



THE St SAVIOURS HANDBOOK

Updated October 2020

This site-specific handbook supports the General Handbook, Policies & Procedures document, and Risk Assessments

Information:

St Saviours Infants School
Spring Lane, Larkhall, Bath, Somerset, BA1 6NY
Ofstead number: 2603914

General Manager and SuperPirates Designated Safeguarding Lead: Jason Prentice
Club Manager and EYFS Key Person: Alma Foster
Session Leader and EYFS Key Person: Caleb House
School Designated Safeguarding Lead: Sophie Hunt
School Deputy Designated Safeguarding Lead: Joe Beament

Working hours:

Manager and session leader - 2:35pm - 6:10pm
Playworkers - 3pm - 6:05pm
Children - 3.15pm - 6pm

Adult to child ratio:

Age 3-4: 1:8
Age 5-7: 1:10
Aged 8+: 1:15

Gate codes:

Playground gates: 1943

All SuperPirates staff must sign in and out as a visitor every day and wear a visitors badge while on site.

Also see corresponding risk assessments.

For 2020, read in conjunction with the Response to COVID-19 Risk Assessment.

Briefing

One staff member must complete the Setting Up health & safety checklist on the tablet, found here: www.superpirates.co.uk/checklist. Manager or session leader must check the register to identify the number of children attending and any medical needs they may have. Ensure all staff are aware of any allergies the children may have. Furthermore, the manager must brief staff; sharing messages for the day, any concerns and plans. The manager will assign duties and areas for staff to manage to ensure everyone is spread as evenly across the space as possible. Finally, ensure that at least two members of staff have a working walkie talkie to communicate the movement of children indoors and out, and in case of an emergency.

Set up

The hall must always be to offer a range of activities that support different types of play. These are; small world, imaginative role play, construction, reading, arts and crafts, physical activity and space to relax. Create play areas with consideration to individual needs of children attending that day. Some resources are kept in the container in the courtyard outside of the hall, and the rest are kept in the corner of the hall on shelves. It is important that the areas are set up to look inviting and exciting for the children!

Water station

There must always be water available to children. They can use their own water bottles if they wish, but the water jug and cups must be out and accessible. Staff should encourage children, particularly EYFS children, to drink at regular intervals.



Collection

At least one member of staff needs to cross over to the Junior school to collect the Junior children. There is one collection point at the end of the corridor by the year four classrooms. Here the member of staff will wait by the table for children to leave their classrooms, the staff member must ensure their teacher has witnessed the children arriving into Super Pirates care. Here the Super Pirate should show how pleased they are to see the children, and ask them about their day!

The other collection point for the Junior school is near the wooden gazebo on the bottom playground, facing the climbing frames and year six classrooms. Similarly, the staff member will wait here for children from year five and six to come to them, ensuring their teacher has witnessed their collection. Again, children should be asked how they are and what they did that day.

Once children from both ends of the Junior school have been collected they will congregate in the hall to prepare for departure to the Infant school.

Should attendee numbers be low, and only one member of staff is present to collect children from *both* collection points, they must first collect the year threes and fours from the top. Then they must walk with those children and wait at the second pick up point to collect the rest of the children. Again, all children must be taken to the hall to prepare for departure.

In the meantime, one member of staff must wait in the Infant school hall for children to arrive. Teachers will drop off the infant children at around 3.25. While waiting, the staff member should use this extra time to arrange play resources to look interesting and inviting!

NOTE: Mandy (St Saviours Employee who works alongside Super Pirates at after school club) will fulfill this role on Mondays, Tuesdays, Thursdays and Fridays. However, on Wednesday Mandy does not work. Therefore on Wednesdays one Super Pirate will need to wait for the Infants.

Journey to the Infant School

Once all the children are in the hall they should collect their belongings and line up by the door. A Super Pirate must do a headcount. Here also, the Super Pirate must check that anyone who needs medication has it in their bag. If not, the child should go and collect it from their classroom. If the medication is not in their bag *or* classroom when it should be, a parent must be contacted. Children should be reminded of the safety rules when crossing the road, and should be informed of any changes.

Super Pirates must walk with the children to the gate of the Juniors school and wait for any stragglers. After another headcount, as a group the children should *walk* across the road. If there are two Super Pirates present, one should act as crossing guard while the other brings up the rear. If there is only one Super Pirate, they should act as crossing guard.

Staff should ensure that children walk from the crossing to the Infants school gate and wait by the Infants school front door for the staff member inside to let them in. Once inside, encourage children to put their belongings on a chair at the edge of the hall. The member of staff who was waiting at the Infants should communicate any necessary messages to the staff who have just arrived, and visa versa.

Snack

Every day apart from Wednesday, Mandy will prepare the snack.

On Wednesdays, a Super Pirate should enter the kitchen at 4.15 to begin snack preparation. Ensure kitchen surfaces are clean and that all food and drink is in date. Snacks should be provided with enough variety for the children to make some choices about what they would like. Children are called to come and collect their snack in age groups, from the youngest to the eldest. Before they can come and collect their snack, they must go to the toilet and wash their hands. A distinction must be made between play time and snack time. At snack time all children must be sat, concentrating on eating in order to avoid any potential for choking. If enough staff are in attendance, this section of the session provides an opportunity for staff to find out more about the children, for the children to learn more about the staff and between one another. Try to encourage the whole group conversations where appropriate and the use of 'please and thank you'. Children must be free to make their own choices about what they choose to eat for a snack, however choices of fruit and vegetables are to be encouraged. Once children have finished their snack, they should be encouraged to return their plate (and cups) to the kitchen.



Playground

Important: The gate on the playground is often left wide open at the end of the school day. The **first thing** a member of staff should do when taking children outside to play, is **close and lock the gate**. The combination is 1943.

If children want to go outside a member of staff must always be outside and positioned so that they can observe all areas. Children will not be forced to go inside, nor stay outside if they don't want to. So there must always be at least one Super Pirate inside and one outside. Additionally, a staff member must always be inside to see if a parent has arrived, as the doorbell cannot be heard from the playground. If there are more staff, that staff member should be where there are more children to keep in ratio. Children are free to flow between indoors and outdoors, but they should be encouraged to let a Super Pirate know if they are leaving a space. Staff must use the walkie talkies to communicate when a child is about to join them inside/outside. Ensure that regular headcounts are taken, and that all children are accounted for indoors and out. Communication is key!

If there is only one staff member outside, the children must choose between playing in the willow garden or the playground. If there are two members of staff outside, and the children are split with where they would like to play, one may take a group into the willow garden while the other remains on the playground. Keen observation is needed in the willow garden as there are climbing risks, and sometimes the Forest School leaves loose ropes around. Either clear these away, or supervise their use carefully.

If resources are used from the Playpod, children must be encouraged to return them to the Playpod no later than 5.30pm. Otherwise, children begin to leave and the collection of playpod materials from across the playground is very time consuming for one member of staff alone.

Collection

The designated SuperPirate with the tablet is to sign out the children, ensuring any messages are passed on to parents, including incidents and/or accidents. Only adults listed on magicbooking can collect children, unless a parent/ guardian has let us know of other arrangements. If you do not recognise the person collecting them ask them for ID to confirm who they are. In the event of someone coming to collect a child and they are not recognised or listed on the child's registration form , the manager will contact the child's parents directly to check. If this becomes a more regular occurrence, the manager will contact the parent/ guardian and ask them to update the 'collectors' section in their child's profile. If a parent is unsure how to do this, and the staff member is 100% confident the collector is legitimate, they can add their name to magicbooking as a collector for that child. No child is allowed to leave with any unknown adult without the use of a password or written/verbal confirmation from a parent or guardian beforehand.

Late pickup and booking charges

Late booking charges - Click Late Booking, search for the child and add them to the register. Make sure you then select Late Booking in the Additional charges section, then save.

Late pickup charges at 6pm - If a parent/guardian is late picking up a child (i.e. after 6pm) click on the charges dropdown to select the appropriate charge before saving:

- 5 minutes late - £2 charge
- 10 minutes late - £5 charge
- 15 minutes late - £10 charge

Anything over 15 minutes please refer to your General Manager - Jason. All charges are aligned with staff pay for additional working time.

End of session

Complete the Closedown checklist on the tablet, do a final sweep of the environment that has been used to ensure all our resources are away and the space has been left in the correct manner.

Team debrief: at the end of the session all staff members must contribute to the session record, which will be completed by the club manager, noting down any incidents, concerns, injuries, activities that worked well and areas for improvement.

