



Saint Pierre School,
16 Leigh Road, Leigh-on-Sea, Essex SS9 1LE

Before and After School Care Policy

Policy Owner (Position)	Last updated by (Name)	Date of last review	Date next review due
Deputy Head	Peter Lane	30 th May 2022	30 th May 2023
To be read in conjunction with: Safeguarding Policy Health and Safety Policy First Aid Policy			

The 'duty of care' places a clear responsibility on all staff to ensure children are adequately supervised and safe at all times while in the care of the school. Supervision will usually be direct supervision e.g. in the classroom or on the playground for break time but may in some situations be "distant" supervision where pupils are in sight of the staff member.

At least 2 staff members will be present on site during all times that children are present. Early years ratios will be adhered to. A qualified paediatric first aider (PFA) will be present if nursery children are present.

Behaviour

During their time at school (including clubs, activities, breaks and trips) children are expected to follow the school ethos and rules. The school behaviour management policy applies at all times, including the rewards and sanctions.

Missing Children

In the event that a child goes missing, the following procedure will be undertaken:
Senior school staff will be informed of the missing child.
Senior school staff will contact the missing child's parents.
If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has not been collected by 5.00pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services may be informed. **A charge may be levied for late collection.**

Lesson Time Supervision:

This includes before and after school clubs:

Pupils should not be left unsupervised in any room within the school. When a teacher has to leave a classroom for any reason, she/he informs a colleague in an adjacent room and arranges for the supervision of his/her class. It is acceptable for a teacher on our main landing to temporarily supervise more than one class if the doors are open.

Individual pupils may be permitted to move about the school unsupervised with the permission of a teacher when necessary (for example to visit the toilet, deliver a message, collect equipment etc.). In such cases teachers must use their professional judgement as to the advisability of any individual pupil leaving the room and carefully monitor a timely return and pursue the matter (until the child is located) immediately if this is not the case (see "Missing Children" above). A child should always be accompanied by a responsible peer or adult if they are leaving the classroom for health or discipline reasons.

Early Years:

Within nursery legally required staff ratios are strictly adhered to, these ratios are as follows:

1-4 staff ratio for children aged 2.5 years,

1-8 staff ration for children aged 3 and above.

All staff are responsible for providing adequate supervision for the children whilst they attend the setting. Staff will use professional judgment to allow more capable children to visit the toilet independently, carefully monitoring a timely return of a few minutes before checking on them. Younger/ less able children are to be directly supervised when attending the bathroom to scaffold individual needs.

Within reception staff supervise the children at all times and children are not left unattended in the classroom. Children are encouraged to visit the toilet/bathroom area independently, with staff carefully monitoring their timely return. Where needed an adult will provide appropriate levels of personal care.

Dismissal of pupils

At Dismissal, class (or club) teachers will accompany their classes to the playground.

In the event of a child not being collected on time, staff will place the child in a club or teatime until the parent or guardian collects the child. In the case of a parent informing the school they are running a few minutes late then the child will be placed outside the secretary's office (in view) and monitored by an adult until the parent or guardian collects the child.

For children not being collected by the end of tea-time we call the relevant parent or guardian and arrange for the child to be collected from the main office as soon as possible.

Contact details for parents are available in the office or online via Integris.

Children who are attending after school-activities will remain under the supervision of the club's teacher until dismissal.

Student teachers, visiting teachers, instructors and facilitators

Class teachers are responsible for the supervision and oversight of the children in their class at all times. When visiting teachers, instructors and facilitators come to work with the class, teachers are to remain with the class.

Playtime Supervision

During the summer months, children may be taken to Chalkwell Park for breaks, but this will be agreed with SLT in advance. At all other times, outside play will remain on the playground situated at the rear of the school. Playground duty demands a high standard of care and in particular requires that teachers, teaching assistants, and other staff patrol the playgrounds to monitor and supervise all areas effectively, ensuring the gates are kept closed and secured.

If a child is requested not to go out at playtime due to illness, they will be accommodated outside the office unless alternative, individual arrangements have been agreed. Children who miss a playtime due to behaviour issues are supervised by a member of staff either outside the office or within the classroom. On occasions, older children may stay in classrooms to complete work or do other jobs for teachers (with the teacher's approval). This is acceptable providing that a member of staff is nearby and can be easily located. At such times the member of staff remains responsible for the care and supervision of the children they have allowed into their room.

At least one of the members of staff on duty must be on the playground at all times (Y1-6). If one person needs to leave the playground for any reason, such as taking an injured child to the office, they must ensure the other member of staff is present and aware that they are the sole person. Volunteers and students on work placements are not permitted to take responsibility for supervision in the playground; however, they can be used as a beneficial additional pair of eyes to help and support supervision.

EYFS staff must adhere to child ratios based on numbers attending daily in order to meet supervision needs. All staff should remain on duty, unless taking children to the toilet or administering first aid. In this event the member of staff leaving the playground must ensure other staff members are aware. EYFS may also use the allocated outside area situated at the side of Nursery and will be adequately supervised at all times (See equipment below). Bikes/scooters are also available to EYFS, but they must wear a bike helmet which has been fastened by staff in advance. The large sand area is accessible when staff open/ remove lids and is the responsibility of staff to secure at the end of break to ensure cats do not access the play sand.

Teachers on duty are encouraged to interact with the children. They must patrol the whole of the area they are responsible for. It is not appropriate for members of staff on playground duty to spend the whole time chatting to colleagues, listening to children read, marking books, or sitting on a bench. There could be potentially serious consequences if a child is injured at playtime, and the playground was inadequately supervised.

Use of play equipment during playtime:

Football may be played in the playground, using the goals provided on allocated days. Hoopla hoops are readily available for children to independently access and all other equipment including stilts and cup, tennis rackets /balls etc are available from the allocated storage boxes and should be used safely with care not thrown around or damaged by intent.

Staff should be vigilant of 'blind spots' in the playground; around the sides of the outdoor classroom and behind the pirate ship. Staff should move around so these areas are monitored on a regular basis.

The pirate ship is accessible at all times and requires staff to be extra vigilant. Children are regularly reminded of safety aspects in climbing and operating such equipment. Annual (by an external company) and daily (visual) safety checks are in place to ensure the equipment's suitability. Younger children are supported in climbing/dismounting and operating the pirate ship according to their individual needs.

EYFS children are also allowed to bring resources from the class outdoors including bubbles, chalks, cars/garage, dolls/prams etc based on their interests and EYFS staff ratios are adhered to.

EYFS have access to the outside area situated at the side of Nursery, where they can access the mud kitchen, construction wooden shapes, playhouse, sensory garden, bench, book pallet, large wooden balance scales etc. This area is checked regularly on a daily basis to ensure the suitability of resources. If damages or unsuitable resources are found, they are instantly removed or reported to a member of the SLT.

Toilet training and Nappy Changing (Intimate care)

At Saint Pierre our Children may attend setting still in pull-ups and on occasion nappies, which ever best suits their needs. We work in conjunction with parents towards toilet training unless there are medical or other developmental reasons why this may not be appropriate. Our bathroom provision along with hygiene practice accommodate children who are not yet toilet trained as well as those children who are toilet training. We see toilet training as a self-care skill that children have the opportunity to learn with the full support of both parents and staff. All EYFS Staff have a thorough knowledge of the safeguarding policy and would refer any issues that may arise to the Head of EYFS and designated person (Please refer to intimate care changing policy for procedures).