



# Holiday Club Policy

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**Document Owner:** *Jacky Shackel (Head of Prep School)*

**Description:** This policy outlines the School's approach to the running of school led Holiday Clubs on the school site.

**Note:** This Policy does not cover the activities run by the Ultimate Activity Club or any other outside organised clubs.

## OUR SCHOOL AIMS

- ❖ *To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.*
- ❖ *To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.*
- ❖ *To instil and nurture a strong sense of social responsibility, integrity and environmental awareness so our pupils positively contribute to a sustainable and just society.*
- ❖ *To guide each pupil in the discovery, delight and development of their individual gifts, talents and character.*
- ❖ *To create and sustain an inclusive contemporary school culture, where diversity, difference and individuality are recognised and celebrated.*
- ❖ *To prioritise physical and emotional wellbeing across every facet of our school community.*

## **1.0 OUR ETHOS**

- 1.1 Lingfield College is committed to providing a welcoming, safe and secure environment. A happy and caring atmosphere is essential and to promote this all staff are responsible, caring and conscientious.
- 1.2 We believe that the out of school care clubs should be fun, relaxed, and informal. Our wide range of play based activities providing the children with opportunities to participate in sport and physical games, relaxation, art and crafts, reading and writing.

## **2.0 STAFFING**

- 2.1 All adults providing the Holiday Club are suitable to do so.
- 2.2 The Holiday Club is coordinated by Daisy Nicholson (Reception to Y6). Nursery children will be able to join Nursery on an ad-hoc basis throughout the holiday, therefore Tiffany Vickery, the Nursery Manager, will coordinate this.



- 2.3 Staff leading the club will be either a qualified Teacher or an experienced Teaching Assistant with a level 3 Diploma or an experienced member of staff with appropriate safeguarding training. They will be either supported by an experienced Teaching Assistant that works at the school throughout the year or a student from our Senior School who is aged '16' or older. The ratio of qualified and experienced staff working in the Nursery will be the same as during term time.
- 2.4 All staff and volunteers (including any 6<sup>th</sup> form students) working with our children are:
- carefully selected and vetted through the HR department;
  - DBS checked;
  - given annual fire training and H&S briefings;
  - required to read the Safeguarding policy and undergo a safeguarding briefing;
  - read appropriate documents such as the current Keeping Children Safe in Education;
  - committed to adhere to the School's Staff Code of Conduct and Safe Working practice Agreement.
- 2.5 The club is overseen by the Head of the Prep School.
- 2.6 There are always First Aid trained staff working at the club, including a member of staff with First Aid at Work certification on site. A list of staff with first aid training is stored on the Intranet and displayed at key places around the school.

### **3.0 ORGANISATION**

- 3.1 Parents are made aware of an outline plan of activities to take place inside and out throughout the day, prior to the club starting.
- 3.2 Children are greeted by a member of staff at the beginning of the day.
- 3.3 Staff sign the children in and out each day.
- 3.4 Staff will only hand the children over to their parents/carers once they have been signed out.
- 3.5 Parents will be given the Foundation Stage Office telephone number to contact the Nursery if they need to. For Reception to Year 6 a confirmation email is sent to parents with a school phone number which they can ring in case of difficulties/changes on the day.
- 3.6 All children are supervised throughout the day and during snack and lunch times.
- 3.7 This Holiday Club is mainly for pupils from Lingfield College, although there may be exceptions. The Nursery ad hoc sessions are held in the Nursery classrooms with full access to the Prep School grounds.
- 3.8 Year Reception to Year 6 use the Prep School Sports Hall, the Science classroom plus the Prep School grounds.
- 3.9 Toilets and hand basins are located adjacent to the Sports Hall, Art Room, Foundation Stage Kitchen and the Nursery classroom.
- 3.10 Children have access to a secure playground with climbing apparatus, enclosed by a wall and locked gates.
- 3.11 Nursery will be open for '50' weeks a year regardless of how many children are attending, however the club for Children in Reception to Year 6, viability of this Holiday Club will be a minimum of 4 children attending each day.



#### **4.0 PHYSICAL ENVIRONMENT AND SAFETY**

The following actions will be taken to secure the physical environment and secure the safety of the pupils:

- All children bring into the club their own bikes/scooters with a helmet that children must wear while using this equipment.
- All other equipment that children use throughout the day is checked before and during their use.
- The children's health, safety and well-being are always paramount .
- There is a first aid kit in the Nursery area and Sports Hall. When taking children around the school, a first aid kit is taken with the staff member. There is a defibrillator machine in the Prep School Office.
- Staff supervise the children when out on the playground and in the grounds and are expected to be vigilant.
- Children are expected to sit at the table or on a blanket when having a picnic. During snack/lunch, if the tables are used, they are cleaned with anti-bacterial spray by the staff.
- Children are encouraged to sit down when they have a drink.
- Staff/pupil ratios are always observed. This is 1:8 for pupils age 3 to 8 and 1:10 for children over 9 years old.
- There are always at least two members of staff on duty.
- Children's medical/allergies are known.
- Parents give emergency contacts and phone numbers.
- Risk Assessments are regularly undertaken.
- If children are unwell, parents will be contacted. Staff have records of contact details for all parents.
- Parents will provide their children with a drink and a snack; hot lunch is provided.
- The children have access to water at all times during the Club and are encouraged to drink, as well as eat their food.
- Cups and jugs of water are provided. These are washed in the dishwasher at the end of each session. Children are also encouraged to bring their own water bottles. Policies for Failure to Collect, Missing Child, Safeguarding etc. are all adhered to. All Staff have had regular Child Protection/Safeguarding Training.

#### **5.0 SCHOOL EQUAL OPPORTUNITIES**

- 5.1 The Holiday Club embraces the Lingfield Equality Policy. Equality of care is provided for all children regardless of race, culture, gender or ability. Throughout the club sessions and activities, all staff interact with the children as individuals in their own right. We are committed to integration of any



child with a special need and ensure they have access to the same opportunities and take part in all aspects of the club activities they choose to do.

- 5.2 Positive expectations are made of all the children and anti-discriminatory and anti-bias practices are always implemented .
- 5.3 We foster high self-esteem and self-worth amongst the children and place value on all their achievements, providing positive reinforcements and valuing each child's uniqueness, regardless of their gender or ability.

## **6.0 LEARNING DIFFICULTIES AND DISABILITIES (INCLUDING SPECIAL EDUCATIONAL NEEDS AND DISABILITIES)**

We believe that all children have individual needs. Children requiring special consideration include those who:

- have a physical or sensory need
- have a general learning difficulty
- are underachieving or more able
- have a social or emotional problem
- have a behavioural problem
- have a first language other than English

## **7.0 BEHAVIOUR**

- 7.1 Lingfield College has policies to deal with behaviour and bullying and the Holiday Club operates within their guidelines.
- 7.2 We reinforce children's positive behaviour and attitudes.
- 7.3 With explanation we divert and remove children from unacceptable situations.

## **8.0 WORKING IN PARTNERSHIP WITH PARENTS AND CARERS**

Lingfield College will work with parents and carers:

- School provides lunch and tea for the children, parents provide drinks and snacks for the day.
- Parents are made aware of an outline plan of the Club activities prior to the club starting.
- Parents can talk to staff at the end of the club session or make appointments to meet with staff if this is not possible. They can also communicate via email.



## 9.0 DOCUMENTATION

In order to register for the Holiday Club, parents complete an online form and send it to Emma Ebert. This can be done on a termly basis or ad hoc. Nursery parents complete a separate form that is issued from the Nursery.

- Registers are taken by staff at the start of each respective club.
- The staff have copies of the names of the children attending each club session.
- Parents must sign to acknowledge when they have dropped their children off and when collecting from the Holiday Club.

## 10.0 CHILD PROTECTION AND SAFEGUARDING

(Refer to Safeguarding Policy and Whistleblowing Policy)

10.1 Staff in the Holiday Clubs share the objective of Lingfield College to help keep children safe by working to:

- Provide a safe environment for children.
- Identify children who are at risk of, or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe.
- Ensure that the welfare of the child is paramount.

10.2 All staff have responsibility for child protection and safeguarding and for ensuring they are aware of procedures. The procedures are set out in the school's Child Protection and Safeguarding Policy. The Designated Safeguarding Leader, Jacky Shackel (Prep School) and Emma Parsons (Senior School) should be informed of any concerns, but ultimately the Headmaster is responsible.

10.3 During the hours that Holiday club is open there will be a Designated Safeguarding Leader (DSL) working in the Early Years Foundation Stage who can be contacted between 7.30am and 6.30pm.,

- Safeguarding concerns are shared with the relevant local authority - if we have children who live outside of Surrey, we do have the Children's services referral numbers for the local authority areas (refer to Safeguarding and Child Protection Policy).

10.4 When Holiday Club is running if staff have any Safeguarding concerns please call either:

- The Foundation Stage on Ext 252 or Ext 276, Ext 253. Tiffany Vickery on 07877 181286
- The Prep school DSL - Jacky Shackel on 07751 486443
- The Prep school Deputy - DSL Christina Hubbard on 07974 686959

Last reviewed August 2022

Next review due August 2023

