



THE ORATORY
PREPARATORY SCHOOL

**Junior Prep (Reception to Year 2)
AFTER SCHOOL CARE & ACTIVITIES
SUPERVISION POLICY
3.30pm to 6.00pm - Monday to Friday only**

September 2021

Junior Prep (Reception to Year 2) AFTER SCHOOL CARE & ACTIVITIES SUPERVISION POLICY

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 After School Club is committed to ensuring the best interests of children's welfare, care and development at the OPS.

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

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

To provide children with a range of equipment and resources appropriate to their age and interests, which will be updated on a regular basis, to ensure broken equipment is not in use.

Children will be offered access to outdoor play every day, subject to weather conditions in the Junior Prep play area which is secure and safe.

Staff to Children Ratios

The OPS is conscious of the importance of maintaining adequate staff to child ratios, ensuring that children are cared for safely and given adequate attention and support.

In all cases, the minimum staffing ratio for children aged 3-7 will be 1:8.

The Head of Junior Prep will ensure that there are always at least two further members of staff present in the Pre-Prep department at any given time for assistance and emergencies.

The Head of Junior Prep will further ensure that suitable and sufficient contingency plans are in place to cover emergencies, unexpected staff absences, holidays and sickness.

Pre-Prep After School Care Supervision Policy

Updated: September 2021

To be reviewed: September 2022

Absences

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

Arrivals and Departures

Children must be escorted to the Barn by their class teacher at 3.30 pm who will remain with them until the After School Club leader is ready to take the register. The children will be directed to their activity grouping, using signs displayed in the Barn. Children will then remain seated until the register has been taken and they are instructed to wash their hands and eat the snack which has been provided by the school catering team.

Admissions

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

The After School Club leader will provide a record of admissions to the Business Manager/Finance at the end of each term.

Arrivals

On arrival, the class teacher will remain with their children 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 complete and sign the Administering Medication Form provided by the class teacher for each time medication is given and a witness signature must be provided.

Children may use the toilet independently throughout the club session as the Lower Junior Prep area is secure. The second member of staff will supervise the children when a child is sick or has a toilet accident and the after school club 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 after school club.

Snack (Little Tea) 3.30pm until 4.00pm

The children sit quietly in their activity groups until the register is called. When they hear their name they may wash their hands and take a snack (including a drink) from the prepared trays which are brought to the Barn by the kitchen staff (all of whom are qualified in food hygiene).

Hand gel is used except for those children who react to the gel. These children will wash their hands in the Junior Prep toilets.

The staff supervising the snack will wear gloves and dispense the hand gel to the children.

The children are required to sit back in their groups and eat/drink with good manners.

Departures

After school activity leaders will collect their group from the Barn at 4pm. A head count and register must be taken each time to ensure all children are accounted for.

After School Club will end at 5.50pm whereupon the resources will be put away in the cupboards and the children will wait quietly to be collected and signed out of the club at 6.00pm.

Activity leaders **must** remain with their children until they have been collected by a nominated adult. ***They must not be left with the after school club 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.***

Children are not permitted to leave the After School Club 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 after school club 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 after school club leader. In the case of emergencies (last minute notice from parents) via a call or email, the updated information will be recorded on the After School Club register.

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

If the designated adult is late in picking up their child who is attending after school club 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 Junior Prep and Headmaster will be informed. Any child not collected by 5.10pm 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 Health and Safety Officer and the Head of Junior Prep.

The after school club leader will always take an up to date first aid bag with them in case of minor accidents.

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

The after school club leader will make sure there is a regular supply of water available to children at all times, especially in hot conditions. In such circumstances, the activity leader will also ensure that children are adequately protected from the sun, according to the provisions set out in the Health, Illness and Emergency Policy.

Health and Safety

Children – Behaviour

We are committed to establishing a learning environment that promotes positive behaviour and relationships where children treat each other with care and respect. The after school club leader will follow the school Behaviour Management policy procedures and will expect children in the after school club to adhere to the school rules at all times. Any child who behaves inappropriately will be reported to the Head of Junior Prep and a Behaviour Incident Report Form will be completed and given to parents.

Staff

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

Personal mobiles **must not be used** during working hours. There is a phone in the Barn for emergencies. Parents needing to contact the after school care leader may do so by calling the main school reception on ext. 6900. See EYFS policy on mobile phones/cameras/video recorder usage policy for further details.

The after school club leader has the use of an internal phone (ext. 6926) for any emergencies. At least two other members of staff will always be in the vicinity for support in an emergency.

The school Receptionist will be available between the hours of 5pm and 6pm if staff are not available in the Junior Prep department. The extension is 6900.

Should the ratios exceed 1:8 a second member of staff is always available to assist in supervising the children.

In the event of a fire

All children 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 children are supervised safely.

On exiting the building, the school's Fire Safety Officer will close all accessible doors and windows to prevent the spread of fire.

If for any reason the designated fire safety officer is 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 recognizes its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given in the after school club.

The after school club leader is the designated member of staff responsible for First Aid. This person has an up to date First Aid certificate and the second member of staff has an up to date Paediatric First Aid certificate. They are responsible for maintaining the correct contents of club First Aid boxes and administering basic First Aid when necessary and appropriate.

The after school club leader will check the First Aid box regularly 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 school nurse will assist with this if necessary.

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 First Aider will be notified and take responsibility for deciding upon the appropriate action.
- The First Aider 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 Headmaster or Head of Junior 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 after school club 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 after school club leader and any other staff involved.

Safeguarding

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

If a Child Goes Missing on Site during After School Club 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. At all times it is important to remember not to fluster the children. Do not set up a panic.
- 2)** The following checks will be made by the School Office:
 - Check electronic register to ascertain whether the child is in school
 - Check after school club register to ascertain whether the child attended registration
 - Check signing-out book
- 3)** Additional checks:

- Check with School Nurse or duty matron at the San
 - Check with the Reception to ascertain if the child has gone to the school office
- 4)** Once all the above have been checked, the Headmaster or Head of Junior Prep and/or a member of SMT, should be informed.
- 5)** This designated person will then carry out an internal search, checking all areas including toilet areas, San, free classrooms, Junior Prep and Little Oaks, 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 Headmaster is not aware of the situation, he must be informed immediately, wherever he is.**
- 8)** Conduct a fire drill and take a roll-call.
- 9)** Additional help to search a wider area should now be sought, including all roads leading from the school. 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 30 minutes.
- 10)** The Headmaster 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.

AFTER SCHOOL CLUB LEADER JOB DESCRIPTION

- ✓ To support children and provide for their well-being in a safe and caring environment.
- ✓ To take a register at the beginning of each session and ensure children are signed out at the end of each session.
- ✓ To organize and deliver activities appropriate to the age and interests of the children.
- ✓ To engage with the children throughout the session and not do personal work or chat for lengths of time with colleagues.
- ✓ To assist with Little Tea prior to activities and after school club.
- ✓ To ensure healthy snacks are provided and dietary requirements adhered to.
- ✓ To ensure high standards of good hygiene are practiced.
- ✓ To keep parents informed of any issues that may arise in relation to their child's attendance and behaviour. At times it may be necessary to complete a Behaviour Report Form.
- ✓ To participate in appropriate training that develops the ability to carry out the duties of the post.
- ✓ To participate in regular meetings with the Head of Pre-Prep with regard to running the club effectively.
- ✓ To keep a tally of the after school club sessions for billing at the end of the term.
- ✓ To administer First Aid if required and record and report all incidents as soon as possible.
- ✓ To order and purchase resources for activities as necessary.
- ✓ To dispose of any broken resources and keep all cupboards and boxes of equipment safe and tidy – complete the safety checklist every week and hand it to the Head of Prep-Prep every half term. Any major health and safety issues must be reported immediately and dealt with the same day.
- ✓ To undertake any other reasonable duties as may become necessary to ensure the successful running of the club.

- ✓ To ensure all equipment is stored away safely at the end of the day and the register is appropriately stored away until the next session. Staff may hand the register to the Head of Pre-Prep.

The after school club leader is required to be on site from 3.30pm to 6.00pm. If all children have been collected before 6.00pm, then time should be spent planning, organising resources, developing the after school club environment and ensuring areas are left clean and tidy.

Example of Programme of Activities: (these may change slightly depending on the availability of venues and peripatetic staff)

Lunch time activity – 12.30 to 1.00

	Monday	Tuesday	Wednesday	Thursday	Friday
Activities	TapDance Drama Tennis	Ballet Science Lego	Cooking Fitness Fun Scrumy's Rugby	Creative Learning Fencing	Gymnastics Rugby Gardening
After School Care	Creative Activities Games and Puzzles Story Outdoor Games	Creative Activities Construction Equipment Story Outdoor Games	Creative Activities Dressing up Puppets & Toys Story Outdoor Games	Creative Activities Indoor Games Story Outdoor Games	Creative Activities Story Outdoor Games

NOTES:

- At times the children will be allowed to watch a film. All movies viewed by the children will be 'U' rated. The time will not exceed 30 minutes.
- Outdoor games are weather dependent.
- All resources are stored safely in cupboards in the Barn. Any resources which are deemed unsuitable for use will be thrown away and new ones ordered in their place.

- The after school club leader is able to purchase new resources throughout the year. The Head of Junior Prep must be made aware of the order total before it is placed.