

# Before and After school Policy

## Amendments and Reviews:

- |                  |                             |                           |
|------------------|-----------------------------|---------------------------|
| • Implemented    | 01 Sept 2014                | Laura Leigh Wayman        |
| • Updated        | 16 Feb 2016                 | Sara Bradley              |
| • Updated        | 06 <sup>th</sup> March 2017 | Carla Gibson              |
| • Wording update | 19 Feb 2018                 | Laura Davies              |
| • Updated        | 05 October 2018             | Gareth Davies             |
| • Updated        | 12 August 2020              | Gareth Davies/Dawn Crosby |

# Child's Play Private Nursery Ferryhill

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## Policies and Procedures

### Before and After School Policy

Child's Play Private Nursery prides itself on offering a high quality before and after school service to children and families who attend local primary schools near all four of its existing sites in Ferryhill, Chester-Le-Street, Seaham and Hartlepool. Children using this facility will be 'looked after' and 'cared for' with the settings Innovators group.

Despite the length of attendance time families are charged one single fee. Invoices are produced as and when families book in to use the service. A full normal registration process is to take place.

**Before School Service:** The services on offer include:

- Breakfast
- Play and Educational Activities and Experiences
- Transport/Staff Escort from Child's Play Private Nursery to school.

**After School Service:** The services on offer include:

- Transport/Staff Escort from school to Child's Play Private Nursery.
- Evening Snack/Tea
- Homework Support
- Play and Educational activities and experiences.

**Staffing Procedures:**

- Ideally only allow a level 3 trained staff members to 'drop off' and 'pick up' independently but on rare occasions staff members who hold a level 2 qualification may drop off and pick up however this must first be approved by the Nursery Manager.
- Ratio requirements must be adhered to as stated in the Statutory Guidance.
- All staff members dropping off or picking children up must be Pediatric First Aid trained.
- A risk assessment must be completed before each collection or drop off from each individual school. A detailed risk assessment must also be carried and reviewed for all collections and drop-offs as and when necessary, minimum of 6 monthly.
- Staff must be onsite ready to collect or drop off 5 minutes prior.
- Staff must conform to all other policies and procedures and act professionally at all times.

**Staff Cars:** Management staff should have appropriate insurance to collect and drop off children in their own cars. No other staff members are authorized to do so unless authorised by the Management Team and specific insurance cover is in place. (Copies of relevant insurance documents should be filed in staff members personal file.)

All other collections carried out by other members of staff should be done on foot or via public transport. All staff should consult the Out and About in the Local Community before carrying out collections and drop-offs.

**Procedure for liaising with the school and/or provisions:** Staff are you email the schools prior to first collection to inform the setting that we have be contracted for collections. This will also mean that we can open up a line of 'information sharing' should become applicable to safeguard the child or support any developmental or health concerns.