

PRE- AND POST-SCHOOL CARE SCHEME POLICIES

1. Introduction

The King's School runs a pre- and post-school scheme to look after pupils from 8.00am to the start of school and/or from the end of school until 6pm. Parents who would like to use the scheme should apply through the forms sent to all new parents, and details of timings and costs will be supplied. No Junior School pupils should be on site before 8.30am or after collection time unless they are in the scheme. The policies and procedures which follow should be read in conjunction with the joining instructions.

2. Behaviour

- 2.1 The care scheme aims to provide a safe and happy environment for all children attending. Children are expected to be responsible and courteous both to each other and to the staff. They are also expected to comply with instructions given by a member of staff.
- 2.2 Should a persistent problem occur then a member of the care scheme staff will contact the parent to discuss the issue.
- 2.3 On no account will a child be physically punished. However a child may be withdrawn from an activity for a time, given an alternative activity or be spoken to with regard to their behaviour.
- 2.4 Incidents of a serious nature will be recorded in the diary and parents of the child will be informed. If there is persistent uncontrolled behaviour it may become necessary to ask the parents to remove their child from the care scheme.
- 2.5 Whenever parents are on the premises, responsibility for their children passes from the care scheme staff to the parents.
- 2.6 Children are encouraged to set their own rules and codes of behaviour regarding such basic values such as sharing, not using bad language, looking after equipment and informing a member of staff if they are distressed for any reason.
- 2.7 This policy will be reviewed regularly to meet any specific requirements.

3. Administration of medicines

The parents of a child who needs to take prescribed drugs during care scheme hours should inform the care scheme in writing with full details of the name of the drug and the dosage. Only members of staff authorised by the Headmaster may administer such drugs.

4. Sickness

If a child becomes ill while at care scheme the parent will be contacted. The child will be placed in a quieter part of the room and kept under close observation.

5. Non-attendance, missing or uncollected children

- 5.1 If a child who is expected in the morning does not arrive by 8.30am the parents will be contacted.
- 5.2 If a child expected for an after-school session is not waiting to be collected from the Junior School or does not arrive from the Senior School the following procedure will be followed
 - the school attendance register will be checked
 - if the child was not in school, no further action will be taken
 - if the child was in school the play worker will check the bus stops
 - if the child cannot be located the play worker will telephone parents
- 5.3 If a child goes missing from the care scheme having previously checked in, the play worker will enlist the help of the duty Bailiff (and other staff still in school) to search for the child. If the child is not found the parents will be contacted.
- 5.4 It is expected that all children will be collected by 6pm. If a child is not collected at the end of an after-school session a member of the care scheme staff will stay, until they can be collected. In

the event of an emergency or where care scheme staff are unable to remain with the child, the child may be taken and left outside the bailiffs' office for safety, and parents will be contacted. In such circumstances the bailiff is not there to supervise the child, but is a contact person only.

- 5.5 Parents will be charged if they are late picking up their child and parents who are persistently late may be asked to remove their child from the care scheme
- 5.6 In the event of no contact with parents having been made after a reasonable time, Social Services may be informed (01244 973400; emergencies outside office hours 01606 76611)

6. Emergency evacuation

- 6.1 In the event of an emergency or the sounding of the fire alarm the children will be collected by the play worker to whom they are assigned.
- 6.2 They will walk to the assembly point (as indicated on the fire notices) by the approved route.
- 6.3 The senior play worker will check that all children are accounted for.
- 6.4 If the school is no longer usable, parents will be contacted and asked to collect their children as soon as possible. The senior care worker may take any appropriate steps to ensure, as far as is safe and possible, the children's warmth and comfort.

7. Safe conduct on outings

- 7.1 A register of children containing addresses and telephone numbers will be carried at all times.
- 7.2 A first aid box will be carried at all times.
- 7.3 All staff will be responsible for ensuring staff to child ratios are correct at all times.
- 7.4 If a child goes missing staff will enlist the help of the other members of staff.
- 7.5 If the child is not found, parents will be contacted.

8. Children with specific requirements

- 8.1 The senior play worker will liaise with the learning support coordinator concerning any children with special educational requirements who may attend the care scheme. The school will:
 - determine whether additional requirements are appropriate for any child with specific educational requirements
 - establish appropriate staffing to accommodate those children
 - ensure that all play workers are aware of the additional requirements of these children
 - encourage the pupils' integration into all aspects of the care scheme, so far as is reasonably practical
 - work in partnership with parents to support children with specific educational requirements
 - monitor the effectiveness of the scheme's policy on specific educational requirements.
- 8.2 In the case of any child with a recognised disability, the senior play worker will meet with the parents in advance of the child joining the care scheme to identify what additional arrangements will be necessary to enable the child to enter as fully as possible into the activities of the scheme.
- 8.3 This policy will be reviewed regularly to meet any specific requirement.

9. Drugs

- 9.1 The possession, receipt or supply of class A, B and C drugs, alcohol, tobacco or any other dangerous substance is forbidden.
- 9.2 Immediate action will be taken, in accordance with the school's drugs policy, in the event of any child possessing, receiving or supplying an illegal substance, while under the authority of the care scheme.
- 9.3 The care scheme leader, Headmaster or Head of the Junior School will deal with all incidents and parents will be informed.
- 9.4 The school's drugs policy is available for inspection by parents.

10. Child protection

- 10.1 The care scheme recognises that it has a duty to provide or ensure protection for children from abuse, in accordance with the schools Child Protection Policy.
- 10.2 Care scheme staff will bring any concerns about possible child protection issues to the attention of the school nurse (Sister Catherall), the Pastoral Deputy Head (Mr Harle) or to the Headmaster at the earliest opportunity.

10.3 The school's child protection policy is available for inspection by parents.

11. Complaints procedure

11.1 Complaints regarding any aspect of the care scheme should initially be raised with the playworkers.

11.2 If the issue remains unresolved a complaint should be addressed in writing to the Headmaster. The matter will be referred to the Governors if necessary.

11.3 The school's complaints policy and procedure is available for inspection by parents.

12. Equal opportunities policy

12.1 Care scheme staff will oppose discrimination and will ensure that the services provided are accessible to all and promote good practice. Parents' views on all aspects of the provision are encouraged.

12.2 The care scheme is open to boys and girls in the Junior School and in the first year (Remove) of the Senior School.

12.3 The care scheme offers all children, the opportunity to experience all activities and through these, to develop and grow. Staff actively encourage non-stereotypical behaviour and anti-discriminatory practices and include multicultural activities.

12.4 The care scheme will actively encourage recruitment of staff and volunteers of both sexes and value the diversity of experience and skill. Staff are encouraged to have access to organised training and to assess their own development needs.

12.5 If any incident of bullying, name-calling, racism or sexism is reported or observed by a member of the care scheme, this will be immediately challenged by the member of staff observing the incident. If the problem persists, then details of the incident will be recorded and passed on to the care scheme leader, who will contact the parents of the child/children involved.

12.6 The school's equal opportunity policy is available for inspection by parents.

12.7 This policy will be reviewed regularly to meet any specific requirements.

13. Health and Safety

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision, as they need for this purpose. The school also accepts responsibility for the health and safety of other people who may be affected by our activities. The school's health and safety policy is available for inspection by parents.