safe in Education is also undertaken.   | Coaches and Club Leaders who are not directly employed by the school are required to provide evidence of up to date safeguarding training. |
| All your staff must have received training in recognising the signs of radicalisation and how to respond to concerns   | Training provided as part of safeguarding.  | Coaches and Club Leaders who are not directly employed by the school are required to provide evidence of up to date safeguarding training. |
| All staff involved in food preparation must have had food handling training  | School catering team hold relevant and up to date qualifications. Food handling training provided by Catering Manager. Online training also available.  | Not Applicable   |
| A designated SENCO (special educational needs coordinator)   | Staff have ongoing support from school SEND and Pastoral co-ordinator and LP's SEND link co-ordinator. Relevant SEND, behaviour and pastoral information is shared with the Manager and staff.          |  |
| A fire safety officer is not a statutory requirement but it is good practice to have a named person taking responsibility for fire drills and record keeping.    | Fire drills are scheduled regularly and at various times of the day throughout the year. Our Estates and Property Manager and Deputy Manager is responsible for monitoring these.                       |  |

**Among the staff and ideally at every session we must have:**

| <b>Requirement</b>  | <b>Holiday Club, Larks and Owls</b>  | <b>After School Clubs</b>                                      |
|---|--|--|
| A designated child protection person, who holds a Child Protection Level 1 or Basic qualification, <i>and</i> who has attended a Child Protection Designated Person training course | Zoe Miles, Deputy Safeguarding Lead, Justyna Kuzio Deputy Safeguarding Lead or member of the SLT | Tracey Marquand, DSL and / or Deputy DSL / a member of the SLT |

**Qualifications:**

It is no longer a statutory requirement for out of hours staff to have specific childcare qualifications for clubs with Reception age or above. However, as a school we recognise the benefits of training and qualifications to help ensure the smooth and safe running of our out of hours care.

| <b>Role</b>                       | <b>Qualification</b>   |
|-----------------------------------|--|
| Wrap Around Care and Play Manager | NNEB Level 3   |
| Deputy Manager                    | NVQ 3 Childcare  |
| Out of hours Assistant            | At least some of the staff to have: NVQ level 2 in play work |
| After School Clubs                | Qualifications in line with the specialism being taught.     |

**(A full list of all the Wrap Around Care staff can be found in the appendices)**

**Out of school Contingency Arrangements**

In the event of staff absence every effort will be made to put cover in place as quickly as possible to ensure ratios are maintained.

Mrs Cole will organise cover for staff absence for Owls or Club Tea.

Holiday Club staff can liaise with members of the SLT or members of the office team to arrange cover. All staff contact details are held in the office. In the event of any ongoing staff absence which threatens the staff/pupil ratio, the Headteacher, Deputy Head or Finance and Office Manager will make a decision on whether holiday club is viable.

## **Other policies to be implemented by Larks, Owls, Extra-curricular and Holiday Club Staff.**

To ensure consistency between school and out of hours care the following policies are followed by all out of hours care staff and are provided as part of their induction:

- Collection of Children Policy
- Care and Supervision Policy
- Safeguarding policy
- Health and Safety Policy
- Accident and First Aid Policy
- Pupil Restraint Policy
- Anti-Bullying Policy
- Behaviour and Assertive Discipline policy
- Fire Prevention Policy
- E-Safety School Policy (use of mobile phones and social networking)

### **For further reference**

- Intimate Care Policy
- Inclusion Policy
- Whistleblowing
- Educational Visits Policy
- Grievance Policy
- Administration of Medicines Policy

Should any other concerns arise which are not covered in the above policies please speak directly to your Line Manager or Mrs Quince who will be able to offer advice.



## **APPENDIX A**

### **LARKS PROCEDURES**

1. All Larks staff must sign in and out at the school reception desk
2. Children enter Larks via the side door of the Dining Room.
3. A register of the children is marked as the children enter the dining room by a member of staff.
4. Children are guided to tables where breakfast is served near the hatch in the dining room. A member of the Larks team will sit with the children who are eating breakfast.
5. Children who do not require breakfast or have finished breakfast are guided to the quiet table top activities.
6. From 8.30am the children are lined up in year groups and then go down to their classrooms.
7. Once the older children are in their classrooms the Reception children are escorted to their classrooms.

#### **Message to Staff**

For children attending Larks, parents/carers should go to the Main School Reception Desk to complete the school's 'message slip' and 'changes to pre-authorised collection'. These forms are available on the front desk. Completed forms should be given to the School Receptionist to be passed on to teachers.

#### **Bumps and minor accidents**

- In line with the main school first aid policy all accidents must be recorded on an accident report form. The top copy is given to the class teacher when the children go down to their classrooms and a brief explanation is given. This copy is then put into the children's bookbag to take home. The second copy is handed into main reception to be checked.
- All Larks staff must read and follow the Accident and First Aid Policy and Administration of medicines policy.
- For head injuries the Head Injury procedures should be followed (see Appendix C of the Accident and First Aid Policy). A first aider can be contacted to come and assist by ringing the school reception desk and an accompanying head bump leaflet must be sent home.

#### **Serious Accidents**

If a serious accident occurs during a club the school reception should be contacted to gain help and the school's accident procedure should be followed.

**Behaviour and Discipline**

To ensure continuity for the children between Larks and school, the school Behaviour and Discipline Policy should be followed to reward good behaviour and to address unwanted behaviour following the 1,2,3 Magic approach.

Where there is an incident of inappropriate behaviour by a child, this should be recorded on iSAMS and the Wrap Around Care and Play Manager will make the child's class teacher aware.

## **APPENDIX B**

### **OWLS PROCEDURES**

1. All Owls staff must sign in and out at the school reception desk.
2. At the end of the school day the Owls leader sets up the dining room and welcomes the children as they arrive.
3. A member of the Owls team collects the children from the classrooms and brings them down to the dining room.
4. Any children not collected at the end of the day will be taken by their class teacher to join Owls.
5. Registers are taken in the dining room.
6. After tea the children are supervised in the dining room and playground area and participate in a range of own choice activities.
7. Parents are able to collect their child from Owls anytime between 3.30pm and 6.00pm from the Dining Room. Parents ring the doorbell by the side door and the children are taken to the parents. When a child is collected the Owls team will sign the child out and mark which session they attended.
8. The collection of children policy and procedures is followed by Owls staff. This policy gives the procedures for the collection of children, passwords, late collection and non-collection of children.

#### **Bumps and minor accidents**

- In line with the main school first aid policy all accidents must be recorded on an accident report form. When the child is collected the parent must be given the top copy of the form. The bottom copy must be given to main reception to check.
- All Owls staff must read and follow the Accident and First Aid Policy and Administration of medicines policy.
- For head injuries the Head Injury procedures should be followed (see Appendix C of the Accident and First Aid Policy).

#### **Serious Accidents**

If a serious accident occurs during a club the school reception should be contacted to gain help and the school's accident procedure should be followed.

#### **Behaviour and Discipline**

To ensure continuity for the children between Larks and school, the school Behaviour and Discipline Policy should be followed to reward good behaviour and to address unwanted behaviour following the 1,2,3 Magic approach.

Where there is an incident of inappropriate behaviour by a child, this should be recorded on iSAMS and the Wrap Around Care and Play Manager will make the child's class teacher aware.

## APPENDIX C

### EXTRA CURRICULAR CLUB PROCEDURES

1. All external extra-curricular staff must sign in and out at the school reception desk.
2. Registers must be collected and returned to Reception at the end of a session,
3. A green first aid bag must be collected from reception and returned at the end of the club. The bag will contain:
  - First Aid resources
  - A bump note book and pen
  - Copies of the Logging a concern Form
4. For staff in the sports hall a Walkie Talkie must be collected for communication with the Reception Desk or Late Duty Teacher. Please **have the walkie talkie on Channel 5 for school to communicate with clubs but change to Channel 4 to contact the school office to seek help with First Aid or queries or channel 6 for help from the Late Duty Teacher with behaviour.** The sports hall green bag will also contain a mobile phone which gives an alternative mode of communication between the sports hall and school.
5. Extra –curricular staff using the hall can send two children to main reception with the red help disk if help is required in the hall. (These disks will be hanging by each set of doors).
6. The children are collected for their clubs by the club staff. A register is taken in the library before leaving. Any children not in attendance should be checked with the class teacher before leaving the building and marked as an 'a' for absence.
7. When the children arrive at the club a head count and check should be made.
8. At the end of a club the Collection of Children Policy and procedures must be followed by Club staff when dismissing children. Children should be matched up individually to the adult collecting and released one at a time. On the back of register is a list of responsible people who are authorised to collect children attending clubs and a password for each child. Children can only be dismissed into the safety of adults on this list. Where the person collecting is not known to the person dismissing the password should be used as the identity check. If the adult collecting the child is unable to provide the password, the club staff should accompany the adult and child to the Reception Desk. The Reception Staff will then call the parent/carer to clarify whether permission is granted for the child to go with the adult. On occasions parents may call the school to give adhoc permission for someone else to collect their child. This information will be recorded on a Changes To Pre-Authorised Collection Form slip and this slip will be passed onto club staff when they sign in. Again, a password will be provided for this person to collect. Under **no circumstances** can

children be dismissed into the care of anyone who is not on the authorised collection list/slip.

9. At the end of the session the children must be marked out with a tick in the 'out' box. Any uncollected children must be marked with an 'O' and taken to Owls. On entering Owls club staff should hand the club children over to a member of the Owls team and that member of staff will sign the club register to show agreement with the children entering into Owls from Club.

### **Bumps and minor accidents**

- In line with the main school first aid policy all accidents must be recorded on a triplicate accident report form, found in the green bag. At the end of the session, please give the top copy to the parent with an explanation of what happened. If a child attends Owls after the club then the top copy must be passed onto Clare Pinnock in Owls with a brief explanation. The second copy must be handed into the school reception desk. The third copy is for the club staff member to file for their own records.
- All club staff must read and follow the Accident and First Aid Policy and Administration of medicines policy.
- For head injuries the Head Injuries procedures should be followed (see Appendix C of the Accident and First Aid Policy).

### **Serious Accidents**

If a serious accident occurs during a club the school reception should be contacted to gain help and the school's accident procedure should be followed.

### **Procedures for gaining help**

To ensure the safety of all the children and to ensure children are never left unattended, the following procedures should be followed if help is required during a club:

For clubs in the classrooms the school reception desk can be contacted by using the telephones and dialling 1590.

From the sports hall or school field the Walkie Talkie can be used using **Channel 4 to seek help from the office for first aid or channel 6 to seek help from the Late Duty teacher with behaviour**, alternatively the school mobile phone can be used to contact the main school reception on 01234 369555.

For clubs in the hall the red help disk can be used to summon help.

### **Activities in the Sports Hall**

Two staff are required to collect and walk the children over to the sports hall with one adult leading the line and the second adult walking at the back. The crossing at the top of the drive must be used to cross the children over the road. To use the crossing the lead adult should stop on the crossing and see

the children across until the adult at the back can take over. The children should be instructed to walk across and wait by the first tree/lamppost until the first adult re-joins the line.

Entrance to the sports hall is gained by the outside door which is left open during the day when it's unoccupied. Once all of the children are inside the sports hall the outside door should be fully closed and locked.

If a child needs to go the toilet one of the coaches should direct the child to the toilets on the ground floor. The coach should wait in the doorway of the sports hall until the child is ready to return – this will allow the coach to still have an eye on the children in the hall and the child returning from the toilet.

Only people authorised by the Harpur Trust are allowed into the Sports Hall and should be accompanied. If an adult enters the hall who is not a member of Pilgrims Staff the coaches should speak directly to the adult and ask why they are there. This information should then be shared immediately with the Estates and Property Manager at Pilgrims. If urgent repair work needs to be carried out when the hall should be in use by Pilgrims the Bursary will risk assess whether it's possible for the children to still attend their club and if not cancel the session and inform the club co-ordinator, coaches and parents.

### **Activities on the field**

In good weather the Sports Hall clubs may take place on the field. If this occurs the coaches should take the children onto the field via the playground.

Parents also need to be informed via the office when the activities change between the field/sports hall so they know where to collect the children from.

### **Behaviour and Discipline**

To ensure continuity for the children between Extra Curricular Clubs and school, the school Behaviour and Discipline Policy should be followed to reward good behaviour and to address unwanted behaviour following the 1,2,3 Magic approach.

Where there is an incident of inappropriate behaviour by a child, this should be recorded on the hard copy of 'iSAMS – Logging a Concern' form (appendix 1) and handed to reception who will ensure it is forwarded directly to the child's class teacher. In the case of logging a safe guarding concern the form should be placed in a sealed envelope marked 'CONFIDENTIAL – FAO THE DSL' and handed to reception who will pass the envelope directly to the DSL. Copies of the form can be found in the green first aid bag.

## **APPENDIX D**

### **CLUB TEA PROCEDURES**

1. Club tea staff collect club teas from the dining room and the register from the main reception desk and take to the tea room at the end of the school day.
2. Children arrive from their classrooms to the club tea area. Any changes to collection arrangements must be communicated by teachers to the club tea staff.
3. A register is taken at the beginning of club tea. Any absences are checked by a tea staff member with the class teachers.
4. The children are served their tea and a drink.
5. The children have a little relaxation time before starting clubs and may enjoy playing a game of hangman or quietly drawing or colouring.
6. At the end of club tea the children are taken to their club by the club tea staff who pass on any information regarding any changes to collection arrangements.

### **Bumps and minor accidents**

- In line with the main school first aid policy all accidents must be recorded on an accident report form. The person dealing with the accident should then sign the note. The top copy must be handed to the club staff to pass to the parent, or other adult collecting the child at the end of the day. The second is handed into the Main Reception.
- All club tea staff must read and follow the Accident and First Aid Policy and Administration of medicines policy.
- For head injuries the Head Injury procedures should be followed (see Appendix C of the Accident and First Aid Policy).

### **Serious Accidents**

If a serious accident occurs during a club tea the school reception should be contacted to gain help and the school's accident procedure should be followed.

### **Procedures for gaining help**

To ensure the safety of all the children and to ensure children are never left unattended, the following procedures should be followed if help is required during a club:

For club teas the school reception desk can be contacted by using the classroom telephones.

### **Behaviour and Discipline**

To ensure continuity for the children between Club Tea and school, the school Behaviour and Discipline Policy should be followed to reward good behaviour and to address unwanted behaviour following the 1,2,3 Magic approach.

Where there is an incident of inappropriate behaviour by a child, this should be recorded on iSAMS and the Tea Staff will make the child's class teacher aware.

## **APPENDIX E**

### **HOLIDAY CLUB PROCEDURES**

1. All Holiday Club staff must sign in and out at the school reception desk.
2. Holiday Club operates between 8am and 6pm during holiday club periods.
3. Children enter holiday club through the side door of the dining room. A member of the Holiday Club team will sign the children in.
4. Children are offered breakfast between 8am and 8.30am.
5. Quiet table top activities are available to children who do not need breakfast or have finished their breakfast.
6. At 8.30am Holiday Club moves down into the Holiday Club classroom or library and anyone arriving after 8.30am must be dropped off through the main school reception. The child will walk down to their group and will be signed in by a member of staff on the register.
7. Between 8.45 and 9.00 children are registered and introduced to the day's activities.
8. Morning activities run between 9.00 and 12 with a mid-morning break and snack at approximately 10.00 am.
9. Lunch is between 12 and 1.30pm. The children have a hot lunch in the dining room and then play outside on the playground or field.
10. Afternoon activities run between 1.30pm and 3.45pm
11. At 3.45pm Holiday Club moves up to the dining room for the remainder of the session.
12. Tea is served at 3.50pm.
13. Between 4.00pm and 6pm the children participate in some quieter free choice activities and have time for outdoor play.
14. Parents collect their children via the dining room side door and a member of staff signs them out.
15. The collection of children policy and procedures is followed by Holiday Club staff. This policy gives the procedures for the collection of children, passwords, late collection and non-collection of children.

All of the above are approximate timings.

#### **Bumps and minor accidents**

- In line with the main school first aid policy all accidents must be recorded on an accident report form. When a child is collected the top copy should be given to the parents along with a brief explanation. The second copy is then handed to Main Reception.
- All Holiday Club staff must read and follow the Accident and First Aid Policy and Administration of medicines policy.
- For head injuries the Head Injury procedures should be followed (see Appendix C of the Accident and First Aid Policy).



### **Serious Accidents**

If a serious accident occurs during a club the school reception should be contacted to gain help and the school's accident procedure should be followed.

### **Procedures for gaining help**

To ensure the safety of all the children and to ensure children are never left unattended, the following procedures should be followed if help is required during holiday club:

For activities in the classrooms the school reception desk can be contacted by using the telephones and dialling 1590.

From the sports hall or school field the mobile phone can be used. The main school reception number is 01234 369555.

For activities in the hall a red help disc can be found hanging on the wall by the hall doors. Two children can be sent to the school reception desk with this and help will then be sent.

### **Activities in the Sports Hall**

Two staff are required to collect and walk the children over to the sports hall with one adult leading the line and the second adult walking at the back. The crossing at the top of the drive must be used to cross the children over the road.

Entrance to the sports hall is gained by entering the code (available from reception) into the key pad. Once all of the children are inside the sports hall the outside door should be fully closed.

### **Behaviour and Discipline**

To ensure continuity for the children between Holiday Club and school, the school Behaviour and Discipline Policy should be followed to reward good behaviour and to address unwanted behaviour following the 1,2,3 Magic approach.

Where there is an incident of inappropriate behaviour by a child, this should be recorded on iSAMS and the Wrap Around Care and Play Manager will make the child's class teacher aware.

**Appendix 1 – iSAMS Logging a  
Concern Form for external providers**

**Student Name:**

**Date and Time of Incident:**

**Staff Member Name:**

**Location:**

**Category:**

Pastoral

Behaviour

Safeguarding

**Nature:**

**Details:**

*(Please continue on back page if needed)*

**Add Additional Students?**

Yes

No

**Student Name (1):**

**Student Name (2):**

**Role of Student (1):**

- Bully
- Victim
- Bystander
- Participant
- Perpetrator
- Retaliator

**Role of Student (2):**

- Bully
- Victim
- Bystander
- Participant
- Perpetrator
- Retaliator

**Student Name (3):**

**Student Name (4):**

**Role of Student (3):**

- Bully
- Victim
- Bystander
- Participant
- Perpetrator
- Retaliator

**Role of Student (4):**

- Bully
- Victim
- Bystander
- Participant
- Perpetrator
- Retaliator

## Appendix 2 - Wrap Around Care (WAC) Staffing

### Larks Team

| First Name | Surname   | Role          | Qualifications  |
|------------|-----------|---------------|---|
| Clare      | Pinnock   | WAC Manager   | N.N.E.B. HLTA and Level 1 & 2 British Sign Language (BSL), Team Teach trained |
| Giacinta   | Marinelli | WAC Assistant | NVQ Level 2 Playworker  |
| Lesley     | Winslet   | WAC Assistant | NVQ Level 2 Teaching Assistant  |
| Aimee      | James     | WAC Assistant | BA LLB in law   |

### Owls Team

| First Name | Surname   | Role          | Qualifications  |
|------------|-----------|---------------|---|
| Clare      | Pinnock   | WAC Manager   | N.N.E.B. HLTA and Level 1 & 2 British Sign Language (BSL), Team Teach trained |
| Giacinta   | Marinelli | WAC Assistant | NVQ Level 2 Playworker  |
| Lesley     | Winslet   | WAC Assistant | NVQ Level 2 Teaching Assistant  |

### Holiday Club Team

| First Name | Surname | Role                        | Qualifications  |
|------------|---------|-----------------------------|---|
| Clare      | Pinnock | WAC Manager                 | N.N.E.B. HLTA and Level 1 & 2 British Sign Language (BSL), Team Teach trained |
| Lizzy      | Barnes  | Deputy Holiday Club Manager | CASHE Level 3 Diploma in Childcare and Education                              |
| Rachel     | Perrin  | Holiday Club Assistant      | NVQ Level 3 Childcare   |
| Toni       | Thandi  | Holiday Club Assistant      | Level 3 Childcare   |