



# Farmhouse Before and After School Care Policy (including EYFS)

**This policy applies to:**

Farmhouse and Nursery Pupils

**Person responsible for the Policy:**

Assistant Head of Prep School (EYFS and KS1)

Last review July 2024

Next review July 2025

## **General**

**The Before and After School Club is available for pupils of Ardingly Farmhouse between the ages of 2 to 7 years.**

The Before school care runs from 8.00am to 8.30am.

The first session of After School Club runs from 15:45 to 16:30

The second session runs from 16:30 to 18:00

### **Principles of After School Care:**

This care is delivered, in accordance with the aims of the EYFS to ensure that we give all children the support they need to:

We endeavour to ensure that children “learn and develop well and are kept healthy and safe”. We aim to support children in their learning through “teaching and experiences that give children the broad range of skills that provide the right foundation for good progress through school and in life”. (Statutory Framework for the EYFS 2021)

To do this we:

- Recognise that all children are unique and special.
- Understand that children develop at varying rates (physically, cognitively, linguistically, socially and emotionally) and have their own talents and potential.
- Provide a safe, secure and caring environment where children feel happy and know that they are valued by the practitioners looking after them.
- Foster and nurture children’s self-confidence and self-esteem through their developing awareness of their own identity and role within the community.
- Teach them to express and communicate their needs and feelings appropriately.
- Encourage children’s independence and decision-making, and supporting them to learn through their mistakes.
- Develop children’s understanding of social skills and the values and codes of behaviour.
- Support children to develop care, respect and appreciation for others, including those with beliefs, cultures and opinions which differ from their own.
- Understand that through their play children practise and consolidate their learning, be creative with their ideas, experiment, take risks, solve problems and make decisions individually, both in small and large groups.

- Provide learning experiences through play, which reflect children's personal interests and areas of natural curiosity, in order to encourage and develop their natural desire, interest, excitement and motivation to learn.

### **Staffing**

- The Prep leadership team arrange the rota for ASC and the daily management of the provision.
- Should a member of staff be absent due to sickness, it is the duty of the Leadership team to arrange suitable cover, substituting other Prep staff.
- Staff who know they will be unable to fulfil their duty due to absence, such as training or trips, are responsible for arranging suitable cover and notifying the Head of Enrichment and Activities at least 24hours before the absence.
- Staff should inform the Head of Enrichment and Activities of any changes or adjustments to the usual duty schedule that they would like to arrange.
- There are always at least 2 members of staff on duty during the first and second sessions.

***Staff looking after children in the EYFS have the required qualifications.***

### **Safeguarding and Welfare of the children:**

- All staff caring for children in the ASC are employed by the College. They have the appropriate levels of qualifications, experience and expertise and are fully cognisant with the College Safeguarding and Welfare of Children Policy.
- All staff working with children have enhanced DBS (Disclosure and Barring Service).
- All ASC staff have access to First Aiders and our Medical Centre. First Aid kits are located around the Farmhouse site and the Friends' Barn.
- The Farmhouse rewards and sanctions policy is followed and corporal punishment is **never** used.
- No person may smoke, consume alcohol or be under the influence of drugs or medication which may impair their ability to look after children.

### **Safeguarding - keeping of records**

- Children attending clubs/activities are signed out of class by the form teacher and each club has its own register. On arrival to After School Care after their club children are signed in by the After School care staff.
- Staff sign out the children at the time of collection.

- Each child has a unique password which will be used by staff if they are collected by anyone other than their parents or legal guardian or if the member of staff is unfamiliar with the parent collecting them.
- Parents will be contacted immediately if the correct password cannot be given and the child will not be released into the adults care until their identity can be confirmed by the parents or legal guardian.
- All children are listed in the After School Club register. This information is provided by the Prep Office. The child's name is recorded on the day the session(s) is attended.
- Telephone numbers for contacting parents are available on iSAMs and in files in the school office.
- The College staff are aware of relevant legislation and aim to be fully compliant in all areas.

**Procedures for dealing with complaints:**

- If a parent has a complaint, they should refer initially to the Head of Enrichment and Activities or Assistant Head of Prep (EYFS and KS1) and thereafter follow the College guidelines which can be found in the Parents' Handbook or on the College website.
- For Early Years Foundation Stage, parents may complain to ISI and to Ofsted. The relevant telephone numbers/websites may be found in the Parents' Handbook and are displayed on parents notice boards.

**Routines:**

- All children who stay for After School Club are met in the selected venue (The Nursery or the Atrium depending on their age) by the staff that are on duty during the first session.
- The children play with the toys and resources that have been put out or requested.
- In the second session the children go to the toilet, wash their hands and prepare for their tea.
- Tea consists of a hot meal with a varied weekly menu.
- The children sit at a table, say a prayer and are expected to have good table manners at all times. Our members of staff sit with them.
- After tea the children continue to play and enjoy a variety of activities until such time as their parents collect them.

- Children are collected by parents and the marked off the ASC register. A time of collection is added where appropriate.

**Staff duties at the end of the session include:**

- Tidying toys.
- Checking and flushing toilets.
- Securing windows and doors.
- Turning out lights and ensuring all electrical equipment, such as computers, are turned off.
- Checking all buildings for any remaining staff or children before securing the site.

**General principles and practices**

**1. Health**

- The children are provided with a healthy and nutritious snack tea.
- Individual dietary needs are met.
- The children are protected from infection and are cared for if they have an accident or become ill.
- Hot tea is cooked following specific guidelines and a heat probe is used to test temperature of all cooked food.
- The children are encouraged to take part in regular physical play outdoors as appropriate.

**2. Safety**

- The children are protected by adults who are suitable and vigilant.
- The children are supervised in a clean and well-maintained environment.
- The children use safe and suitable toys and resources for the children's interest and leisure.
- Children needing to be change into clean clothing due to a toilet accident should be monitored by 2 members of staff at all times.
- Spare clothes are kept in the Nursery and in the Friends Barn or Atrium.

**3. Positive Experiences**

- The children are involved in a broad range of activities suitable for their age and energy levels.
- The children are encouraged to relate to a number of staff and to relate to other children.
- The premises and equipment are safe, suitable and the subject of risk assessments.
- All necessary measures are taken to minimise identified risks.
- The children are unable to leave the premises unsupervised.
- All precautions are taken to avoid people entering the premises without the knowledge of those looking after the children.
- No discrimination is exercised on grounds of race, religion, home language, gender, disability or learning difficulty.

**4. Behaviour and Management**

- The children are encouraged to display high levels of behaviour through positive praise and following school behaviour policy
- The children are all valued and included.
- Individual needs are met and diversity is valued.
- Staff work in close partnership with parents.

#### **5. Organisation**

- Staff are appropriately qualified, experienced and familiar to the children.
- Staff make the best use of their time to support the children.
- Staff make good use of the space and resources for the children.
- ASC accounts are managed by the ASC Leader and the Office.

This policy should be read in conjunction with the following additional College Policies and Guidance:

- Staff handbook
- Safeguarding and Welfare policy
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/974907/EYFS framework - March 2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf)