

After School and Holiday Care (Keep) Policy

Last Revision Date	August 2017
This policy is Reviewed by	Keep Supervisor
Group	Pastoral
ISI Reference	
Next Review Date	August 2018

Tick which category this document refers to:

ISI requirement to be made available	
ISI requirement to be on website	
Internal staff only	
Internal students only	
Internal staff and students	
Statutory requirement to have on website (non ISI)	

Key Contacts:	
Appointed person for the Keep:	Becky Bradshaw
Designated Safeguarding Lead (DSL):	Julia Sutherland
Designated Safeguarding Deputy and Lead for EYFS and Pre-Prep:	Karin Green
Lead Governor for Child Protection:	Chris Sutton
Lead Governor for Prevent:	Philippa Hoyle
Chair of Governors:	Matthew Searle
West Sussex Children's Services - Multi-Agency Safeguarding Hub (MASH):	Tel: 01403 229900 (Out of Hours – 0330 222 6664) MASH@westsussex.gcsx.gov.uk
Local Authority Designated Officer (LADO):	0330 222 3339 (Contact MASH in first instance)

The Keep Policy including children in the EYFS and under 3 years old

EYFS statutory guidance for pre and after school care

In accordance with the Statutory Framework for the Early Years Foundation Stage 2014 under Section 3 – The Safeguarding and Welfare Requirements it is a legal requirement for providers to ensure the following staff: child ratios

For children aged two:

- There will be at least one member of staff for every four children:
- At least one member of staff will hold a full and relevant level 3 qualification: and
- At least half of all other staff will hold a full and relevant level 2 qualification

For children aged three and over in registered early years provision where a person with Qualified Teacher status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children:

- There will be at least one member of staff for every 13 children: and at least one other member of staff must hold a full and relevant level 3 qualification.

For children aged three and over in registered early years provision where a person with Qualified Teacher status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is not working directly with the children:

- There will be at least one member of staff for every 8 children: and
- At least one member of staff will hold a full and relevant level 3 qualification:
- At least half of all other staff will hold a full and relevant level 2 qualification.

Great Walstead welcomes 2½ - 3 year olds to its out of school provision but recognises that specific staffing requirements for their welfare and supervision must be met. For this reason:

All such care for this age group needs to be pre-booked (except in emergencies)

The maximum number of under 3 children that can be accepted either to breakfast club or to the Keep is 4 at any one time.

If a child is booked in for breakfast club the Breakfast Supervisor will assign a member of the boarding team to look after all children over 3 whilst the Breakfast Supervisor looks after the welfare of any child under 3

If a child under 3 is booked into the Keep, the Keep supervisor will ensure that appropriate staffing ratios are in put into place.

The Keep runs during term time from 3.30 till 6 to provide care for children after school from nursery to year 3, for those whose parents are working, for children who have older siblings and finish at a later time and children who are doing extra activities and need wrap around care. We provide a friendly and relaxed but structured facility where children can play together.

During term time care can be booked on a daily or regular basis.

Term time

When the children arrive they are added to the register then given a snack and drink, after its free play till supper time. If the children have an activity they are taken by the after school activity supervisors for that day to their activity, they also return any children back to the Keep who are staying for supper. Children can be picked up any time till 6. After 6 they are taken down to be supervised by the boarding staff till they are collected.

Holidays

During the holidays the Keep is open for children from nursery through year 8, whose parents are working. We open from 7.45 and offer a continental breakfast. The day is filled with lots of different activities such as supervised play, swimming, craft, cooking, using the extensive school grounds, outside play, walks in the woods, rest time for the younger children after lunch.

The children bring their own packed lunch but are given a cooked supper at 5pm as is a mid-morning and afternoon

The Keep is staffed on a 1:7 ratio with a minimum of 2 staff. For children rising 3 there is a strict 1:4 ratio. Every day there is 1 senior member on duty with the number of assistants required that day. During Swimming a fully qualified lifeguard is also present. All the senior staff are fully qualified paediatric first aiders including the use of epi- pens.

Management of the Keep during the holidays for children under 3 years of age.

The Head remains the line manager of the Keep Supervisors whilst he is on site and easily contactable.

When the Head is away the Deputy Head will be on call for any issues that arise.

During all holiday periods the Keep supervisor will be informed which member of the Leadership Team is on duty and can be contacted in the case of an emergency.

Absentee and late pick up during school holidays

If a child fails to turn up for a session and there hasn't been any contact made by their parent's, the senior member of staff on duty will make a call to the child's parents.

Any child that is not picked up by 6pm, will stay in the Keep with a senior member of staff and an assistant while their parents are contacted and a person appointed to pick them up. The keep staff will not let any child go with anyone who has not been appointed by the child's parents. If necessary the Head will be notified.

Safeguarding

If any member of the Keep staff is concerned about the welfare of a child or if a child is in immediate risk of harm they must contact Becky Bradshaw who will contact MASH. In her absence Julia Sutherland, Karin Green or Chris Calvey should be contacted. If none of the above are contactable then MASH must be called who will advise accordingly.

The Keep Staffing Structure

Keep Supervisor

Becky Bradshaw: NNEB, Appointed person - child safeguarding course, Paediatric First Aid, Health and Hygiene certificate, Portage Home Teaching, Social Services Child-minding course, Safeguarding level 1, Channel Awareness course, Time to Listen course. Welfare officer for British Gymnastics trampoline club.

Assistant supervisors

Annette Vallance: Food and Hygiene, NVQ 3 Under 5 Childcare, Paediatric First Aid, Safeguarding level 1, Channel Awareness course.

Marilyn Slater: Hotel Management and Reception, Social Services Child-minding course, Paediatric First Aid, Health and Hygiene certificate, Safeguarding level 1, Channel Awareness course.

Marisa Upton: Senior Advanced Certificate for Acting, OCR level 1, British Horse Society instructors' qualification, Paediatric First Aid, Health and Hygiene, Safeguarding level 1. Channel Awareness course.

Danielle Jenkins: Paediatric First Aid, NVQ Level 3, Health and Hygiene, Safeguarding level 1, Channel Awareness course.

Zoe Wright - CACHE Level 2 Diploma in Childcare and Education - Level 2 Food Safety and Hygiene for Catering - Level 3 Early Years Educator - Paediatric First Aid (expires September 2019), Safeguarding level 1

Keep Assistants

Jessica Glauser: BTEC student, basic first aid, Safeguarding level 1, Channel Awareness course.

Molly Edwards: University student, Safeguarding level 1, Channel Awareness course.

Elsbeth Lunt: University student, basic first aid, Hockey Coach, Safeguarding level 1, Channel Awareness course.

Ellen Eade: University student, Safeguarding level 1, Channel Awareness course.

Christine Watson - Level 2 Food Safety in Catering, Professional Interior Design Diploma (PID) - Regent Academy, Paediatric First Aid, Safeguarding level 1, Channel Awareness course