

Date: October 2023
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Responsibility: ECF/DMF



DAME ALLAN'S SCHOOL POLICY RELATING TO AFTER SCHOOL CARE ARRANGEMENTS

After school arrangements at Dame Allan's Schools refer to pupils in school after the end of the school day.

Junior School

Pupils may stay in school until 5.45 p.m. Pupils in after school care will be given a snack and have access to a selection of interesting games and recreational activities under the close supervision of specially appointed staff. There is a flat-rate charge of £5.00 per session for after school care. Fees will be collected by means of an invoice from the Schools' bursary, sent half-termly in arrears.

All children must be booked into after school care, which can be pre-booked for regular attendance, or booked on a daily basis. Attendance is confirmed with pupils during morning registration. In an emergency, telephone bookings will be accepted on the day. Children must be collected by a responsible adult known to the Schools and named on the Arrangements for Collection of Pupils form. The latest time for collection from after school care is 5.45pm.

After school care for children in Years 1 to 6 is located in the Elliott Ward room and the children in Early Years are supervised in the Nursery.

If your child is in after school care and you wish to contact a supervisor the telephone numbers are:

- Nursery and Reception: 0191 224 6776
- Years 1 to 6: 0191 224 6775

Senior Schools

Pupils may stay in school at the end of the school day under the following circumstances:

1. Where they are involved in a staff run activity after school (for example, games training, music, drama or dance rehearsal). Under these circumstances, individual members of staff running the activities are responsible for the pupils in their care. Pupils involved in such activities may go into after school provision once their staff run activity is completed.
2. The library is available for quiet study between 3.45pm and 5.45pm. The library is supervised and all pupils will be required to sign in and out. Pupils in Years 10 and 11 staying after school must go to the library. If there is room, pupils in other year groups may choose to study there. On days when the library has to close or close earlier, all pupils will be required to go to the dining hall for after school care.
3. Where they are attending the after school care provision either in the dining hall or (weather permitting) outdoors on the playing fields when there is direct supervision by a member of staff. This provision is available between 3.45 and 5.45 p.m. daily. Each of these areas is supervised by staff.

Parents are required to give their permission for pupils to use the after school provision. The following pages detail practices and policies related to after school care provision and provide parental permission forms. They are designed to ensure the safety of all the children in our care.

Procedures and behaviour (Junior and Senior Schools)

The following procedures and code of conduct must be followed:

1. Signing in and out

At the senior schools, all pupils making use of after school provision must sign in at the start of the session and also be signed out at the end of the session. They must enter and leave the Dining Hall by the door at the Fowberry Crescent end of the buildings.

Pupils may sign themselves out if their parents/guardians have granted permission for them to do so. Where such permission has not been given, pupils may only be signed out by a parent or other responsible adult known to the Schools and nominated on the permission form.

At the Junior School, the person collecting the child must sign to indicate that they have left the provision.

2. Behaviour in after school provision

The following code of conduct is applicable to all pupils making use of the after school provision:

Pupils may not leave the Junior School provision or the Senior Schools' Dining Hall other than to leave the site to go home or when collected by their parents, unless there is an emergency evacuation when they should follow the Schools' evacuation procedures. For safety reasons, pupils are not allowed out of the school grounds whilst waiting to be collected.

In the Dining Hall at the Senior Schools:

- Pupils should follow any instructions given by the after school care supervisors promptly and politely.
- Pupils must sit on the benches provided.
- Mobile phones may only be used for short calls such as messages to and from parents.
- All litter must be placed in the bins
- Pupils should ensure that they do not leave their belongings in the Dining Hall after they have left in the evening.

A number of games and activities are available for pupils in after school provision.

3. Collection of pupils

Parents must ensure that pupils who are not permitted to sign themselves out of the provision are collected by 5.45 p.m.

If pupils are not collected by 5.45 p.m, the procedures set out in the Schools' Missing or Uncollected Child Policy (see Appendix 1 below) will be followed.

Communication with staff supervising after school provision is by phone. The numbers are as follows:

- Senior Schools: 0191 275 1509
- Nursery and Reception: 0191 224 6776
- Years 1 to 6: 0191 224 6775

If any child is not collected twice in the course of a half-term by 5.45 p.m., the Schools will inform the parents/guardians that the after school service is likely to be withdrawn following any further infringement.

The lead after school care supervisor will inform the Vice Principal (Pastoral) or the Head of the Junior School, as applicable, of the name of any pupil falling into this category so that a letter can be sent home.

The Schools reserve the right to withdraw the after school care facility from any parent/guardian who persistently fails to collect their child(ren) and may also need to

contact Social Services in such circumstances. If any parent/guardian is aware of problems they face which may lead to non-collection, it is their duty to inform the school at the earliest opportunity and alert the school to a possible problem.

N.B. Any child in the after school care provision on Parents' Evenings who has not been collected by 5.45pm will be taken to the foyer to wait while parents finish their consultations. Any child who is in an after school activity that finishes after 5.45pm should go to the foyer to await collection.

4. Lost pupils

Should any child become lost during the course of after school provision, has not been signed out of school and is not involved in a co-curricular activity, the procedures set out in the Schools' Missing or Uncollected Child Policy (see Appendix 1) will be followed.

Appendix 1: MISSING OR UNCOLLECTED CHILD POLICY (APRIL 2023)

PROCEDURE FOR WHEN A PUPIL IS MISSING

All pupils are registered prior to the first lesson in the morning. Registration is taken again after lunch. Lesson registration is taken each period in the Senior School on iSAMS. A list of absentees is held in the Junior and Senior School offices and is available on iSAMS. Therefore, for the purpose of this policy, the term MISSING refers to a pupil being not present without authorisation or explanation. On occasions when a staff member identifies a pupil as missing from their expected location, immediate action is required as outlined in the procedures below. A pupil may be identified as missing:

- After an absence at morning registration is not confirmed by the office staff's contact with home
- By comparing pupils in a class with the day's absence list (on iSAMS)/ lesson registration (Senior School)
- On reconciliation with the afternoon registration
- By a report of a missing child by a fellow pupil

Any member of staff discovering a discrepancy should immediately try to ascertain a pupil's whereabouts by asking other class members if they know where the pupil is and checking trip/fixture information. If there is any degree of uncertainty a member of staff will notify the relevant School office who will:

Contact and check with staff such as the Form Teacher or Head of Year to assess whether the absence is expected, the School Nurse to check the sick bay, Snug, counselling appointments or medical emergencies, the Drama and Music departments for a scheduled LAMDA or music lesson. They will also check there are no public transport difficulties, and re-check all lists of trips out of school and the signing-out book at Reception.

If the pupil is still found to be missing, the school office will immediately:

- Inform the VP (Pastoral) and/or the Director of Pupil Wellbeing/Heads of Schools in the case of senior pupils; the Head and/or Deputy Head of the Junior School in the case of the Junior School or the Head of Early Years in the case of an Early Years pupil.
- A search of the premises will be organised.
- If the pupil is not found by these means, and within 15 minutes of the start of the search, we will obtain a senior school pupil's mobile phone number from a peer and attempt to contact them in this way.
- The child's parents will be contacted at the same time in order to determine whether the child has been collected for an out of school appointment.

- If following these actions the child is still missing, the police will be contacted in consultation with the parents.

If a child appears to be lost during after school provision and has not been signed out of school the following actions will be taken:

- One of the supervisors will inform a member of the management team who will search the premises along with the supervisor. In the case of a senior pupil, efforts will be made to contact the child using their mobile phone or home phone number.

If the child is not found by these means, and within 15 minutes of the start of the search the parent(s) will be contacted to determine whether the parent has collected the child without signing the child out.

If these means do not determine the child's whereabouts, the police will be contacted.

In both circumstances, the Schools are aware that contacting parents in such circumstances can cause great anxiety, but the overriding concern is the pupil's safety and wellbeing.

If the pupil is found, or the incident is otherwise resolved, those involved in the incident will be directly informed by the School office. The police will be informed if they have been involved.

If the incident is considered serious, with a risk of harm to the pupil, the circumstances will be discussed at a senior level and a review of policy and procedure will be undertaken. A senior member of staff involved will discuss with the pupil and the pupil's parents the events surrounding the disappearance and support or sanction will be considered as appropriate.

UNCOLLECTED CHILDREN

Formal childcare provision ends at 5.45pm on each day of the week. If any child remains uncollected at this point the following procedure will be implemented:

- Parents/guardians will be contacted to establish the reason why the child has not been collected. A note will be made of the name of the pupil concerned, along with the date of the problem.
- If the reason is a delay (traffic, etc), the supervisor will advise whoever is on their way to collect the child that they will need to be collected from the school foyer/reception area.
- Any children still in school at 5.45pm will be escorted to the foyer/reception area by the supervisor, who will then inform a member of the management team of the situation and likely length of delay.

- Senior management will ensure the child is not left alone on the premises until the school cleaners lock and alarm the building at 6.30pm. BEYOND THIS TIME THE CHILD CANNOT REMAIN ON THE PREMISES.
- If the child has not been collected by the time the building is locked, they will be taken to the school gates to await collection. A member of teaching/support staff will stay with them until they are collected by their parent/guardian.
- If contact cannot be made with parents or an alternative emergency contact then social services will be contacted.
- Under no circumstances will a member of staff take responsibility for transporting a child home.

If any child is not collected by 5.45pm twice in the course of a half-term, the Schools will inform the parents/guardians that the after school service is likely to be withdrawn following any further infringement.

The lead after school care supervisor will inform a member of the senior management team of the name of any pupil falling into this category so that a letter can be sent home.

The Schools reserve the right to withdraw the after school care facility from any parent/guardian who persistently fails to collect their child(ren) and may also need to contact Social Services in such circumstances. If any parent/guardian is aware of problems they face which may lead to non-collection, they should inform the Schools at the earliest opportunity and alert the school to a possible problem.

N.B. Any child in the after school care provision at the senior school on Parents' Evenings who has not been collected by 5.45pm will be taken to the foyer to wait while parents finish their consultations or will be supervised by a senior member of staff in the Dining Hall should numbers require that.

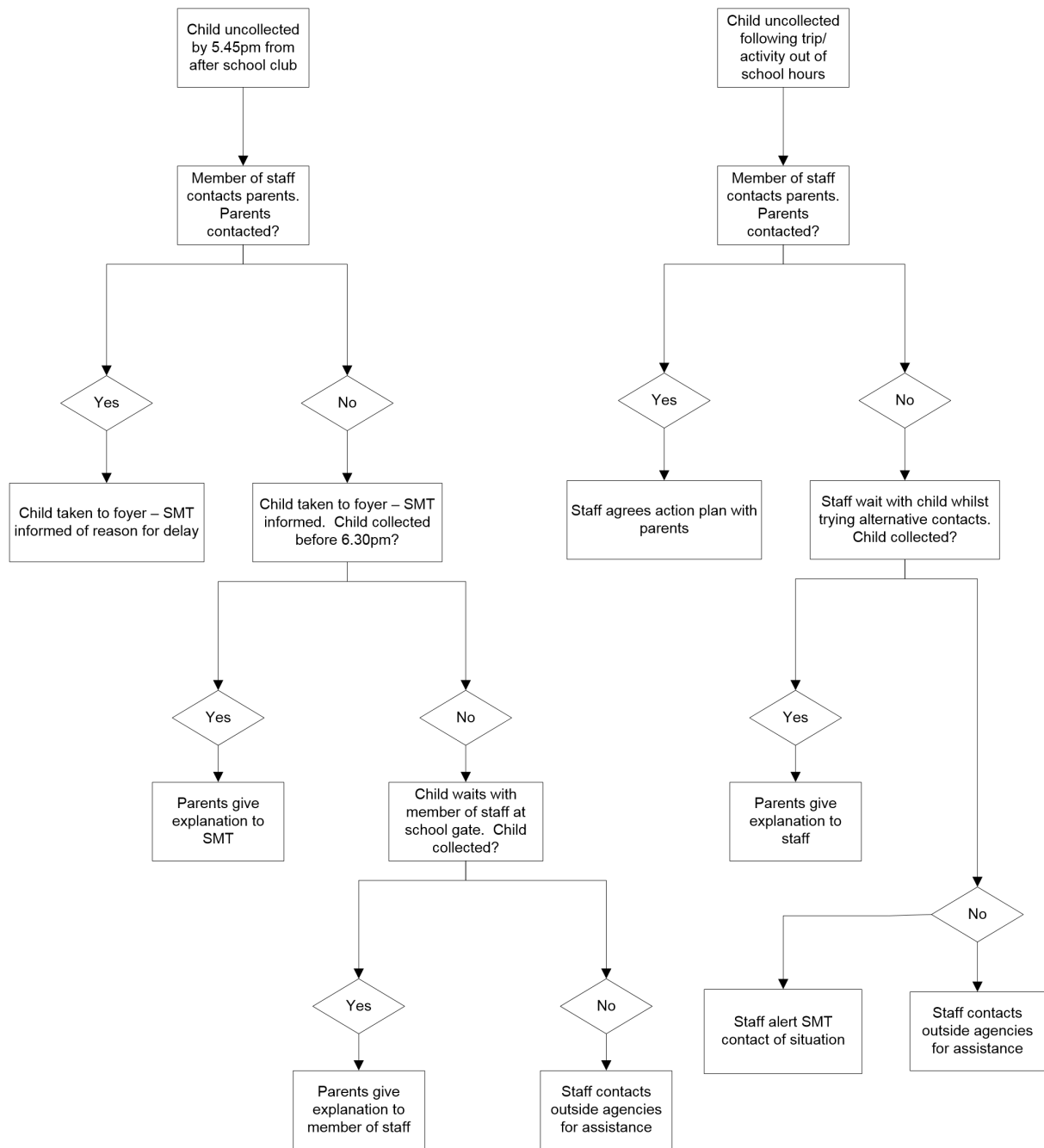
If any child who has not made arrangements to travel home independently remains uncollected following:

- An event or activity in school that finishes after 5.45pm
- An event or activity out of school that returns to school after 5.45pm
- An event or activity taking place off site.
- An event or activity at a weekend or in the school holidays.

The supervising member of staff will remain with the child and attempt to contact parents and/or emergency contacts.

If contact has not been made within (30 minutes) of the agreed collection time then the member of staff will contact social services for assistance. Under no circumstances will a member of staff take responsibility for transporting a child home.

Uncollected Child Policy



Please see the Safeguarding and Child Protection Policy for the contact numbers of Social Services (contact the child’s local authority)

In case of emergency, call the police on 999