R: Before and after school care and holiday provision – Group and school-based providers

What do I need to know?

- Legal Framework
  - The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
  - The Education (Specified Work) (England) Regulations 2012
  - The Education (School Teachers' Prescribed Qualifications, etc) Order 2003
  - The Education (School Teachers' Qualifications) (England) Regulations 2003
  - The School Staffing (England) Regulations 2009
  - School admissions code
  - The Education (Specified Work) (England) Regulations 2012
- EYFS statutory framework for group and school-based providers page 35-36, paragraph 3.58

Before and after school care and holiday provision (page 42 of audit)	Things to consider and discuss:
If your care is solely before and, or after school care *('School' means maintained schools, non-maintained schools, independent schools and academies)* or holiday provision for children who normally attend reception class (or older) during the school day, do you **ensure** you have sufficient staff as for a class of 30 children?	• Who in your setting, is responsible for checking ratios? How are all staff made aware of how many children attend each session and their ages? • How do you know you have sufficient staff as for a class of 30? How you know what this staff:child ratio is? • How many staff do you need each day?
Are you aware it is for you to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children?	• How do you know how many children are attending each day and their ages? • How would you manage your setting if you have more children than anticipated? • What will you take into consideration when deciding how many staff members you will need? What contingency plans for staff holidays and absences do you have in place? • How do you ensure effective supervision of all children at all times? • How do you ensure the safety and welfare of children is maintained? How do you know?

Before and after school care and holiday provision (page 42 of audit)	Things to consider and discuss:
Are you aware it is for you to determine what qualifications, if any, the manager and, or staff should have?	• How do staff know their roles and responsibilities, and how do you ensure that all staff are competent and responsible in their roles? • How do staff support children's transitions? • How is information shared with parents about staffing? • Are you meeting the requirements of the Childcare register? • If you have a student on a long term placement, volunteer or apprentice, how do you ensure you are meeting the requirements in order for them to be included in the ratios • How do you ensure that staff are appropriately qualified? Are qualifications of all staff verified by manager and copies of certificates, including paediatric first aid, for newly qualified staff kept by the manager or displayed in setting? • Are there occasions when you might need to consider a higher staff to child ratio? When are these circumstances? How do you share this information with staff? • How thorough is your supervision in determining the competency of all staff members and directing staff to relevant training? • Have you considered students, volunteers, apprentices, and young people aged 16 and 17years in your ratios? Do you know the requirements of including students, volunteers, apprentices, and young people aged 16 and 17 years in your staff ratios? How do you determine whether they are competent and responsible? Have you consulted with your insurance company when work experience placements are agreed?
Have you referred to the details on page 6 of the Early Years (EYFS) Statutory Framework for group and school based providers for the learning and development requirements for providers offering care exclusively before and after school or during the school holidays?	• Have you referred to page 6 of the EYFS Statutory Framework for Group and School-based providers for the learning and development requirements for providers offering care exclusively before and, or after school or during the school holidays?

Useful links and further help:

Disclosure and Barring Service
Disqualification under the Childcare Act 2006
Keeping children safe in education GOV.UK
Working together to safeguard children GOV.UK
Safer Recruitment Consortium - Guidance for safer working practice for those working with children and young people in education settings
Safer Recruitment advice (NSPCC)
Advisory, conciliation and arbitration service (ACAS)
UK Government and Ofsted guidance to registration
Early years qualifications list
EYFS staff:child ratios - DfE approved qualifications
Information about out of school care: after-school clubs, breakfast clubs and holiday clubs
Childminders and childcare providers: register with Ofsted - Guidance
Ofsted - How-staff-to-child-ratios work

Derbyshire SchoolsNet - Early Years
Derbyshire Early Years Service - Eventbrite
Email: CS.EYS@derbyshire.gov.uk