



ABERDEEN
CITY COUNCIL

Out of School Care Policy and Good Practice Guidelines

**Promoting the value of high quality out of
school care provision**

Revised and Updated November 2016

Aberdeen City Council Out of School Care Policy and Good Practice Guidelines

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1. Introduction

Aberdeen City Council recognises that early learning and childcare is central to the social and economic development of the city, enabling parents and carers to engage confidently with employment and employability opportunities; economically supporting themselves and their children.

Early learning and childcare is also a major positive influence in improving outcomes for children in terms of their wellbeing, learning and development. Access to high quality early learning and childcare develops confident young people who are better able to lead their own learning, fully participate in their own communities and interact positively with their peers.

Aberdeen City Council's policy is that all schools will work with parents and out of school care providers to establish and support out of school care in all educational establishments where there is sufficient parental demand.

This policy ensures access to high quality services for all children regardless of need, background or ability as set out in the [Children and Young People \(Scotland\) Act 2014](#) and it acknowledges the significance of children's rights, the [United Nations Convention on the Rights of the Child 1989](#) which was approved by the UK Government in 1991 and adopted by Aberdeen City Council in 1996.

2. Policy Purpose

The purpose of this policy is to promote improvement and embed quality within provision in Aberdeen, and to establish links between out of school care and other local and national strategies and policies e.g. *Building the Ambition*, *Aberdeen Play Policy* and *Nurtured Outcome Group Action Plan*. It seeks to develop innovative and inclusive services in partnership with communities, schools, parents and carers, children and young people and a wide range of external agencies.

A key feature of this policy is to work with existing and future partners to best meet the needs of children, families and communities, including school communities.

This policy expresses a commitment to see, hear, listen and respond to children and ensure that out of school care represents a positive experience within which they are fully engaged.

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3. Structure and Delivery of Out of School Care

The **Integrated Children's Services Board** tasks the **Nurtured Outcome Group** to oversee the expansion, support and sustainability of out of school care in all neighbourhoods in the city. It will continue to develop services as mixed models of provision, with private, parent run, local authority and social enterprise managed services and make best use of the wide range of fiscal supports available to support provision. It will be responsible for the quality improvement and integration of provision within wider children's services.

High quality, flexible and affordable out of school care requires commitment from a number of partners in order to promote the expansion and development of services.

The Local Authority and all partners will therefore:

1. Promote the value of high quality provision as part of the wider Children's Services Plan priorities.
2. Provide free Priority of Access to Educational Establishment Lets (in line with Aberdeen City Council Educational Establishment Lets Policy) for ALL services and support the development of high quality out of school care as a priority to meet the National Care Standards for Children up to the Age of 16.
3. Acknowledge the contribution to the economic development of the city made by out of school care by continuing to provide access to Local Authority establishments at no cost to the service provider.
4. Promote the significance of out of school care within local communities by negotiating access to non Local Authority establishments at reasonable cost.
5. Ensure that out of school care services are developed following consultation with children and parents.
6. Ensure that establishments and providers jointly participate in planning to deliver year round provision that meet the requirements of the Care Inspectorate, Environmental Health and other regulatory bodies.
7. Ensure that effective communication systems are in place to allow regular and positive discussion between providers, heads of establishment and other significant stakeholders.
8. Promote out of school care provision as a positive aspect of a school / centre's range of services to parents / carers.
9. Ensure that each child's out of school care experience promotes positive outcomes, effective interventions and constructive learning and development in line with Curriculum for Excellence four capacities to enable them to become successful learners, confident individuals, responsible citizens and effective contributors.

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4. Good Practice Guidelines for Establishments on Out of School Care Development and Support

- **Nurtured Outcome Group**

Offers support and advice to providers. Early Learning and Childcare Development Officers provide practical advice and on-going support with quality improvement planning and training for staff and parent management groups.

- **Access to Premises**

Aberdeen City Council will provide free Priority of Access to Educational Establishment Lets (in line with Educational Establishment Lets Policy). Aberdeen City Council reserves the right to vary the provision of appropriate accommodation for out of school provision within local authority premises, in order to meet the changing needs of schools and establishments over time.

As far as is possible, access to non Local Authority premises should be negotiated with the same elements present as below and within the attached Out of School Care Policy Agreement.

- **Communication**

In line with the formal agreement, the appointed member of staff - Head or Depute Head of Establishment - and the Co-ordinator of the out of school care provision will meet 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.

in order to encourage better two-way communication and to help with safeguarding of the children, it is recommended that out of school care provision supply the school / centre with an attendance list, detailing the children attending the club, with appropriate consent from parents.

All children attending the provision will have a Care Plan in place which pays full regard to Getting it Right for Every Child (GIRFEC) procedures. In relation to multi-agency working, it may be beneficial to have a staff member involved in review meetings, where appropriate, to maintain a consistent approach between the school and out of school care provision. Again this should be with appropriate consent from parents.

- **Access to Resources**

The provision will require access to some essential resources in order to deliver its services to the highest standard and in line with Care Inspectorate requirements. As far as possible, the provision should be able to share school / centre equipment, and in return make arrangements for full payment for materials used, and, within resource limitations, contribute to the replenishment, refurbishment and replacement of equipment.

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The formal agreement ensures shared resource protocols are in place. A minimum requirement should include use of:

- **Photocopier**
- **Computer**
- **WIFI / Internet Access**
- **Physical Play and Equipment**
- **Areas for art, music, games and quiet time**
- **Dedicated area for display of work**
- **Noticeboard for information and legal notices**
- **Staff Rest Areas**
- **Appropriate toilet areas, including disabled access**
- **Use of suitable kitchen area for snack preparation and baking activities**
- **Use of dishwasher, if available, with clear responsibilities for emptying and filling etc.**
- **Janitorial & Cleaning Arrangements, with emergency and out of hours contact numbers provided to all key holders.**
- **Registered Space in line with Care Inspectorate requirements including:
Confidential meeting and storage space**

The out of school care provision is entitled to standard cleaning arrangements as part of the Local Authority let which should be flexible and responsive to the needs of the provision, in particular to holiday periods.

The co-ordinator of the provision should be a designated key / fob holder for the school / centre, due to the out of hours nature of the provision and should be fully briefed on security arrangements and alarm systems.

As part of the Local Authority let agreement, the provision should be entitled to utilise janitorial services for reporting faults, repairs and general maintenance as required, as well as any health and safety issues.

The janitor will be responsible for arranging regular fire alarms in consultation with the out of school care service to implement fire drill procedures in line with Care Inspectorate requirements.

The out of school care provider will be responsible for replacing items damaged or broken within its setting. The school / centre remains responsible for large items of maintenance and repair.

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- **Promotion of Out of School Care**

Providing out of school care is seen as a key service and can influence parents' choice of school.

Schools should promote the availability of out of school care on a regular basis by the following means:

1. Advertise the provision by distributing information leaflets through the school bag mail outs, in the school newsletter and on school notice boards;
2. Include the provision in any site visits and give information to potential new pupils / parents;
3. Include the provision in the P1 new starts programme by inviting the Co-ordinator to attend induction and open days;
4. Promote and publicise the service through regular updates to the Parent Council and PTA;
5. Enable the provision to host open days / evenings for parents coinciding with the school's parent-consultation days / evenings.

For help with language/interpreting and other formats of communication support, please contact 01224 764501.

Standard info and languages to be inserted

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Out of School Care Policy Agreement

Location of service: _____

In order to deliver high quality, flexible and affordable out of school care provision, which meets the needs of children and parents, and represents an important element within the learning and development of all children, any new or existing service requires a commitment to joint working. Signatories agree to adhere to the Out of School Care Policy and Good Practice Guidelines and all parties involved in the provision of out of school care agree to:

1. Provide suitable premises equipped with sufficient age appropriate furniture to the provision, which meets the childcare needs of families within the local community.
2. Acknowledge out of school care provision as a learning environment which promotes children’s development within the four capacities - to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor.
3. Provide priority of access and free lets within Aberdeen City Council educational establishments for the purpose of delivering out of school care, with appropriate setup / dismantle time in line with regulated Care Inspectorate guidelines, including janitorial services throughout the let.
4. Agree lets in advance of the new school year, in line with internal lets. This should include holidays and in-service days. A date should be agreed for the annual agreement review.
5. Support providers to access suitable community premises for the purpose of out of school care development and delivery. **(See Good Practice Guidelines Item 4)**
6. Share ACC / other equipment, printers, photocopiers and small games equipment on the basis that only competent and authorised persons are allowed to use it.
7. Provide confidential meeting space for the purpose of meeting parents, supporting staff inductions / support and supervision sessions.
8. Provide access to kitchen facilities for snack preparation and appropriate baking activities, which meet risk benefit assessments, food safety legal requirements and include adequate space and secure storage of perishable and non-perishable foodstuffs. Use of dishwasher if available and clear guidance on responsibilities of usage.
9. Provide reasonable solutions for the secure storage of equipment and service documentation, children’s files and seasonal resources.
10. Promote positive relationships throughout the school / centre management and community. **(See Promotion of Out of School Care)**

Provider:	Signed:	Date:
Head of Establishment:	Signed:	Date:

1 st Annual Review Date:	2 nd Annual Review Date:	3 rd Annual Review Date:	4 th Annual Review Date:
Signed:	Signed:	Signed:	Signed:
Date:	Date:	Date:	Date:
Signed:	Signed:	Signed:	Signed:
Date:	Date:	Date:	Date: