

Parkway Primary School

Stay and Play Policy



October 2023

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Introduction

This policy should be read in conjunction with the school behaviour, health and safety, safeguarding, online safety and staff code of conduct policies. These policies are regularly reviewed and are available to all staff, parents, governors and visitors on the school website and the staffroom noticeboard. 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. Whilst children can and should be able to play without being organised by adults, they need adults to provide a secure environment.

Aim

- **Welcome everyone** - give a warm welcome to everyone, whatever their age, relationship to the child, culture, religious background, colour, gender or disability.
- **Be excellent** - show excellence in all that is done in our group and at all times to maintain our high standards.
- **Provide a safe and happy environment** - for staff to work with parents, carers and children.
- **Offer friendship** - to everyone who comes to the group and create an environment where friendships can be made among group members.

Organisation

Stay and play sessions will be held in the Nursery building on Thursdays (term time only) from 10am to 12pm. Stay and play sessions are open for 6 months olds to Nursery aged children. Each week there will be juice and biscuits available as a snack.

Parents will be required to fill in a registration form on their first visit (Appendix 2) and sign in on our weekly register (Appendix 3). These forms will be kept in the stay and play folder, this folder will be with the member of staff during the session. The folder will be kept in a secure location (front office) when stay and play is not being undertaken.

Planning

During the session, children and their parents will have access to a range of activities to support all areas of the children's development, this included a singing session and story time at the end of each session. These activities will be planned in line with the development matters (2022) guidance. Planning will be undertaken by the Phase leader on a termly basis.

Hygiene facility

The Nursery building, there is both separate access for adults and children toilets. Parents are responsible for their own child in the toilets available. For baby changing facilities, we will offer a private area in the building attached to the adult toilets to allow for handwashing and bin facilities. A changing table will also be available to parents if needed.

Involve Parents and Carers

Encourage parents and carers to assist and participate fully in the group as the group is for them and their children. The group is run by members of staff from Parkway Primary School.

Valuing Diversity and Promoting Equality

Parkway Primary is fully inclusive in meeting the needs of all children. It recognises that children and their families come from diverse backgrounds and value their contribution. All children are welcomed from all backgrounds.

Behaviour

Parents and carers are responsible for their children at all times. Parkway Primary encourages children and adults to be kind and considerate of each other, in line with school policies for supporting positive behaviour.

Safeguarding Children

Whilst we make every effort to ensure the safety and safeguarding of the children in attendance, parents/carers remain responsible for the children they bring. We have a dedicated Safeguarding Lead, Mrs Tume and should anybody wish to seek advice or support with any concerns about the safety or wellbeing of theirs or other children. If the safeguarding Lead isn't available another member of the safeguarding team will be available.

Risk assessment

A risk assessment will be undertaken and reviewed in lines with school policy to keep both the attendees and staff health. This risk assessment will be available to parents on request, alongside with a physical copy in the stay and play folder.

Review & Implementation Dates

This policy will be reviewed as part of the Schools Review cycle and will be discussed with school representatives prior to implementation.

Revision of the above Policy was completed by:

Leanne Parsons

Autumn 2023

Appendix 1 – Parent/Carer Agreement

Parkway Stay & Play Group

Parent/Carer Agreement

Dear Parent/Carer

It is important that every member of the group feels relaxed, supported, safe and secure, and that they have fun while they are here. You can help us do that by agreeing, every time you sign in, to a few group ground rules:

- You are responsible for your child/ren's safety and the way they relate to and play with other children. Please intervene if your child is at risk of being hurt, or of hurting others.
- If another parent/carers is concerned about what you or your child is doing, please listen graciously even if you don't agree or feel that you are being misunderstood. Stay friends!
- Appreciate the staff members who are here to organise and facilitate the group, and who are also a part of the group family.
- Take care of and encourage your children to look after the room, the equipment, and each other, and to take care around drinks, buggies and belongings.
- Please remember that whilst in group we have a no smoking, shouting, swearing or smacking policy.
- Please note that mobile phones should not be used whilst on the school premises.

Appendix 2 – Registration Form

Parkway Stay & Play Group

Registration Form

Parent/Carer's Name:

Child/Children's Name/s:

Child/Children's Date of Birth:

Contact Address:

Postcode:

Contact Telephone Number:

Emergency Contact Name and Number:

Email address:

Child/Children's Medical Conditions (e.g. allergies, asthma etc,)

Any additional needs:

Signed:

Relationship to child/children:

Date:

