

Responsible body

Title of policy



Governing body

Stay and Play Policy

Our Vision



Every minute of every day we communicate the values that we hold dear through the smallest of actions and reactions. How we manage Stay and Play is part of the way in which we communicate these values. Our primary aim in Stay and Play is that children should be looked after in a way that ensures they are safe and happy. Their needs during this time are paramount and staff take a pride in providing a vibrant, calm and happy play space. All interactions with our children demonstrate our belief that they are unique, valued and loved. As they play we model, encourage and develop their understanding of what it is to love one another in a way that promotes Christian values of respect, compassion, truthfulness, tolerance, humility and so on.

Ratified by the Governing Body: Wednesday 9th May 2018

Date for review: May 2021

Signed by: *Reh Yarker* Chair of governors Wednesday 9th May 2018

AN Reakes-Williams Headteacher Wednesday 9th May 2018

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Astley School is responsible for the safety and well-being of pupils during Stay and Play before and after school. The contribution Stay and Play staff members make to children's care and welfare is valued very highly.

1. Introduction

This policy should be read in conjunction with the school behaviour, health and safety, safeguarding, online safety and staff code of conduct policies. These policies are regularly reviewed and are available to all staff, parents, governors and visitors on the school website and the staffroom noticeboard. All Stay and Play staff will have received regular training in these policies. They should be well known and regularly revisited by all staff to ensure a consistent and positive approach.

Stay and Play should be an enjoyable and valuable experience for children where through play they can discover, explore and develop their understanding of the world around them. Whilst children can and should be able to play without being organised by adults, they need adults to provide a secure environment.

Children have the right to:

- Feel safe
- Be treated fairly
- Be listened to and heard
- Have consideration shown to them
- Make choices about their free time

Children have the responsibility to:

- Act safely to avoid unnecessary accidents
- Treat others fairly
- Listen to each other and to the adults helping them
- Be considerate to all people at all times
- Respect the rules and organisation of the school

2. The Role of the Stay and Play staff

The Stay and Play Lead should:

- Set, demonstrate and oversee high standards in the running of Stay and Play including health and safety, behaviour management, first aid, food hygiene and the provision of a variety of stimulating play and craft activities.
- Regularly assess that the smooth running of Stay and Play is in line with key policies (behaviour, health and safety, safeguarding, online safety and staff code of conduct) and give guidance and advice to staff where necessary.
- Hold regular staff meetings to ensure good communication aids the smooth running of Stay and Play.
- Ensure Stay and Play is appropriately staffed and any absences are covered.
- Manage the invoicing of parents for Stay and Play via School Money.
- Report directly to the Senior Management Team any issues or concerns

The Stay and Play staff should:

- Oversee the safety and welfare of the children during Stay and Play, in the play room, playground, or field by directly supervising children inside or outside.
- Provide a variety of stimulating play and craft activities.
- Monitor the use of technology for each child, ensuring it is appropriate and not excessive. Children are not allowed access to social media or You Tube.



- Monitor the conduct of pupils during sessions ensuring behavior is positive and safe.
- Deal with minor incidents in line with behaviour, health and safety and first aid policies.
- Keep records of first aid and safeguarding incidents in line with school policies
- Know pupils' additional needs as described in the Personal Care Plans (SnP diary.)
- Ensure children are appropriately dressed for the weather, monitoring sun exposure.
- Pass on messages from parents to teachers in a timely manner.
- Ensure parents sign their children in and out when leaving Stay and Play.
- Attend regular staff meetings to ensure the smooth running of Stay and Play.
- Attend regular training in safeguarding, first aid, food hygiene, and positive handling.
- Report directly to the Stay and Play Lead any issues or concerns
- Report dangers around the grounds so that issues can be rectified.

3. The Role of parents

Parents should:

- Book regular Stay and Play requirements in advance either with Stay and Play staff or via the School Office. (01299 822002 or 07964 817876)
- Ring the School Office where unforeseen or last minute bookings need to be made.
- Ring the Stay and Play mobile number if they are not able to pick up by 5.30pm.
- Ensure that all medical and contact information held by the school is up to date.
- Drop off children in person with Stay and Play staff and sign out on collection. (Or provide a letter giving permission for children to attend Stay and Play unaccompanied.)
- Advise staff in advance if children to be collected by an adult unfamiliar to SnPlay staff.
- Park outside of the school site when dropping off and picking up.
- Pay invoices in a timely manner via School Money.
- Promptly report to Stay and Play staff any concerns so that they may be investigated as soon as possible.

4. General Organisation.

Morning Stay and Play at Astley C.E. Primary School is from 7.45am to 8.45 am. A drink and piece of fruit is available to children during this time. The children then join the supervised playground until 8.55am to begin the school day with their peers.

Afternoon Stay and Play is from 3.15pm to 5.30pm. A drink and a snack including cake, fruit or biscuits are offered at the start of this session. Children attending school clubs can join Stay and Play at 4.20pm.

Children may join Stay and Play following a club and are asked by the club member to move with others from the club to Stay and Play where staff will be expecting them

Stay and Play takes place in Willow classroom where there are four computers, and access to variety of board games art and craft and construction toys.

School Money is used to invoice parents for Stay and Play sessions which are charged at £1 for 15 minutes. A late fee of £1/minute is applied if children are not collected by 5.30pm when Stay and Play closes. In the unlikely event that a child remains uncollected at 6.30pm and no contact from a parent has been received we will contact Social Care or the Police.

Stay and Play children leave their coats and belongings in their lockers to ensure a safe space in Stay and Play. These are then collected by the children and their parents when they leave.

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Stay and Play is usually manned by one member of staff with other staff always available if needed. There is always two members of staff on site at all times.

Staff using Stay and Play for their children are charged at the usual rates in the afternoon and £1 per morning session. Volunteers helping out in school or attending training are offered this facility free. This is to ensure we comply with taxable benefits regulations.

5. Support for Stay and Play staff

All Stay and Play staff receive training on the first day of each academic year where vision, safeguarding, behaviour and code of conduct policies are revisited and revised. Staff receive first aid, food hygiene and positive handling training on a three year cycle.

6. Important Documentation

- Stay and Play staff should have regard to the following policies and documents:
- Health & Safety policy,
- Behaviour policy,
- Safeguarding policy,
- Fire Alarm Procedures,
- Staff Handbook,
- Whistleblowing policy
- Staff Code of Conduct.

Author

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