

MANOR HOUSE SCHOOL Honeypots Policy

Date of Issue: **January 2024**

Date of Review: **January 2026**

Responsibility: **Director of Nursery Education**

References:

School Supervision Policy

Overview

Aim to provide a safe and welcoming space where children be taken care of after school until they are collected by their parents

Objectives

- To provide a safe, secure environment at the end of the school day for children
- To allow children to play together and enjoys a range of craft activities
- To provide a calm environment with a quiet space should the children want to read quietly or complete their homework
- To ensure there is one member of qualified staff to care for the Early Years children
- To ensure consistent ratios are provided for children under three
- To ensure there is a service that includes all children from Nursery to Year

Procedures

- Honeypots takes place in Nursery classroom between the hours of 4.00pm to 6.00pm (The school reserves the right to reduce the hours if staffing is affected due to sickness)
- It is managed by three staff, two of whom are qualified Early Years member of staff, who are employed by the school
- The staff are made aware of the school safeguarding policy
- All children are registered when they arrive or when the Late Class teacher leaves
- All children are given the opportunity to take part in an organised activity each evening
- Where necessary children will be given the opportunity and support to complete their evening Prep including reading activities
- A light tea will be provided, which will be prepared by one member of staff whilst the children are supervised. Parents will be advised of the menu via the weekly newsletter
- All staff will have completed an up-to-date Food Handling course
- One member of staff will have attended a First Aid Training course
- A member of SLT will be available at all times whilst Honeypots takes place
- If a child is not collected by 6.00pm staff will attempt to contact the parents
- If they cannot be contacted the children will be taken to the main school house and the SLT member will be informed
- The procedures for uncollected children will be followed

Reviewed and Updated: February 2022, January 2023, January 2024