

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

OUT OF SCHOOL CARE: GUIDANCE FOR SBC PREMISES

1 PURPOSE

- 1.1 Scottish Borders Council supports the development of Out of School Care where there is sufficient parental demand and 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.
- 1.2 As part of this support, SBC offers free lets of Council-owned premises, including schools, community centres and family centres, to providers of Out of School Care. A standard letting agreement for this purpose has been developed and can be found at Appendix 1.
- 1.3 There is an expectation that out of school care providers will be given reasonable access to SBC premises resources, including equipment, space and cleaning services.
- 1.4 Out of School Care providers that benefit from free access to Council buildings make a maximum annual contribution of £150 towards consumables. This charge covers such items as soap, toilet paper, paper towels, etc. It does not include use of stationery such as copier paper or other resources (see section 5).
- 1.5 Through the Early Years Team, SBC provides support and practical advice regarding the establishment of new groups and then provides ongoing support and training to staff and parent management groups. The following guidance is based on the best practice that has been developed by successful out of school care partnerships in the Scottish Borders.
- 1.6 Scottish Borders Council will:
 - provide free access to SBC premises

- ensure that SBC establishments are accessible for the provision of wraparound childcare services, including breakfast clubs, holiday and after school clubs, and that these are accessible to children with disabilities
- ensure that where Out of School Care is based in SBC premises that staff work in partnership with the providers to overcome any organisational barriers which could prevent quality services being delivered to children and parents
- ensure that SBC establishments and Out of School Care providers jointly participate in planning to create wrap around services that meet Care Inspectorate and any other legislative requirements
- ensure that effective communication systems are established between SBC staff and the Out of School Care provider to allow regular discussion on the needs of the children attending the service
- promote Out of School Care services as a positive aspect of the centre's package of services to working parents
- recognise the value and qualities of play centred childcare provision, as a positive addition to the child's daily experience and not as an extension of the school curriculum.

2 ACCESSIBILITY

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

3 COMMUNICATION

- 3.1 It is recommended that an appointed member of staff - Head or Depute Head of Establishment or Manager of SBC premises, should meet with the Manager of the Out of School Care provision on a regular basis to monitor and review any pertinent procedures regarding shared use of the premises as well as discussing any issues arising. These meetings should take place at least once per term.
- 3.2 If required or requested the Out of School Care service will provide the school/centre with an attendance list, detailing which children are attending the club.
- 3.3 All staff should form positive relationships with both Out of School Care staff and service users entering the school/centre building out of hours.

5 ACCESS TO RESOURCES

- 5.1 The Out of School Care service will require access to some essential resources in order to deliver its services to the highest standard. As far as possible, the Out of School Care service should be able to share school/centre equipment, and in return will make arrangements for full

payment of materials used, and within resource limitations, will contribute to the replenishment and replacement of equipment.

- 5.2 **Photocopier** – the Out of School Care service should be given a key code to enable use of the premise's copier. Charges will be covered by the Out of School Care service and payment arrangements should be in line with the school/centre's usual administration arrangements.
- 5.3 **Laminators/Guillotines etc** – it is recognised that in order to produce quality work within the setting, that the childcare service should ideally have access to basic resources for presentation and display. If they cannot accommodate such equipment within their setting due to Health and Safety factors, it is advised that the premise provides access to these resources when required, and that the Out of School Care provision provides any consumable items, eg, laminating pockets.
- 5.4 **Physical Play and Equipment** – the Out of School Care service should have access to the playground, school gym or other school/centre outdoor facilities on a regular basis as part of their programme. They should also be given access to general equipment eg, balls, beanbags, hoops, cones etc. A procedure for tidying the equipment, replacing it where originally located, and for its care, should be agreed jointly. A shared equipment budget should be agreed.
- 5.5 **Staff Rest Areas** – to comply with employment law, the Out of School Care service will need to provide suitable areas for its staff in which to have breaks, and in the case of full day holiday care, a lunch break. It is essential that Out of School Care staff are given access to an appropriate area for such breaks.
- 5.6 **Room Access** – the Out of School Care service requires adequate preparation time in order to set up for a session. SBC premises should be flexible to accommodate this as a basic need. Time of access will vary between providers, based on the workers' contracted hours
- 5.7 **Confidential Meeting Space** – the Out of School Care workers may have to speak to a parent in confidence and will require a suitable space to do so. This can be quite minimal - a comfortable chair in a quiet corridor, or access to another room as needed, should be considered.

6 CLEANING AND JANITORIAL ARRANGEMENTS

- 6.1 The Out of School Care service is entitled to standard cleaning arrangements as part of the SBC Let.
- 6.2 Cleaning arrangements should be flexible and responsive to the needs of the childcare service. To ensure that the Out of School Care provision has a basic allocation of janitorial resources and the location is suitably cleaned, planning and preparation should take place before the new service is set up, in order to identify any adjustments which may be needed in the day-to-day implementation of cleaning practices.

- 6.3 The Out of School Care provider and SBC premises should work together to establish routines which address Health and Safety issues and meet the requirements of both the childcare service and the auxiliary team.
- 6.4 Regular communication should be set up between the Manager of the childcare service and an appointed person within the school/centre (preferably the Head or Depute Head of Establishment) and Janitor, to monitor and review the cleaning arrangements, ensuring consistency and workable practice (see also Communication).
- 6.5 Any cleaning, repairs or maintenance work should be arranged in full consultation with the childcare service, to ensure that the service is not prevented from operating normally.

Janitorial Arrangements

- 6.6 The Manager of the Out of School Care service should be a designated key holder for the SBC premise due to the out of hours nature of the provision (registered till 6 pm). The Manager of the Out of School Care service should be fully briefed on security arrangements and alarm systems.
- 6.7 As part of the SBC Let agreement, the Out of School Care service is entitled to utilise Janitorial Services for reporting faults, repairs and general maintenance as required.
- 6.8 The SBC premise should ensure that the Out of School Care provision has a basic allocation of standard furnishings prior to set up, eg, sufficient tables, chairs and storage for the number of children registered to attend.
- 6.9 The Janitor will be responsible for arranging regular Fire Alarms in consultation with the childcare service to implement fire drill procedures in line with Care Inspectorate and other legislative requirements.
- 6.10 The Out of School Care provider will be responsible for replacing items damaged or broken within its setting. The SBC premise will remain responsible for large items of maintenance and repair – see also Access to Resources.

7 PROMOTION OF OUT OF SCHOOL CARE IN SCHOOLS

- 7.1 Providing childcare is seen as a key service in schools and can influence parents' choice of school. The school should promote the availability of childcare on a regular basis, for example by:
- advertising the Out of School Care service by distributing information leaflets, through the school bag mail outs, in the school newsletter and on school notice boards
 - including the childcare service in any site visits and information given to potential new pupils/parents

- including the Out of School Care service in the P1 New Starts programme by inviting the Manager to attend Induction and Open Days
- promoting and publicising the service through regular updates to the Pupil Council and PTA
- enabling the Out of School Care service to host open days/evenings for parents coinciding with the school's parent consultation days/evenings.

8 EQUALITIES

- 8.1 All providers must sign the standard letting agreement at appendix 1. This contains requirements for providers have in place policies, etc that support equality and diversity.

9 APPENDICES

- 9.1 Appendix 1: Terms and Conditions to provide Childcare in Scottish Borders Council Premises

10 VERSION CONTROL

Name of Document: Out of School Care: Guidance for Schools and Community Centres		Version Number: 1
Approved by:		
Date first approved:		Date of Review:
Name of officer responsible for the review:		
Changes to the policy		
<i>Paragraph No:</i>	<i>Wording that changed</i>	<i>Reason for change</i>