



British Junior Academy of Brussels

Garderie Policy

Revised September 2018



The British Junior Academy of Brussels

Garderie Policy

This policy is for the whole school including the Early Years Foundation Stage

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## **1.0 AIMS AND OBJECTIVES**

The British Junior Academy of Brussels provides a Garderie facility for children of all ages, including those in EYFS whose parents need child care after formal school hours until 6.00pm during the school year. The school ensures that children are supervised by experienced staff in a comfortable and safe work/play environment. A high priority will be given to security at all times.

## **2.0 PURPOSE**

The purpose of this policy is to set out the responsibilities for those involved in providing Garderie and the procedures which they are to follow.

## **3.0 RESPONSIBILITIES**

The Proprietor and Board of Governors have ultimate responsibility for providing a safe and secure environment for the Garderie.

The Headteacher (or in her absence, the Deputy Headteacher) should:

- inform the Proprietor and Board of Governors of potential risks and hazards to children, staff and persons using the Garderie
- ensure appropriate daily staff/pupil ratios are maintained in the Garderie
- ensure the adequacy of Garderie equipment and resources
- be contactable during Garderie hours in the event of an emergency

The Garderie Supervisor should:

- maintain a written record of children attending the Garderie
- ensure the health, safety and welfare of children whilst in the Garderie
- ensure that children are handed over to authorised persons when they leave the premises
- notify the Headteacher immediately of any emergencies/incidents in the Garderie

## **4.0 BJAB GARDERIE PROCEDURES**

4.1 The British Junior Academy of Brussels will provide a Garderie facility for children of all ages whose parents need child care after formal school hours until 6.00pm during the school dates.

4.2 The Garderie Supervisor should:

- provide Garderie staff with a daily Garderie attendance sheet for both Boulevard Saint Michel and Marlowe House
- supervise pupils during their home learning
- ensure that the playground is adequately supervised when pupils are playing outdoors

- maintain a reference file of IDs of all persons authorised by parents to collect their children from BSM Garderie
- ensure that pupils are handed over to authorised persons only. A telephone check to parents will be made if there is any uncertainty
- ensure that a signature/time of departure is entered on the Garderie attendance sheet when each pupil is collected
- contact parents (Parent Contact List) if a pupil is unwell or injured during Garderie hours
- keep a First Aid Kit and keep a mobile phone for use in case of emergencies
- be contactable for parents during Garderie hours (phone 02 732 5376)
- submit a monthly Garderie billing sheet to the school office

#### 4.3 Garderie Staff should:

- ensure that pupils entering the Garderie are signed in by the relevant class teacher, club organiser or tutor
- provide games and activities to keep pupils suitably occupied
- ensure that signature/time of departure is entered on the Garderie attendance sheet when each pupil is collected
- check that Garderie classrooms are left tidy and orderly at the end of each day
- ensure that pupils leaving Marlowe House Garderie are handed over to authorised persons only and if in doubt, contact the Garderie Supervisor immediately
- contact the Garderie Supervisor in the event of an accident or emergency
- ensure that the front door is locked and chained at all times and not opened to unknown persons

#### 4.4 School Office staff should:

- notify the Garderie Supervisor, by 3:30pm each day, of pupils attending Garderie on an 'ad hoc' basis
- maintain an up-to-date Parent Contact List
- provide the Garderie Supervisor with photocopies of IDs for persons authorised by parents to collect pupils from the Garderie
- maintain a register of After School Clubs attendance
- provide a daily bus list to the Garderie Supervisor by 3:30pm each day
- help in controlling access/departure of persons using the Boulevard Saint Michel main door until 5.00pm
- inform the Garderie Supervisor when the office closes

#### 4.5 Class Teachers should:

- send the names of pupils attending Garderie on an 'ad hoc' basis to the school office at the beginning of each day
- ensure that pupils attending Garderie are assembled in the playground for collection by Garderie staff at 3.45pm
- ensure pupils are signed into Garderie after school club activities/tutoring

#### 4.6 Parents should:

- notify the school in advance that their child(ren) will attend Garderie via entry in the Contact Book, telephone or e-mail to the school office

- provide full ID information for any intermediary who will collect their child(ren). A child cannot be signed out of Garderie by any unknown adult or person under 18 years. Full written permission and identity cards are to be provided. *The Garderie Supervisor will not allow any child to be taken from the school by intermediaries without the explicit written consent of the parents. In circumstances where instructions are unclear the child's parent / guardian will be contacted by phone.*
- provide their up-to-date contact details for use in any emergency
- ensure that they collect their child(ren) by 6:00pm at the latest and sign the daily Garderie attendance sheet to confirm
- should parents be habitually late in collecting their child the Headteacher will be informed and rights to withdraw the Garderie facility are reserved

## 5.0 PROCEDURE FOR CHILDREN NOT COLLECTED AT APPOINTED TIME

### 5.1 Collection of children from Garderie/Clubs:

- parents collecting pupils at the end of clubs are asked to wait outside the building
- club organisers will bring the children for collection to the main front door
- if the weather is inclement parents are welcome to wait for children in the hallway – but, not the Garderie
- if pupils are not collected immediately after club activities they will be signed into the Garderie by the club organiser
- if a pupil is not collected by 6:00pm the Garderie Supervisor will:
  - attempt telephone/e-mail contact with parents. If unavailable, contact the Headteacher for advice
  - as publicised, if parents arrive after 6pm an extra charge of 20 Euro per hour (or part thereof) will be paid to the adult supervisor
  - Garderie staff will not escort children home

This policy will be reviewed every two years or more often if needed.

This policy is the responsibility of Sarah White, Headteacher	
Headteacher: .....	
Date revised: September 2018	To be reviewed: September 2020