

Working with Schools

FACEvents understands the importance of professionals working together to not only ensure continuity of care, but to ensure the effective safeguarding of children.

There are three parts to this policy:

PART ONE: Collection & Handover of Children

PART TWO: Sharing of information to Safeguard Children

PART THREE: Behaviour Management

All parts are to be shared with all schools FACEvents operates in, requesting proof of understanding via email to ensure all parties are in agreement of the content.

PART ONE: Collection & Handover of Children

After School Club (Childcare)

- All children are to stay with their class teacher until a FACEvents staff member arrives to collect them.
- Depending on the school dismissal process this can either happen in the classroom OR on the playground - this should be agreed with each school individually.
- Teachers must sign to confirm they are handing over responsibility to FACEvents staff.
 - FACEvents will also sign children into clubs on the online system.
 - Parents are aware they MUST inform FACEvents directly if their child is not attending.
- In the event the school has released the child elsewhere, they MUST sign to confirm who the child was collected by - if this person was NOT the parent, FACEvents staff will call the child's parent/carer to confirm this and remind them they must inform FACEvents directly.

After School Sports Clubs

- Children in KS1 should be **dropped off by their teacher** to FACEvents staff at an agreed location (Hall, Classroom or Field/Playground), children in KS2 can be released by their teacher to walk to such a location.
 - FACEvents will complete a register at the beginning of each session.
- Where children are signed up directly to FACEvents sessions, parents are asked to inform FACEvents directly if their child is NOT attending the club.
- When children are signed up through the school, class teachers will be given a list of children attending the club at the beginning of each term, the class teacher should inform FACEvents staff when a child is absent OR not attending the club for any reason.
- In the event there is a child not accounted for and are not able to ask the teacher without leaving the rest of the group, FACEvents staff are adopting the 'Red Card System' whereby a competent pair of children will be sent with a red card (with the name of the child unaccounted for attached) to the office - Office staff are then able

to either write a response confirming where the child is (they may need to liaise with the class teacher) OR activate the schools missing child procedure if appropriate.

PART TWO: Sharing of information to Safeguard Children

FACEvents takes advice from the following government document:

Information sharing

Advice for practitioners providing safeguarding services to children, young people, parents and carers (July 2018)

Sharing information is an intrinsic part of any frontline practitioners' job when working with children and young people. The decisions about how much information to share, with whom and when, can have a profound impact on individuals' lives.

FACEvents staff are trained to consider the following regarding the sharing of information**:

- Is it necessary and proportionate?
 - Is it relevant to the person?
 - Is it adequate and accurate?
- Is it shared in a timely and secure manner?
- Have all decisions and actions been recorded?

**Where possible FACEvents staff should be sharing information to the DSP or deputy DSP who will then take the responsibility of sharing information; when this is not possible the attached flowchart is used as reference when deciding what information to share, when and to whom.

FACEvents requests that the same process is used in reflection by the schools it operates in - where the school holds information that could affect the wellbeing and/or safety of a child in the care of FACEvents.

PART THREE : Behaviour Management

In cases that a child is on a behaviour plan, FACEvents requests that the school release an appropriate amount of information that could help with continuity of care for that particular child. In addition, FACEvents also requests that upon handover, if that particular child has had a challenging day, that information is shared with FACE staff - this allows us to be proactive with that child, to potentially diffuse/avoid any further challenge throughout the after school club.

