



## POLICY FOR CHILDCARE IN THE EVENT OF SCHOOL CLOSURE

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### Document Change History

Version	Author	Date	Change Details

## 1. Aims

- To provide childcare in the event of a school closure
- To offer a safe, secure and friendly environment in which children can enjoy a sociable time and be provided with a meal served in a relaxed and supervised environment, under the supervision of qualified staff.
- To promote healthy eating by providing a lunch.
- To provide a caring environment for children to enjoy their time together
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- To enhance the community spirit embraced by Hollesley and Waldringfield Primary Schools, contributing towards the extended school role.

## 2. Organisation

### **Opening Times**

These childcare arrangements will operate Monday-Friday 8.30am-4.00pm (with the exception of bank holidays). These arrangements will be in place from Monday 23<sup>rd</sup> March 2020 until further notice.

### **Register**

- Children will be signed in on the daily register and a member of school staff will sign out every child in the register.
- Children should hang up their coats and belongings once they have arrived and been signed in. Hands should be washed.
- Parents should use the front office to drop off and collect
- Each child's details, medical conditions, parent contact details and additional emergency contact information will be kept in the contacts file in the school office.

### **Staff**

- All staff are DBS checked and have had appropriate training, they are employed by the school and are known to the children
- A list of all staff members will be kept in the office along with a register of attendance which is taken daily.
- The staff will be organised into two teams (see appendix) and will work alternate days throughout this period

### **Staff Absence**

If a member of staff is absent, they must ring the Headteacher who will arrange cover.

### **Booking**

**Parents will be asked to book their sessions on a fortnightly basis (see booking form attached to this policy). Booking Forms should be sent to Sarah Wood via email**

([head@hollesley.suffolk.sch.uk](mailto:head@hollesley.suffolk.sch.uk) or [headteacher@waldringfield.suffolk.sch.uk](mailto:headteacher@waldringfield.suffolk.sch.uk)) by the Friday of the preceding fortnight.

## **Child Absence**

Parents are asked to inform Sarah Wood [head@hollesley.suffolk.sch.uk](mailto:head@hollesley.suffolk.sch.uk) or [headteacher@waldringfield.suffolk.sch.uk](mailto:headteacher@waldringfield.suffolk.sch.uk) if their child is not attending that day's session by 08:00. Parents are also asked to inform the staff of any changes to contact details, medical information or allergy changes as soon as possible for their child's well-being.

Any changes to requirements of sessions, also need to be communicated to Sarah Wood

## **Menus**

As you can imagine, during this uncertain period we ask for your patience regarding the menu. Your children will be provided with a meal each day at lunchtime. Please state allergies and food intolerances on the registration form. Allergy information is updated regularly and staff have access to this.

## **Cooking and Serving Facilities**

The school kitchen will be used for preparation and serving food. Catering staff have the appropriate Food Hygiene certificates and are employed by Vertas (Hollesley) and Edwards and Blake (Waldringfield)

## **Resources**

School resources will be used and children will be able to access resources as they normally would at school. All electrical equipment is PAT tested before use.

## **4. Policies and Procedures**

The staff will follow the School's policies and procedures. School policies particularly relevant include Health and Safety, Safeguarding and Child Protection and the Behaviour Policy.

## **5. Parental/Pupil Feedback**

Staff will have verbal communication with parents/carers bringing in or collecting their children. The Complaints Procedure is in line with school policy. Please inform the staff of any concerns, in the first instance. The school will not tolerate verbal/abusive behaviour towards any members of Hollesley and Waldringfield Primary Schools.

## **Guidelines for Children, written specifically for the pupils attending.**

We need to have rules to keep everyone safe, healthy and happy. You will be expected to follow these rules

- Follow adult instructions at once
- Be polite to everyone
- Respect other people's property
- Keep our hands and feet to ourselves
- Behave in a calm and quiet manner
- Do not leave the building once you have been signed in unless an adult gives you permission
- If you are not happy or if you have a problem, please tell an adult who will be happy to help you.

- If you have difficulty following these rules, then your parents will be contacted

### **Guidelines for Parents/Carers**

In the unlikely event of us having difficulty with your child's behaviour we will contact you. If your child does not follow the rules of the club, then after consultation with you and due warning, the child's place will be forfeited.

If you wish your child to attend please arrive at the front door from 08:30. Please do not send your child earlier than 08:30. Please collect or child by 4.00pm each day

### **6. Safeguarding**

In accordance with Safeguarding arrangements, all staff involved in the running of the childcare will have current DBS clearance and safeguarding training. These records are held in the school office. Staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must also follow the schools Online Safety policy and procedures.

### **7. Fire Procedure**

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit. They will congregate on the playground. The register should be taken outside and all names checked.

### **8. Medication**

Inhalers are kept in the medical room/staffroom cupboard. If a child needs an inhaler, they will ask a member of staff who will observe that the medication has been taken correctly. All other medication administered will follow the existing school policy.

### **9. Confidentiality of Documents**

Confidential documents are kept in the school office in a locked filing cabinet.

## Hollesley and Waldringfield Primary Schools

### CHILDCARE IN THE EVENT OF SCHOOL CLOSURE Parental Contract and Terms and Conditions

CHILDCARE IN THE EVENT OF SCHOOL CLOSURE WILL OPERATE EVERY MONDAY-FRIDAY (with the exception of Bank Holidays) COMMENCING ON MONDAY 23<sup>rd</sup> MARCH 2020 UNTIL FURTHER NOTICE

Parents whose work is **critical** to the COVID-19 response include those who work in the sectors outlined below. Many parents working in these sectors may be able to ensure their child is kept at home. And every child who can be safely cared for at home should be.

Please, therefore, follow these key principles:

1. If it is at all possible for children to be at home, then they should be.
2. If a child needs specialist support, is vulnerable or has a parent who is a critical worker, then provision will be available for them. Preference will be given to families where both workers are critical workers or in the case of sole parents

This childcare is for the children of critical workers during the COVID-19 outbreak and those children who are classed as being in a vulnerable group. Vulnerable children include those who have a social worker and those with education, health and care (EHC) plans.

#### CRITICAL WORKER SECTORS

- Health and Social Care
- Education and Childcare
- Key public services
- Local and national government
- Public safety and national security
- Food production and distribution
- Transport
- Utilities, financial and commercial services

Before we can accept your booking, you must read and agree to the following terms and conditions:

- Before bookings are made you must register your child, even if you only intend to use the childcare occasionally.
- Regular bookings must be made a fortnight in advance.
- Children who are ill, cannot attend the club and in the event of sickness or diarrhoea must be off for 48 hours after the sickness or diarrhoea has finished.
- If your child is ill whilst at childcare, staff will contact you to collect your child.
- You must inform us, preferably in writing, if anybody else, other than those listed on the registration sheet, will be collecting your child.
- Please do not arrive late to collect your child. Children can become distressed if they think they have been forgotten. If lateness is unavoidable then please telephone us, ringing through to the kitchen.

- Parents who are more than 15 minutes late collecting their child after 16:00 will be spoken to by Mrs Wood
- Any child left for more than 30 minutes with no contact from parents will result in Social Services and/or the police being contacted.
- Staff will administer medicine such as those provided for asthma, diabetes etc. Staff will not administer non-prescription drugs and no children should be in possession of them.
- Should you have cause for complaint about childcare there is a formal complaints procedure. We hope any concerns can be sorted out informally with the staff or Headteacher.
- Parents should collect from the front entrance and not walk around to the back of the school.
- Parents must inform the school of any change of address, changes in personal circumstances or contact details.

The school is registered under the Data Protection Act for holding personal data and is compliant with the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) May 2018. The school has a duty to protect this information and to keep it up to date. Please see our Privacy Notice for further information.