

**PEOPLE DEPARTMENT  
CHILDREN AND YOUNG PEOPLE'S SERVICES**

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**OUT OF SCHOOL CARE POLICY 2015**

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**1 PURPOSE**

- 1.1** Scottish Borders Council (SBC) supports the development of Out of School Care where a need has been identified and where this is within available resources. It supports Out of School Care as part of its social and economic policy priorities: to improve outcomes for children; to make the Scottish Borders an attractive place to live and work; to attract inward investment; and to meet the needs of existing working parents and those returning to employment and this enhances the provision of universal children's services. SBC will work in partnership with providers to ensure Out of School Care is high quality and there is equity in provision across the Scottish Borders.

**2 CORPORATE CONTEXT**

- 2.1 This policy supports the following priorities of the Scottish Borders Council Corporate Plan:

- Priority 2:** Improving attainment and achievement levels for all our children and young people, both within and outwith the formal curriculum
- Priority 3:** Providing high quality support, care and protection to children, young people, adults, families, and older people
- Priority 4:** Building the capacity and resilience of our communities and voluntary sector

**3 ACCESSIBILITY**

- 3.1 This document can be made available in large print, on tape or in other languages on request.

**4 IMPLEMENTATION**

- 4.1 This policy is relevant to all staff working with families. It has particular relevance to Headteachers, school support staff including janitors and office managers, and to staff managing SBC premises.

**5 LEGISLATIVE AND POLICY CONTEXT**

- 5.1 This policy sits within the context of the Education (Scotland) Act 1980 and the Children and Young People (Scotland) Act 2014.

## **6 TYPES OF OUT OF SCHOOL CARE AVAILABLE IN THE BORDERS**

- 6.1 Out of School Care providers have been established as voluntary and private organisations and operate from a mixture of SBC, community and privately-owned facilities. Out of School Care providers supplement the core school activities provided in communities whilst providing a valuable service for families.
- 6.2 Funding for Out of School Care providers comes in a range of streams, including direct income from customers, grant funding including Lottery Funding, local fundraising and financial support from SBC.
- 6.3 All Out of School Care providers are registered with, and inspected by, the Care Inspectorate.

## **7 SUPPORT AVAILABLE TO OUT OF SCHOOL CARE PROVIDERS**

### **Advice and support**

- 7.1 The Early Years Team provides support and practical advice on establishing Out of School Care provision and ongoing support and training to staff in existing providers and this includes members of management committees.
- 7.2 The Early Years Team provides specific advice on accessing appropriate funding streams and achieving a self-sustaining financial position.

### **Free lets of SBC owned buildings**

- 7.3 Where registered Out of School Care providers are located within SBC owned premises, including schools, they will benefit from a free lets. Where there is sufficient capacity, SBC will make accommodation available for the provision of wraparound childcare services including breakfast clubs, holiday and after school clubs. Buildings offered in these circumstances must be accessible to children with disabilities and of an appropriate standard to meet legislative requirements. Out of School Care providers that benefit from free access to SBC buildings make a maximum annual contribution of £150 towards consumables such as soap, toilet paper and hand towels.
- 7.4 Some Out of School Care provision is located within premises which will be planned to transfer to the Culture Trust. An implication is that charging may be introduced for rent and utilities. There may need to be a further discussion with Education Executive at a future date regarding the impact on providers.

### **Facilitation of Out of School Care Located Within SBC Buildings**

- 7.5 Where Out of School Care is based in SBC premises staff will work in partnership with the providers to overcome any organisational barriers which could prevent quality services being delivered to children and parents.
- 7.6 The Out of School Care Guidance for SBC premises advises that childcare providers should be able to share school/centre equipment and in return make arrangements for full payment of materials used. Providers are expected, within resource limitations, to contribute to the replenishment and replacement of equipment that is used regularly.
- 7.7 Providing childcare is seen as a key service in schools and can influence parents' choice of school. The Out of School Care Guidance for SBC premises advises that schools should regularly promote the availability of childcare, for example by distributing leaflets, through school newsletters, or by offering providers the opportunity to join in school open days and Primary One parent inductions.

## **8 VULNERABLE OUT OF SCHOOL CARE GRANT SCHEME**

- 8.1 SBC has an established Vulnerable Out of School Care Grant Scheme, administered by the Early Years Team under delegated authority. This is open to all private and voluntary Out of School Care providers who are experiencing immediate and significant financial issues within the current financial year and providers will be considered when they meet specific criteria.
- 8.2 Up to £3,500 can be awarded to Out of School Care providers who meet the criteria and monitoring of funding is also a requirement. Most grant recipients receive less than the maximum amount. Providers are expected to submit a business plan, business continuity plan, and annual audited accounts. They are expected to have achieved or be working towards a recognised quality accreditation scheme as part of their application. Full details can be found in the document Vulnerable Out of School Care Grant Scheme: Governance and Operation.

## **9 EQUALITIES**

- 9.1 The Out of School Care Policy supports equity of access to services across the Borders. The Policy covers specific support to improve economic wellbeing, achievement of our children, and support for rural communities. Providers receiving support from Scottish Borders Council must show evidence of appropriate equalities policies and practice.

## **VERSION CONTROL**

<b>Name of Document:</b> OUT OF SCHOOL CARE POLICY 2015		<b>Version Number:</b> 2
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<b>Changes to the policy</b>		
<i>Paragraph No:</i>	<i>Wording that changed</i>	<i>Reason for change</i>