

Wrap-Around Care Policy

Date policy reviewed: Sept 2023

| Signed by | Date |
|--------------------------------------|----------------|
| Executive Headteacher: C. Pointon | September 2023 |
| Governors: | September 2023 |

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Jesus said 'I have come that they may have life, and have it to the full.' John 10:10

We aspire for all to achieve their God-given academic and personal potential, so that they can make a positive impact in the world. **Learning for life with Jesus** is at the centre of what we do underpinned by our distinctively Christian values ensuring we are wholly inclusive.

Statement of intent

St Thomas CofE Primary Academy believes in creating a safe, welcoming and stimulating environment for all the children trusted in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence.

In order to help and support parents, the school aims to provide an affordable and convenient wraparound care. Breakfast and After School Care are made available to children aged [2](#) to [11](#), allowing parents more flexibility with their working hours.

The school also provides numerous extracurricular clubs and activities as a method of developing children's social, behavioural and academic skills. All clubs and activities are conducted to the same high standard as that of the educational provision.

Wraparound and extracurricular clubs and activities, may include provision by external providers – appropriate safeguarding procedures will be followed with regards to these.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2022) 'Keeping children safe in education'
- DfE (2016) 'Wraparound and holiday childcare'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Attendance and Absence Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- SEND Policy
- Anti-bullying Policy
- Child-on-Child Abuse Policy

- Early Years Policy
- Complaints Procedures Policy
- Health and Safety Policy
- Behaviour Policy
- Emergency Evacuation Policy

2. Wraparound Childcare

Wraparound childcare is defined as childcare provided by a school that runs outside of normal school hours, e.g. breakfast clubs, After School Club and Extra-curricular clubs

Parents have the right to request that the school considers the provision of wraparound care children in **Reception** up to Year **6**. Where there is demand, the school may provide wraparound and holiday childcare services for children **under the age of 5 years old**, but it is not obliged to do so. The EYFS unit will ensure any Nursery and Reception children are supported by the EYFS support staff. The charges for wraparound and holiday childcare will be broadly cost neutral. Any profit that the school makes from providing these services will be reinvested in the service or in the school.

The process for handling requests from parents is as follows:

- Parents are informed of their right to request wraparound and holiday childcare, the timetable for the process and the correct process they are expected to follow when making requests
- Parents are informed of the threshold for considering requests – this is **five** requests
- The demand for a childcare service is calculated
- Where the threshold is reached, the headteacher will discuss with the LA and consult with the governing board to decide whether the school will provide the service
- Within eight weeks from the count of the number of requests, parents are informed of the school's decision, including the number of requests received and the reasons behind the decision

Parents may exercise their right to request that the school considers the provision of childcare during the **first two weeks of every term**; requests made outside of this time period are not considered.

Parents are advised to submit written requests or emails describing the type of service they require, the times of day when the provision is required and the age of their children.

All requests from parents are recorded and dated and stored in the **main office** in accordance with the school's Data Protection Policy.

The school is permitted to refuse to provide the service only under the following circumstances:

- There is a lack of a suitable space.
- There is a lack of suitably trained staff despite external advertisements.
- There is a lack of demand from parents.
- The school is unable to make arrangements with partner organisations.
- A similar service is already available and can be used without difficulty.

- The school is unable to provide the level of special needs support that a child requires and hence the child would be placed at greater risk.
- The school has been placed in special measures

If the school is unable to provide the service, parents are signposted to the local Family Information Service for up-to-date information about alternative childcare services in the area.

3. Roles and responsibilities

The governing board will:

- Maintain strategic oversight of how the 'right to request' process is working.
- Provide support to the headteacher in deciding whether the school should provide new childcare services.
- Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school.
- Hold the headteacher and SBM to account for the performance of the childcare services.

The headteacher will:

- Discuss with the LA and consult with the governing board about the viability of any new childcare service.
- Recruit any additional staff required for the childcare service and line manage the childcare service's staff.
- Report to the governing board on the performance of the childcare service.
- Manage any complaints relating to the childcare service.

The SBM will:

- Determine the financial viability and practicalities of any new childcare service and offer evidence-based recommendations to the headteacher as to whether the school should provide the service and how it should be delivered i.e. in-house, blended or externally-run.
- Assess prospective childcare providers and offer evidence-based recommendations to the headteacher as to which would be the most suitable.
- Ensure that employment contracts are revised for school staff working at the childcare service.
- Ensure that the appropriate risk assessments have been undertaken in respect of the childcare service.
- Ensure that the appropriate insurance is in place for any new childcare service.
- Ensure that any reasonable adjustments are made to allow disabled children access to the childcare service.
- Implement an appropriate payment system for the childcare service.
- Purchase materials and equipment for the childcare service.
- Maintain financial records for the childcare service.
- Review and update facilities management policies and procedures to ensure that they cover the childcare service, e.g. cleaning, maintenance and security.

- Where requested, report to the governing board on the financial performance of the childcare service.

The SENCO will:

- Review and update existing equal opportunities policies to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that staff working at the childcare service consider the needs of children with SEND when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations.

The DSL will:

- Review and update existing child protection and safeguarding policies and procedures to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that any additional staff (both paid and volunteers) recruited for the childcare service complete an enhanced DBS (with barred list) check before they care for children.
- Obtain written confirmation from the external provider confirming that enhanced DBS (with barred list) certificates have been obtained for staff working at the childcare service.

The After School Play Leader will:

- Plan a range of suitable activities for children with an age range of 2-11 on a half-termly basis.
- Provide nutritional snacks for children.
- Provide a facility for children to do their homework.
- Ensure the welfare and safety of children within our care.
- Promote good behaviour with the group.
- Treat all children as individuals and to have a secure knowledge and understanding of their needs while they are within our care.
- Act a First Aider.
- Motivate and encourage the children to participate in activities.
- Liaise with Class Teachers and parents/guardians.
- Develop methods of promoting the children's self esteem.
- Encourage acceptance of children with special needs.
- Be ready at all times for emergency situations.
- Ensure a clean, tidy environment conducive to fostering good health and safety practice.
- Maintain up to date statutory and non-statutory policies and procedures required for the efficient running of the club.
- Ensure the club is maintained to Ofsted standards of care.

The Senior Play Leader will:

- Help plan a range of suitable activities for children with an age range of 3 -11 throughout the year.
- Treat all children as individuals and to have a secure knowledge and understanding of their needs while they are within our care.
- Motivate and encourage the children to participate in activities.

- Help to promote the children's self-esteem.
- Encourage acceptance of children with special needs.
- Ensure a clean, tidy environment conducive to fostering good Health and Safety practice.
- Assist Play Leader in maintaining statutory and non-statutory policies and procedures required for the efficient running of the club.
- Liaise with Play Leader to ensure club is maintained to Ofsted standards of care.
- To help prepare nutritional snacks for children.
- Ensure the welfare and safety of children within our care.
- Promote good behaviour within the group.
- To be ready at all times for emergency situations.

The Senior Breakfast Club Supervisor will:

- Prepare a basic nutritional breakfast meal for the children (toast, cereal, fruit etc).
- Ensure the welfare and safety of the children in accordance with school policy and procedures.
- Summon help, where necessary, in case of injury or illness and provide basic first aid for minor injuries.
- Report any accidents to senior staff, completing written accident reports as required.
- Assist the children with their table manners and use of cutlery
- Maintain statutory and non-statutory policies required for the efficient running of the club.
- Liaise with senior staff to ensure the club is maintained to Ofsted standards of care.
- Promote good behaviour within the group in line with school policy.
- Ensure that a daily register is taken
- Provide supervision of children before, during and after their breakfast meal, including the supervising of children to deposit left over food from plates into the receptacles provided.
- Provide a range of suitable activities for children following their meal.
- Report any persistent unruly behaviour to senior staff.
- Supervise children moving to other areas of the school in time for their registration for lessons
- Ensure that the club area is cleaned at the end of the session and is ready for normal lessons.

The Breakfast Club Assistant will:

- Helping to serve ready prepared breakfast items e.g. cereals.
- Supervision of children before, during and after the meal, including the supervising of children to deposit leftover food from plates and dishes into receptacles provided.
- Summoning help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.
- Supervising play activities
- Responsibility for ensuring that the breakfast room equipment is hygienically maintained.
- Setting up and clearing away breakfast room equipment such as toys and craft materials.

4. Arrival and Departures including Admissions

The school is fully committed to the safety and security of all the children in its wraparound and extracurricular clubs; therefore, several procedures are in place for when children arrive at a breakfast or after-school club:

Before any child can access the before and after school club they must first complete a registration form which can be obtained from the front office.

Breakfast Club:

All pupils can access breakfast club from 7:30 each day. Year 1- Year 6 enter school via the front door. Nursery and Reception pupils enter the nursery classroom via the outside door. Pupils are registered on entry by a member of staff and parents do not enter the room.

After School Club:

After School Club places need to be booked each half term on the form that is sent out to parents/carers. **All places in the after-school club must be booked no later than Friday of the previous week using either the booking form or by contacting the school office.** The EYFS after school numbers are currently capped at 13 and the After School club places for years 1-6 are capped at 20 on a Mon-Thurs and 10 on a Friday. The school will operate a first come first served basis for places.

All children booked into the After School club will be taken to the club by staff from their class and signed in. Any pupils who are scheduled to attend but have not turned up will be checked by speaking the teacher in charge of the class to ensure they have been safely collected.

Due to staffing ratios no child can be accepted into Care Club if a place has not been booked for them. If a child has not been collected then the DSL will follow the failure to collect procedures for the school.

Pupil information is stored on the internal record keeping system and paper files kept in the school office.

Individual medical plans are stored in the medical folder in the cupboard in the community room. Photographs of pupils with allergies (with Year group and first name) are kept on the inside of the door for easy reference.

Extracurricular Clubs and Activities:

A wide variety of extracurricular activities are offered with the aim of developing pupils' cultural capital and to celebrate their individual gifts, talents and interests. These are not the same as wraparound care. A range of opportunities are provided to pupils to promote a healthy lifestyle and support pupils' wellbeing and to develop pupils' confidence including sporting activities to encourage team work lead by ASM and Port Vale. All clubs and activities follow a first come, first served policy in relation to admissions. When all the places have been filled, new applications are placed on a waiting list. Extracurricular clubs are organised, managed and conducted in accordance with the school's existing policies. There are clear ratios in place for each extra-curricular club taking place depending

on the age of the pupils and the type of activity. Pupils partaking in the club/activity are registered at the beginning and end of the session in order to ensure that nobody is missing. Whilst clubs and activities are being conducted, the designated member of staff leading the extracurricular club is responsible for the safety and welfare of all pupils. Appropriately trained members of staff partake in clubs and activities where SEND provision is needed. Extracurricular clubs do not discriminate against pupils with SEND.

5. Wrap-Around Care Fees

The standard daily fee for attending the breakfast club is **£1.80**. Fees are paid via Parentpay.

The standard fees for attending the After School Club are;

| | |
|---------------------------|-------|
| After School until 4pm | £3.50 |
| After School until 4.45pm | £5.95 |
| After School until 5.30pm | £7.80 |

Fees are paid via Parentpay.

Fees will be charged for all places booked regardless of whether the child attends.

6. Involving parents

- The school aims to achieve effective communication with parents; therefore, it has the following protocols in place to ensure effective information sharing:
- Parents are invited to speak to class teachers if they feel their child needs support attending a club. New parents/carers are invited to see where the wrap around care will take place.
- All the club's policies are available on the school's website, and hard copies are also available upon request. A copy of the policies are kept in a file in the cupboard in the community room.
- All members of staff take note of information from parents that could affect the happiness and wellbeing of their child.
- Parents are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.
- An annual survey is conducted to collect feedback and improve services.

7. Missing child procedure

We understand that children are trusted into the school's wrap around care and it has procedures in place to ensure the safety and wellbeing of all the children in the it's care.

The school ensures it holds at least two emergency contacts for each pupil registered at the club.

All staff are informed of the missing child procedure as part of their induction.

If at any time a child cannot be located, the following steps are taken:

- All members of staff are alerted that a pupil is missing.
- Members of staff conduct a search of the premises and the surrounding area.
- At least one member of staff stays with the other children involved in the club, in order to prevent further problems and keep a calm atmosphere.
- If the child is not located within 10 minutes, the police and the parents/carers of the child are informed.
- The search for the child continues until the police arrive.
- A member of SLT liaises with the police and the parents of the child.

8. Uncollected children

If the parent is up to 10 minutes late, the following procedure is followed:

- A member of staff attempts to contact the parent using the details provided on the registration documents.
- If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts listed on the registration form.
- For the duration of the wait, the child is supervised by two members of staff.
- Pupils accessing an extra-curricular club will be sent to After School Club and charges will be incurred.

If the parent is more than 10 minutes late (by 6:00pm), the following procedures are followed:

- If a member of staff has not reached the parent or an emergency contact, they contact the DSL local social care team for advice
- The child remains on the premises with a member of staff until the DSL arrives.
- If a member of staff has not reached the parent or an emergency contact, the DSL will contact the local social care team for advice.
- Under advice the school will ensure that the child is placed with the local social care team
- If the child has left the premises with the local social care team, a note is left on the door to the club informing the parent of the child's location. A contact number and address is displayed.
- A charge will be levied for all later collections. A fee will be applied for late collection from 5:40pm onwards at £10 for every 10 mins late.

9. Health and safety

All members of staff at the school are aware of their responsibilities and duties in regards to the Health and Safety Policy. All members of staff are responsible for:

- Recording incidents, accidents and near misses.
- Maintaining a safe environment for children and adults.
- Taking part in any relevant health and safety training.

10. Safeguarding

All members of staff and volunteers are suitable to be working with children in wraparound care – anyone without the appropriate checks will be supervised by a member of staff who is permitted to undertake regulated activity with children.

All staff employed to work with children in wraparound care, up to the age of 8, are permitted to work with children and are not disqualified from working in a school, in accordance with the Childcare Disqualifications Regulations 2018.

Child protection and safeguarding extends to all wraparound care provision and the school expects all staff and volunteers involved in the provision of wraparound care to read and adhere to the Child Protection and Safeguarding Policy.

The Child Protection and Safeguarding Policy is provided to all staff and volunteers involved in wraparound care upon induction.

Any safeguarding matters are raised with the DSL or deputy DSL as soon as possible. In the event that the DSL or a deputy are not available before or after school hours, safeguarding issues are raised with a member of SLT, who then informs the DSL as soon as possible. This should be recorded on the 'My Concern' Safeguarding online site. If this is unable to be accessed, a paper concern should be written and placed in a sealed envelope for the DSL.

11. Illness and injury

In the event of illness or injury, the school will act in accordance with the Health and Safety Policy and the First Aid Policy.

First aid trained members of staff are named on the first aid posters in school. At least one member of the Breakfast/After School Club team are also First Aid trained. They are aware of their duties if a child is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:

- If a child becomes ill, the parents are contacted and asked to collect their child
- If a child is complaining of illness, but the member of staff does not believe it is serious, they monitor the child until the end of the session
- If a child suffers a minor injury, first aid is administered and the child is closely monitored for the rest of the session

If a child suffers a major injury or becomes seriously ill, the following procedures are implemented:

- If a child needs to go to the hospital, an ambulance is called and a member of staff accompanies them
- The parents of the child are notified immediately

- Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future

12. Medication

Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy.

Members of staff are aware of the importance of administering prescribed medication to children. The school and its clubs understand that parental consent is crucial and has the following rules in place for administering medication to pupils:

- Before any medication is given, the child's medical forms are checked to see if the medication has been approved by the parent.
- When a member of staff administers medication, another member of staff witnesses the process.
- Details of the process are recorded on the child's medication form.
- If a child refuses to take the medication, the member of staff does not administer it. The parent is notified immediately.
- If a certain medication requires training to administer medication, only members of staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, the changes are recorded on the medical forms. Parents are required to sign the forms again before any change in procedure.

13. Behaviour

The school's wraparound childcare services are subject to the existing Behaviour Policy; disciplinary issues are reported to the parents of the child.

Repeated breaches of the Behaviour Policy may result in the child being barred from attending the clubs.

Any outstanding fees paid by the parent are returned if a child is barred from attending the clubs.

14. Anti-bullying Policy

The school has a strict Anti-bullying Policy which is implemented at all times.

Any child who is the victim of bullying is supported in a sympathetic and friendly manner.

If bullying is reported, it is noted and investigated by a member of staff.

The school defines bullying as:

The repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. To be considered bullying, the behaviour must be aggressive and include the following:

- an imbalance of power such as physical strength, access to embarrassing information, or popularity to control or harm others. These imbalances can change over time and in different situations, even if they involve the same people.
- repetition as these behaviours happen more than once or have the potential to happen more than once.
- actions such as making threats, spreading rumours, attacking someone physically or verbally or for a particular reason, e.g. size, hair colour, gender, sexual orientation, and excluding someone from a group on purpose.

Bullying of a sexual nature will **never** be tolerated and will be addressed according to the procedures outlined in the school's Child Protection and Safeguarding Policy and the Child-on-Child abuse policy.

15. Emergency evacuation/closure

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.

In the case of an emergency, the following procedures are followed:

- Emergency services are contacted
- All children are evacuated from the building and taken to the designated emergency assembly point – currently, this is playground. If the gates are locked, the key safe in the hall can be opened with the code 3489.
- A member of staff collects the register and checks that all the children are at the emergency assembly point
- If a child is missing from the emergency assembly point, the emergency services are immediately informed
- Parents are contacted to collect their children
- All children remain at the emergency assembly point until they are collected by their parent

If a child has not been collected after undergoing the emergency procedure, members of staff follow the [uncollected child procedure](#).

16. Monitoring and review

This policy is reviewed annually by the Principal.

The scheduled review date for this policy is September 2024

Appendix 1- Before and After School Registration form



BEFORE AND AFTER SCHOOL CLUB REGISTRATION FORM

CHILD'S NAME (full)DATE OF BIRTH

ADDRESS.....

NAME OF PARENT/GUARDIAN

.....

TELEPHONE NUMBER CONTACT NUMBER 1

.....

TELEPHONE NUMBER CONTACT NUMBER 2

.....

NAME OF PERSON/ PEOPLE WHO HAS PERMISSION TO COLLECT THE CHILD IF DIFFERENT FROM ABOVE

NAMETELEPHONE NUMBER

NAMETELEPHONE NUMBER

DOES YOUR CHILD HAVE ANY KNOWN MEDICAL PROBLEMS

.....

DOES YOUR CHILD HAVE ANY KNOWN ALLERGIES OR MAJOR DISLIKES, e.g. CERTAIN FOOD OR MATERIALS

.....

DETAILS OF CHILD'S DOCTOR

NAME TELEPHONE NUMBER

ADDRESS

.....

ANY OTHER INFORMATION e.g Days when a parent may not collect

.....

I HAVE READ, UNDERSTOOD AND AGREE TO THE WRAP AROUND CARE POLICY AND FEES ASSOCIATED.

SIGNED: DATED

Appendix 2- Half Termly Pre-booking Form



After School Club

Autumn 2023 – 1st Half Term

WC 4th September 2023 – 23rd October 2023

Child(ren)s Name Year.....
 Year.....
 Year.....

Please book the following sessions for my child this half term:

- After School until 4pm £3.50
- After School until 4.45pm £5.95
- After School until 5.30pm £7.80

| W/C 4 th Sep | M | T | W | Th | F |
|-------------------------|----|----|---|----|---|
| After School | ID | ID | | | |

| W/C 11 th Sep | M | T | W | Th | F |
|--------------------------|---|---|---|----|---|
| After School | | | | | |

| W/C 18 th Sep | M | T | W | Th | F |
|--------------------------|---|---|---|----|---|
| After School | | | | | |

| W/C 25 th Sep | M | T | W | Th | F |
|--------------------------|---|---|---|----|---|
| After School | | | | | |

| W/C 2 nd Oct | M | T | W | Th | F |
|-------------------------|---|---|---|----|---|
| After School | | | | | |

| W/C 9 th Oct | M | T | W | Th | F |
|-------------------------|---|---|---|----|---|
| After School | | | | | |

| W/C 16 th Oct | M | T | W | Th | F |
|--------------------------|---|---|---|----|---|
| After School | | | | | |

| W/C 23 rd Oct | M | T | W | Th | F |
|--------------------------|---|---|---|----|---|
| After School | | | | | |

Please complete this form and return to the school office by

Monday 17th July 2023