



British Junior Academy of Brussels

Garderie Policy

Revised March 2022



The British Junior Academy of Brussels

Garderie Policy

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

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 has ultimate responsibility for providing a safe and secure environment for the Garderie.

The Headteacher (or in her absence, the Senior Leadership Team) should:

- inform the Proprietor 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.

Garderie staff 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 Garderie staff should:

- ensure that pupils entering the Garderie are signed in by the relevant class teacher, club organiser or tutor;
- supervise pupils during their home learning and provide games and activities to keep pupils suitably occupied;
- ensure that the playground is adequately supervised when pupils are playing outdoors;

- 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 Headteacher in the event of an accident or emergency;
- ensure that any door leading outside the school is closed at all times and not opened to unknown persons;
- 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 (contact details are kept on iSAMS) if a pupil is unwell or injured during Garderie hours;
- be familiar with First Aid procedures, the location of nearby First Aid Kits, and Critical Incident procedures in case of emergency;
- be contactable for parents during Garderie hours (phone 02 732 53 76).

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 parents contact details up-to-date on iSAMS;
- keep the 'Permission for Collection' file up-to-date with photocopies of IDs for persons authorised by parents to collect pupils from the Garderie;
- maintain a register of after-school clubs attendance;
- provide Garderie staff with a daily Garderie attendance sheet for both Boulevard Saint Michel and Marlowe House;
- maintain a reference file of IDs of all persons authorised by parents to collect their children from BSM Garderie;
- submit a monthly Garderie billing sheet to the Finance Officer;
- inform the Garderie staff of any changes to the bus list by 3:30pm each day;
- help in controlling access/departure of persons using the Boulevard Saint Michel main door until departure;
- inform the Garderie staff 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, if informed;
- 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 after-school club activities or tutoring.

4.6 Parents should:

- notify the school in advance that their child(ren) will attend Garderie upon morning drop-off, or via 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. *Garderie staff 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 and emergency contacts. If unavailable, contact the Headteacher for advice;
 - as publicised, if parents arrive after 6:00pm 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: March 2022 | To be reviewed: March 2024 |