



Stay and Play Policy

Approved by:	Sarah Paoletti	Date: 01/04/24
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Stay and Play Policy

1. Introduction

Educate U is responsible for the overall safety and well-being of children, young people, staff, parents and carers and other visitors during Stay and Play sessions, which take place in school holidays. The contribution Stay and Play staff members make to children's care and welfare is valued very highly.

This policy should be read in conjunction with the school trauma informed behaviour policy, health and safety policy, safeguarding and child protection policy, and staff code of conduct policy. These policies are regularly reviewed and are available to all staff, parents and visitors on the school website and on TEAMS. 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 and for pupils of Educate U so they can keep much needed connections with both staff and the school building itself to reduce anxiety about returning after long breaks.

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

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, trauma informed 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.
- Ensure that registration forms are fully completed at the start of each session and that these are signed.
- Ensure that safeguarding leaflets are handed out to parents and carers at the start of sessions so that parents and carers know how to raise safeguarding concerns.
- Ensure that any flagged issues (e.g. Allergies) are actioned and that the team is made aware.
- 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.

- Ensure that all stay and play staff follow the correct routine procedure outlined in section 4 to ensure safeguarding compliance.
- Manage the online booking system
- Report directly to the Senior Leadership Team on duty any issues or concerns

The Stay and Play staff should:

- Oversee the safety and welfare of the children during Stay and Play, in the school, on school grounds or in the local community 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 behaviour is positive and safe.
- Deal with minor incidents in line with our trauma informed behaviour policy, health and safety policy and first aid policy
- Keep records of first aid and safeguarding incidents in line with school policies
- Know Educate U pupils' additional needs as described in their EHCPs
- Ensure children are appropriately dressed for the weather, monitoring sun exposure.
- 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 to kerry@educateu.co.uk and sarahp@educateu.co.uk so that issues can be rectified.
- Report any safeguarding concerns to our Deputy Safeguarding Lead emma@educateu.co.uk

3. The Role of Parents and Carers

Parents and Carers should:

- Book regular Stay and Play requirements in advance either via the school's website
- Ensure that all medical and contact information held by the school is up to date.
- Ensure that a registration form is filled in for each and every stay and play session visit.
- Ensure they have read the safeguarding leaflet so that they are aware of how to raise any safeguarding concerns.
- Supervise their child for the entire session.
- Pay on the day for each family session.
- Promptly report to Stay and Play staff any concerns so that they may be investigated as soon as possible.

4. General Organisation

Stay and play sessions are offered:

- In the Christmas holidays

- In the Easter break
- Throughout the summer break

Sessions times are around 3.5 hours. Families are encouraged to attend and snacks and drinks are available to children in this time. There is a break for lunch time. Some families choose to leave and buy lunch, whilst others remain. Families must sign in and out of the building in the event of a fire.

Daily Procedure:

- Families arrive
- Lead parent/carer completes the registration forms.
- Lead parent/carer will pay £5 entry for the family group.
- The Stay and Play lead will remind all participants where the toilets are and about the fire procedure in the event of a fire.
- The Stay and Play lead will signpost families to who to contact in the event of any safeguarding concerns.
- Activities commence.
- Lunch
- Activities commence
- Home time.

Stay and Play is usually manned by a minimum of three members of staff with other staff always available if needed.

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, trauma informed behaviour and code of conduct policies are revisited and revised. Staff receive first aid training on a two year cycle, food hygiene and positive handling training on a one year cycle. In addition, regular meetings are held with the Stay and Play lead.

6. Important Documentation

Stay and Play staff should have regard to the following policies and documents:

- Health & Safety policy
- Trauma Informed Behaviour policy
- Safeguarding policy
- Fire Alarm Procedures
- Staff Handbook
- Whistleblowing policy
- Staff Code of Conduct
- Local Area Risk assessments

Appendix: Stay and Play registration forms

Stay and Play Family Sessions

Educate U are delighted to introduce our new play and stay sessions for parents/carers within our school community. In order to participate in our play and stay group, please complete all sections of this form.

Lead Parent/Carer Details:

Parent/Carer 2 Details:

Parent/carer's name: (attending the group)	Parent/carer's name: (attending the group)
Home address:	Home address if different to lead parent/carer:
Email address:	Email address:
Mobile telephone number:	Mobile telephone number:
Known allergies:	Known allergies:
In Case of Emergency Contact:	In Case of Emergency Contact:

Disclaimer	<i>All parent/carers to sign to accept the terms</i>
I understand that there will be snack options available during the play and stay sessions and that I will be responsible for supporting my child to access snacks.	
I understand that it is my responsibility to check the ingredients of the snack if my child has a food allergy.	
I will make the staff aware of my child's food allergy on arrival.	
I understand that whilst staff will facilitate activities it is my responsibility to monitor my child and that staff cannot take responsibility for any injury caused by participating in activities where a child is not properly supervised.	

Cost per session:	<i>Lead parent/carer to sign to confirm.</i>
I understand that each session is charged at £5 per group and is payable on arrival.	

Child 1 Details:

Child 2 Details:

Child's full name:	Child's full name:
Child's date of birth:	Child's date of birth:
Home address if different to lead parent/carer:	Home address if different to lead parent/carer:
Known allergies:	Known allergies:
Known SEND:	Known SEND:

Child 3 Details:

Child 4 Details:

Child's full name:	Child's full name:
Child's date of birth:	Child's date of birth:
Home address if different to lead parent/carer:	Home address if different to lead parent/carer:
Known allergies:	Known allergies:
Known SEND:	Known SEND:

The use of mobile phones:	<i>All parent/carers to sign to accept the terms</i>
I understand that I am <u>unable</u> to use my mobile phone during the play and stay sessions.	
I understand that in order to safeguard the children, families and staff running the group, that I must NOT take any photos during the session.	

Lead Parent/Carer Sign:	Parent/carer's 2 Sign:
Date:	Date:

