



The Den

POLICY

Tollgate Primary School

Tollgate Lane

Bury St Edmunds

IP32 6DG

Plan Owner / Author:	Hannah Brookman
Date of Implementation:	
Date of Current Version:	October 2017
Next Review:	October 2019
Version Number:	3

Document Change History

Version	Author	Date	Change Details
2	Hannah Brookman	October 2017	2.5 & 2.6 – added to policy 3.1 – Change of ratio 5.5 – added to policy 6.4 – added to policy 8.1 – changed to Trust staff not just Tollgate staff 12 – Safeguarding specific to Happy Harbour
3	Hannah Brookman	October 2019	Name Change – The Den Changes to Bookings and Fees as we move to ParentMail booking. Fee increase from January 2019.

Introduction (including aim)

The Den is the before and after school provision run by Tollgate Primary School. Children aged between 3 and 9 years old, who are registered at the school, can attend. The Den is run by a Higher Level Teaching Assistant (HLTA) with support from a member of the Senior Leadership Team (SLT). The Den provides breakfast before school and a snack after school. The aim of The Den is to provide a facility which cares for the children and offers a wide range of activities for them to participate in.

As The Den is run by the school, all school policies are adhered to.

1 Times

1.1 The Den will be open from 7.30 - 8.45 am and 3.20 – 6 pm, every day during term time, excluding PD Days

2 Health and Safety (including Behaviour)

2.1 The Den will provide a safe and healthy environment in line with the school's Health and Safety Policy.

2.2 Children will be supervised at all times. After school, children can access an outside area. This will be supervised by a member of staff and will happen once the other pupils have left the school site to ensure the area is safe and easily supervised.

2.3 Children will be expected to behave and behaviour will be managed in line with the school's policy.

2.4 SLT have the right to refuse a child's attendance if they feel their behaviour means they cannot be kept safe.

2.5 The Den is accessed through an external door; a bell must be rung to gain access into the school.

2.6 Parents/Carers must sign their child in/out The Den each day.

3 Staffing

3.1 The Den will be staffed at a ratio of 1:15. If a child present is Nursery age, then the ratio is 1:8, in line with the *Statutory Framework for the Early Years Foundation Stage*.

3.2 All staff will have current safeguarding, Prevent and FGM training. Staff have read and signed to say they understand Keeping Children Safe in Education Part 1, the safeguarding policy and other relevant documents.

3.3 At least one staff member will hold a Level 3 qualification in childcare. If a child of Nursery age is present, then a level 3 qualified member of staff will be present.

3.4 Between 7.30 and 8 am, only one member of staff is present unless numbers and the ratios require more. The member of staff will be familiar with the risk assessment for lone working and know the procedures to follow.

3.5 At least one member of staff at each session must hold a first aid qualification.

4 Registration and Booking

4.1 Any child who wishes to attend The Den must have a completed registration form (Appendix 1), which includes contact details of parents and/or carers, emergency contact details and any medical information. This must be completed before a child can attend The Den. A copy of this form will be kept securely in The Den.

4.2 Booking will close 24 hours before a session. Each session can take a maximum of 23 children. Once this number is reached, no further bookings can be made. Three spaces are reserved for staff children each session, therefore 20 spaces will be available to book each session.

4.3 If a session is not full, then The Den will accommodate last minute bookings, however these cannot be guaranteed.

4.4 Sessions must be cancelled 48 hours beforehand via email to tollgate@burytrust.org. If the required notice is not received, then parents will be charged for the session.

4.5 Parents sign children in and out of The Den. If children are dropped off early/collected late, then parents will be charged accordingly.

5 Fees and Payment

5.1 All sessions must be paid for in advance (on booking) through ParentMail. The Den staff cannot take any monies. Parents who pay via Childcare Vouchers or through Student Finance can do so; the school office must be made aware.

5.2 The Den fees are as follows:

Current Fees:		From January 2020:	
Morning Sessions		Morning Sessions	
7.30 – 8.45 am	£4.00	7.30 – 8.45 am	£4.50
8 – 8.45 am	£3.50	8.00 – 8.45 am	£4.00
Afternoon Sessions		Afternoon Sessions	
Early Session (until 4.30 pm)	£4.00	Early Session (until 4.30 pm)	£4.50
Late Session (until 6 pm)	£7.00	Late Session (until 6 pm)	£7.50

5.3 ParentMail will not allow any parent to go into debt; the child will either have credit on their account to pay for sessions, or parents will pay for individual sessions on booking.

6 Medical

6.1 Any medical conditions must be recorded on a child's registration form.

6.2 Staff can only administer life-saving prescribed medication e.g. inhalers.

6.3 Parents are expected to provide medication to be retained by The Den, even if there is medication in school. For the safety of the pupils, staff cannot source medication from elsewhere in school.

6.4 The Den have their own first aid kit and recording sheets which are checked regularly.

7 Food

7.1 All staff will hold relevant food hygiene qualifications.

7.2 We will provide children with breakfast before school and a snack after school. There is a variety of options on offer for breakfast e.g. cereal, toast. The children will have a healthy snack after school e.g. cheese and crackers, a piece of toast, piece of fruit.

7.3 There will always be fruit available to the children at breakfast and after school.

7.4 All food is stored appropriately and in line with food hygiene.

8 Staff Children

8.1 Children of staff can use The Den for £1 per session. These sessions will need booking through ParentMail.

8.2 A registration form must be completed and children will need to be booked in to sessions to ensure staffing ratios can be met. We have allocated 3 spaces per session to these children.

9 Provision

9.1 We plan our provision to ensure a balance of activities throughout the week. There is always access to creative materials, books, construction and small world.

9.2 When weather permits, the children have access to outside provision.

9.3 The staff will plan specific activities for children to take part in e.g. harvest craft, Christmas cards etc.

9.4 Provision is planned for in line with the *Early Years Foundation Stage* for the younger children attending.

10 Contact

10.1 The Den can be contacted through the school office during the working day.

10.2 The Den can be contacted on 07842 499254 between the hours of 3.30 – 6 pm, if a parent needs to contact staff to let them know of a change of collection or if they are going to be late.

11 Safeguarding

11.1 Staff at The Den have access to 'Record of Concern' forms and CPOMs.

11.2 Staff know how to contact the Designated Safeguarding Lead or an Alternate to inform them of any disclosures.

11.3 Staff can report directly to Customer First on 0808 800 4005

11.4 In an emergency, staff would call the Police.

Appendix 1 - Registration Form

	<h1>The Den</h1> <h2>Registration Form</h2>	<p>Tollgate Primary School Tollgate Lane, Bury St Edmunds, IP32 6DG</p> <p>01284 752742 tollgate@burytrust.org http://burytrust.org/tollgate</p>
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Child's Name Date of Birth

Address.....

Post Code Home telephone number

Mother's full name and address

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Father's full name and address

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Please provide relevant information regarding family circumstances (eg separation or step-parent/s details)

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Emergency Contact Details:

Please provide all contact details and telephone numbers.

Home Telephone Number.....

Mother's Mobile Number Work Number

Father's Mobile Number Work Number

Any Other Numbers

If both are unavailable, please give details of an alternative contact:

Name Contact number/s

Who will normally collect your child from The Den

Doctor's Name and Address

Telephone Number

Medical Details *Please advise us of relevant information regarding your child's health (including hearing or speech difficulties, any medical conditions for example, asthma, epilepsy, allergies etc)*

Medication *Please provide details including medication name and dosage. Emergency medication must be held in school at all times eg asthma inhalers and severe allergy medication (for example, nut allergy)*

Dietary Requirements *Please advise us of any dietary requirements eg vegetarian, any foods forbidden due to religious observance, nut allergy. (Nut Allergy: please see medication information above).*