WEST BUCKLAND
SCHOOL

West Buckland School Holiday Club

Holiday Club Policy

'In order to maintain the safety and wellbeing of all, West Buckland School has a full set of robust policies and procedures in place. The below 'Holiday Club' policy sits directly as an addition to these, and is there to ensure that parents of those attending Holiday Club are aware of the exact procedures that will be followed outside of usual operating hours or if additional/differing processes are in place.'

Situated in the Nursery building, West Buckland School offers a Holiday Club for children in Nursery, Reception, Prep 1, 2, 3 and 4. These may be internal students, already in attendance or external students.

Our Holiday Club aims to:

- Provide a happy, safe and stimulating environment for all children to play, learn and develop during their time at Holiday Club.
- Provide a continuity in the care that is offered to students at West Buckland School.
- Offer inclusive services that are accessible to all children and families in the community.
- Undergo regular monitoring and evaluation of our services to ensure that the Holiday Club continues to provide the highest quality of provision.

Our Holiday Club is committed to providing:

- Care and activities that put the needs and safety of the children first.
- A programme of activities that is interesting, educational, stimulating and fun.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- The opportunities to engage in the local community and further afield.

Registering for a space at Holiday Club:

To book a place for your child at Holiday Club you will need to complete the online booking via Ticket Tailor where you can choose your sessions and then complete the Holiday Club Application/admission Pack before your child begins. From June 2025, all new children beginning with Holiday Club will use an online admissions form, and from September 2025 all children who attend Holiday Club will need new forms completed electronically. Parents will sign a data agreement section that explains that their

admission pack is stored within the school grounds and allows them to consent that their child's paperwork can be re-used each time. It lays out where parents can go to ask for their information to be destroyed (excluding: registers, medical incident forms, safeguarding records, and intimate care records from Holiday Clubs that are kept securely, and will not be destroyed under any circumstance as per safeguarding guidelines). More information can be found in the wider Schools GDPR policy.

Price: The price below includes all in-house activities, snacks, drinks and resources*)

Core Day 8:30-5:00pm = £45

Please note: Additional costs for trips may apply – these will be clearly stated on the Holiday Club timetable and in other communications.

Holiday Club fees are paid at the time of booking via the Ticket Tailor site to secure your child's place. Holiday Club is now accepting Tax-Free Childcare payments to be made via Ticket Tailor. If you choose to use Tax-Free Childcare to pay for your child's Holiday Club place you must pay this immediately after booking. Payment is made to "West Buckland School" (EX32 0SX). Tax-Free Childcare payments are monitored and failure for payment to show after a reminder may result in your child's session/s being cancelled due to no payment.

Mealtimes (Lunchboxes and Snacks):

At West Buckland School we encourage children to make healthy choices, and we ask that families support us with this by providing lunch boxes with a variety of foods and healthy choices. During Holiday Club each child will need to bring in a packed lunch that is suitable for their dietary needs. Please note that West Buckland School is nut free to accommodate those with nut allergies.

Parents are encouraged to pack a varied and healthy lunch box. All items of food must be 'Ready to Eat' and must be prepared in a way that is safe for your child to consume immediately. An ice pack in your child lunch is required due to fridges not always being available. Items that pose a higher choking hazard (Grapes, sausages, tomatoes and any small food) will need to be chopped into quarters at home. Staff on site will be unable to further prepare your child's lunch – this includes chopping items, heating items and preparing items beyond unwrapping.

An of idea for a typical lunch would consist of the following:

- Sandwich/Pasta/Couscous (No Nuts)
- A piece of fruit or vegetables (Prepared if necessary)
- A cake bar/biscuit bar (No Sweets, No Nuts)
- A small packet of crisps/bread sticks

Children will usually be eating their packed lunches at tables within the nursery building which acts as the main base for Holiday Club. Children are always in ear shot and eye shot during mealtimes. If lunches are had outside of the nursery building then they will still be seated throughout and in ear shot and eye shot (Refer to Risk Assessment)

To ensure each child has access to fresh water, and to support the development of healthy teeth and a healthy diet, they are required to bring a water bottle filled with water. Cups of water are available for all children during their session; however, bottles may be more suitable when out and about the grounds or on trips.

Morning and afternoon snacks are offered daily (fresh drinking water is always accessible). Fruit, carbohydrate snacks and raw vegetables are offered throughout the session. We ask that parents cut up any foods into quarters that are more likely to cause choking in their lunchbox such as grapes, sausages, cherry tomatoes etc. Please see risk assessment for further information.

Each child will have a completed Medical Consent form/section outlining any medical conditions they may have, as well as any special dietary requirements or food allergies.

Clothing:

Children can wear home clothes and should have waterproof coats and wellies each day.

Please note that we will be out in all weathers during Holiday Club and so children should be dressed appropriately for the weather, including suncream and hats. Labelled suncream can be sent in with your child where it can be re-applied by a member of the Holiday Club in line with the permissions form in the Admissions Pack.

Spare clothes are advisable for all should your child need to change.

Arrivals:

All children are to arrive at the nursery building ready for the beginning of their session where they will be greeted by the Holiday Lead or member of the Holiday Club Team. Your child's attendance will then be marked on the daily register, stating the time they arrived. Please ensure that all children arrive promptly for their session to allow for activities to begin on time.

Absences:

Cancellations made at least 48 hours before the day of attendance will be eligible for a full refund. For cancellations within 48 hours, no refunds will be issued.

If your child will not be attending their booked session, please inform the Holiday Lead by 8:30am or as soon as possible on the same day.

Contact the Holiday Club lead on: KJF@westbuckland.com

Collections:

All children are to be collected from the nursery front door at the end of their session to ensure that they can be signed out and messages can be passed.

During Holiday Club we operate a 'Password System'. The password system allows for safe handovers of children and can be used if parents/carers wish to allow someone else to collect their child. In the event that your child needs to be collected by another person (18 years +), then they are required to provide the Holiday Club with their full name and a password that has been selected by yourself within this form. Please note that if any adult (Including a parent/carer) is not recognised by the Holiday Club team then they will be asked for this password. You must inform the Holiday Club Lead of who will be collecting your child.

In the event that someone else comes to collect your child, and we have not previously been informed, then your child will not be able to leave with the individual and the parent/carers will be contacted on the telephone numbers given above to gain clarity on the situation and to ensure the safe handover of the child. Children's departure times are recorded on the register.

In the event that a child is not collected, procedures for an uncollected child will be activated.

First aid:

During Holiday Club there will always be someone available who has full paediatric first aid training. All first aid will be recorded in the 'Accident Book' and the information will be passed on at the end of the session. If your child has a head bump then the parent/carer will be telephoned to ensure they are aware of this.

If your child becomes unwell whilst attending Holiday Club, the parent/carer will be called, and their wellbeing monitored by a member of the Holiday Club Team.

The Paediatric First Aid trained member of staff will be able to administer First Aid (Including: Plasters, bandages, cold compresses, Head Bump compresses, life saving first aid). Training is renewed every 3 years.

In the event of an emergency, 999 will be called as per the medical consent forms that are included in the Holiday Club application. The parent and carer will then be informed.

Medicines (Administering Medication):

If a child requires medication during their time at Holiday Club then this is to be handed to the Holiday Club Lead who will be able to complete the necessary medication forms with the parent/carer.

Please note, as per the usual school policy, that only prescribed medication can be given to any child by a First Aid trained member of the Holiday Club Team. All medication needs to be in its original dispensing packaging, clearly stating the child's name and the exact dosage to be given. (Please note that staff will only be able to give medicine in accordance to its packaging).

If your child has an ongoing condition such as asthma that requires daily/life saving medication, then please note that they will not be able to attend Holiday Club unless they have the necessary medications with them, the forms are signed and medicines are correctly labelled and packaged.

Medication that is given will be recorded on the schools medication administration form which parents/carers will sign at the beginning and end of the session.

Child Protection and Safeguarding:

The whole school Child Protection and Safeguarding Policy can be accessed via https://westbuckland.com/. (A copy can be provided)

During the holiday periods, staff who are present have all attended the yearly safeguarding training (Or equivalent) and will have sound knowledge of what to do if they are concerned for the welfare of a child. Miss Fenner also has Level 3 Safeguarding Training (October 2024 and March 2025)

During the holiday periods, a DSL will be identified as being 'On call' on a rotation basis and can be communicated with by the Holiday Club Lead and team in the event of a safeguarding situation. Details of the local safeguarding agencies (MASH, LADO, Police) can be found within the whole school Child Protection and Safeguarding Policy.

Behaviour:

We are committed to providing a safe, respectful, and inclusive environment for all children in our care. To support this, clear behavioural boundaries are established and communicated to all attending children, whether they are internal or external attendees.

In the event that a child does not adhere to these boundaries—particularly if their behaviour results in harm to others, damage to property, or significant disruption—we reserve the right to contact their parent or guardian. This may include, but is not limited to:

- Persistent refusal to follow instructions or behavioural expectations
- Physical or verbal aggression towards peers or staff
- Destruction or misuse of property
- Any behaviour that compromises the safety or wellbeing of others

Our staff will always aim to manage incidents calmly and constructively in the first instance. However, if the behaviour continues or escalates, or if the incident is deemed serious, a phone call will be made to the parent or guardian to discuss the situation and agree on appropriate next steps which may include collection of the child.

This policy applies equally to all children in attendance, regardless of their enrolment status.

Complaints:

Whilst we know that our Holiday Club provides the highest quality of care to your child, should you wish to make a complaint then please see the usual school complaints procedure or speak to the Holiday Club Lead as soon as possible where this will be handled with the upmost importance.

Emergency Evacuation:

The whole school 'Fire Risk' policy lays out the necessary information regarding Emergency Evacuation and the procedure that would follow an alarm being raised.

Staff have all had inductions in the fire drill and are aware of the meeting points. (When in the nursery building, this is situated on the main Prep School playground). Registers are taken on fire drills, as per usual practice, to ensure all are present and accounted for. There will be practice drills to ensure children know what is expected.

The Holiday Lead will take their mobile phone in the event of an emergency (If safe to collect) and will be able to communicate with outside safety agencies.

In the event of an evacuation whilst the group are in another part of the premises, then they will go to the nearest fire meeting point and request help via the nearest telephone.

Supervision:

The safety of the children is paramount, and the supervision of children plays a key role in this.

During Holiday Club the ratio of 1:8 will be followed at all times. There is always 2 members of staff/adults present each day in the Holiday Club.

Trip ratios are half of the normal, therefore being 1:4.

Risk assessments are in place to ensure the safety of all whilst on site, these are available upon request.

The Holiday Club Lead is: Miss K Fenner (BA Hons – Early Years Care and Education)

Missing child and uncollected children:

The prep school 'Missing child and uncollected children' policy lays out the procedure followed in the event that a child is not collected at the end of their session, or goes missing whilst in the care of the setting.

All children have booked sessions at Holiday Club and the pickup time must be strictly stuck to by parents to ensure the safe departure of children and the closing of the site. If a parent or carer is aware they will be late for pick up, then they must telephone/email and speak to the Holiday Club Lead. We would like to note that Holiday Club finishes at 5:00pm and all children should have left site by this time.

Contact: KJF@westbuckland.com

Telephone: **01598 760145** (PLEASE EMAIL Miss Fenner if no answer)

In the event that a child is not collected from Holiday Club and no contact is able to be made with the parents, carers or emergency contacts then, the Holiday Lead will contact a DSL on call (On Call – Please see above) and will notify them that a child has not been collected. The DSL on duty will ensure that the necessary action is taken, including the possible need of contacting North Devon Front Door (Formally MASH (Multi-agency Safeguarding Hub – Contact details are below) and the potential that the child may be taken into the care of the local authority or under the care of the police. In this case, a note will be left on the door before departure stating the number for the parent to telephone at the local authority. The school and staff maintain a duty of record keeping in regard to Safeguarding.

Missing Child

It is the responsibility of all staff to be aware of how many pupils are present at any time. During Holiday Club, staff rotas ensure that appropriate levels of supervision are in place at all times.

If a member of staff sees a child moving away from his or her peers in an unusual direction or sees him or her in an inappropriate place or with an unidentified adult, the staff member must challenge the child and/or adult and take the appropriate action.

If a member of staff becomes aware that a child is missing from his or her class/care at school the following procedures are undertaken:

- The main office will be contacted, or The Head of the Prep School/DSL must be notified immediately.
- Messages and registers will be checked.
- Information with regards to the child's last sighting and potential whereabouts will be gathered.

- A systematic search of the school building will be co-ordinated by an adult. This will include all of Langholme, Symonds Block, Delderfield and school grounds including field, playgrounds and car parks.
- A member of the senior school should be contacted if this search is unsuccessful so they can also search.
- More staff will be released to search for the child, if required and available.
- If the search if unsuccessful, sound the fire alarm for check of full school register.
- Police to be informed about missing pupil after all the reasonable checking and searching stages have been undertaken or before if initial investigations raise bigger concerns (i.e. pupil seen getting to an unknown person's car). Common sense and flexibility are required, but probably no more than 45 minutes before police should be contacted. Give police details of circumstances and as much detail of pupil as possible (including clothing, home address, telephone number and photographs taken from ISAMS).
- The parents of the child will be contacted by a member of SLT/DSL at this stage.

Missing Child on an Outing

- Statutory ratios of adults to children are referenced in the planning of trips.
- All children are allocated a group leader according to the ratios.
- It is the responsibility of the group leader to ensure that they keep the children with them and continually check throughout the day that all are present.
- In the event that a child goes missing the following procedure must be acted upon: Prep School Policy Document
- An immediate head count will be carried out in order to ensure that all the other children are present. Ensuring children are safe and supervised by staff, all other available adults will search the immediate vicinity.
- If there are other 'official' adults available e.g. within a zoo or attraction, contact an official immediately and ask them to enact their procedures e.g. a message over loudspeakers etc.
- The Prep School Head/DSL must be contacted.
- If the child is not found within 30 minutes, it is likely the Police will be contacted.
- The child's parents will be contacted at this stage.
- If possible, adults from school should be made available to travel to the site of the outing

Health and Safety:

See whole school Health and Safety policy.

Risk assessments are in place for activities, and all are deemed to be appropriate for the group.

Equality and opportunity:

See whole school Equality and opportunity policy.

Visitors (Linked to Holiday Club):

During Holiday Club there may be visitors to the setting as part of pre-arranged activities. All visitors will be instructed to read the safeguarding leaflet upon their arrival and will be made aware of whom they will need to report concerns too (Holiday Lead directly where this can then be logged and actioned).

All visits are pre-arranged, and the ID of the person will be checked upon their arrival to the setting. The visitor will be added to the register stating the time of arrival and departure.

Visitors (Not linked with Holiday Club):

During Holiday Club opening hours the wider school grounds may be used by external groups for varying events. These events are discussed with the Holiday Club lead and the Events and Commercial manager of whom arranges them. The groups are made aware by the Events and Commercial manager to ensure they, as a group, are identifiable to those around them. Staff have the right to question anyone on school grounds to ensure their reasoning for being present. Holiday Club activities happen around the events and each therefore doesn't contribute to one another. At some points the Holiday Club and external events may link up for varying activities, but this will only be done with prior notification to parents and if the suitability of the event is deemed appropriate.

Staff Behaviour:

All staff and adults maintain the standards as set out within the Staff Code of Conduct and have all had a DBS check to ensure their suitability to work with children and young people. Anyone without a DBS will not be left unsupervised with children or take part in supporting intimate care routines. All members of staff undergo safeguarding training to ensure they are aware of the indicators of abuse and can act upon their concern.

FRONT DOOR (Formally MASH) – Direct Number (URGENT)

0345 155 1071

Front Door Consultation Line:

01392 388 428

Link for Children's Front Door – Request for Intervention (Professionals and Public)

https://devoncountycouncil.outsystemsenterprise.com/MASH/homepage

Emergency duty service

Out of hours contact number: 0345 6000 388

Opening hours:

- Monday to Thursday, 5.00pm – 9.00am
- Friday to Monday, 4.00pm – 9.00am
- Bank Holidays, 24 hours

Holiday Club Contacts:

K. Fenner (Holiday Club Lead) – KJF@westbuckland.com

Telephone – 01598 760145 (Nursery building – (No secretary will be available in the Prep School Office during Holiday Club)

S. Phillips (Prep School Head) – SVP@westbuckland.com

WEST BUCKLAND SCHOOL

If you are worried about your wellbeing or someone else's,
or if you have any type of concern, please see one of the staff below.

SAFEGUARDING TEAM

Mr Brown (DKB)
Housemaster of Courtenay

Designated Safeguarding Lead

Miss Phillips (SVP)
Acting Prep Head
Early Years
Designated Safeguarding Lead

Dr Grew (ENG)
Housemaster of Brereton

Acting Deputy Designated Safeguarding Lead

Mrs White (LZW)
Safeguarding Officer

Deputy Designated Safeguarding Lead

safeguarding@westbuckland.com

If you have any concerns about someone in our school please speak to one of the safeguarding team or email or use **'Report-it'**