Long Whatton C of E Primary

Wrap-Around Care Policy



'Live Learn, Grow and Be Thankful'

Date of policy: May 2026

Date adopted by Governors: May 2026

Date of review: May 2027

Non-Statutory

Long Whatton C of E Primary School is proud to offer a high-quality Wrap Around Provision for our families.

Our aims are to:

- Provide reliable, high-quality childcare outside of school hours
- Offer a safe, clean and welcoming environment
- Provide a range of stimulating and enjoyable activities

To achieve these aims, we will:

- Operate sessions daily before and after school
- Maintain high standards of cleanliness and safety
- Ensure a qualified first aider is always on site
- Follow the school's health and safety procedures, including regular fire drills
- Encourage independence, creativity and positive behaviour

Wrap-Around Provision Offer

Our Wrap-around provision will be based in the school hall within school and consists of:

- **Breakfast Club - Monday – Friday from 07:30am – 8:45am**
  Cost £5.60 per day including breakfast for those children arriving prior to 8:15am

- **After School Club – Monday – Friday 3:15pm – 5:30pm**
  3:15-4:30pm £5.60 per day to include a piece of fruit and a drink
  4:30-5:30pm £5.60 per day to include a light tea served at 4:30pm
  (3:15- 5:30pm is £11.20 per day to include fruit, a drink and a light tea)

Breakfast & After School Club contact number 07857 513120

Admissions

- Only children attending Long Whatton C of E Primary School are eligible to attend the wrap-around provision.
- All places are subject to availability.
- All parents/carers will receive an electronic copy of this policy and it will be available to view via the school website.
- All club staff are made aware of pertinent information relating to children attending the club.
- Children's attendance is recorded in a register and parents will be asked to record the time and sign upon collection of their child/ren.

How our Club Works

The emphasis for our Wrap-Around provision is on play and leisure rather than education but there is an opportunity to look at homework as well.

Children have the opportunity to enhance their learning through a wide variety of activities and to promote their physical development. Wrap Around Provision will make some links with half termly curriculum class plans as well as yearly events and celebrations in the range of activities offered. E.g. Diwali, Christmas, World Environment Day etc.

Arrival and Departure

Breakfast Club Arrival

- **Parents/Carers are required to bring their child/ren to the front door and ring the Breakfast/After School Club doorbell.** You will be greeted by the Breakfast Club staff and your child/ren will be taken to the club. All children must be handed over to the Breakfast Club staff by an adult.

After School Club Departure

- **Parents/Carers are required to collect their child/ren from the front door. Please press the Breakfast/After School Club doorbell or if no one answers, please telephone After School Club on 07857 513120 to let the After-School Club staff know you are here to collect.**

- Parents/Carers or the nominated person to collect a child will be asked to sign them out and record the collection time.

- Parents/Carers must ensure that they have informed the leader in advance, if anyone other than themselves will be collecting their child.

- Parents/Carers must inform club staff (via email to the school office) if their child is going to be absent from the club or prior to 2.45pm on the day, if they will be collecting their child at 3.15/3.20pm and their child will no longer be attending our After School Club that day.
- If the session is not cancelled within the notice period – see booking section.

For both Breakfast and After School Club Parents/Carers are expected to ensure their child knows when they will be attending Breakfast and After School Club so that confusion can be avoided at the end of the school day.

Daily Routine

Breakfast Club

- 7:30am – 8:40am Parents drop children off, children are based in the school hall where a range of activities are set out.

- Between 7:45am and 8:15am breakfast is served, with children encouraged to wash their hands prior to eating.

- From 8.15am to 8.30am, encouraging the children to take responsibility for the club area.

- 8.30am-8.40am the children go outside to play

- 8:40am-8.45am the children will be dismissed from the room to join the other children entering school to walk down the corridor to their classrooms. The Breakfast Club Leader will ensure the children arrive at their classrooms.

After School Club

- 3:15pm – Any child attending the After School Club will be collected from their classroom and taken to the hall by the designated member of staff for that day. The After School Club Leader will greet the children, settle them into the After School Club and complete the register. The After School Club Leader will liaise with the class teachers/office to determine any reason why a child is not accounted for.

- 3:20pm Children offered a piece of fruit and a drink.

- 3.30pm Children go outside to play

- 3:50pm Children begin activities, choosing from a range of play and planned activities indoors.

- 4.20pm Tidy up time

- 4:30pm – Any After School led theme club will end and parents are to collect their child/ren from the front door following steps detailed above, the first session ends.

- 4:15pm – Any children attending the After School Club following an extra-curricular session will be taken to the hall by the member of staff running the extra-curricular club. Any children who are not pre-booked into the After School Club will be charged £5.60 for the first session.

- 4:30pm – A light tea is offered to all children who are booked into the After School Late Stay Club, with children encouraged to wash their hands prior to eating.

- 5:20pm - Tidy up time, encouraging the children to take responsibility for the club area.

- 5:30pm – All children must be collected.

Behaviour Expectations in Wrap Around Provision

Whilst attending Wrap Around Provision, children are expected to be kind, considerate and respectful to everyone.

We want the children attending Wrap Around Provision to enjoy their time at the clubs and to do this we expect them to:

- Choose and participate in a variety of activities
- Ask for help if needed
- Meet our expectation listed above

<u>Positive behaviour is encouraged and rewarded through:</u>

- Verbal praise
- Housepoints

- Coloured behaviour ladder

<u>Dealing with inappropriate behaviour:</u>

- In the first instance, children will be given a gentle reminder of behaviour expectations
- On the second incident the child will then be given a verbal warning and moved to amber on the behaviour chart and reminded that if their behaviour continues they will not be allowed to continue with the activity they are doing.
- On the third incident the child is then moved to red and removed from the activity they were doing for a 'time out' and will reflect, supported by the Club Leader on their behaviour.

- Parents will be informed of any time outs given to their child/ren during Wrap Around Provision.
- Club Leaders will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- If a child is moved to red on 3 consecutive times in one month they will not be allowed in the club for the following week, without refund of fees.

- If a child has received three weeks of exclusion within a term, a meeting will be arranged between the Headteacher, the Wraparound Care Leader and the parents/carers. This meeting will be used to discuss concerns, consult with parents/carers and agree appropriate strategies to support the child's behaviour.

- Following the implementation of agreed strategies, if the child continues to display inappropriate behaviour, the club may, in discussion with the Headteacher, decide to permanently exclude the child from the provision without refund of fees. The reasons for this decision and the processes involved will be clearly explained to the child and their parent/carer. This decision will only be taken as a last resort.

Bookings, Cancellations and Payment of Fees

- Bookings for both Breakfast Club and After School Club can be made up to 48 hours prior to the session(s) required.
- All bookings must be made via Arbor, where multiple sessions can be scheduled in advance.
- Payment must be credited to your child's wraparound care account on Arbor before booking any sessions.
- Cancellations must be made at least 48 hours prior to the start of the session. This applies equally to absences due to illness. Approved cancellations will be credited to your child's wraparound care account. To cancel a booking, you must contact the school office by phone or email within the stated timeframe. Refunds or credits will not be issued for sessions that are not cancelled in time.
- In exceptional circumstances where wraparound care is required at short notice, parents may contact the school office to check availability. Places will only be offered if capacity allows.

<u>Staffing ratios determine the maximum number of places available:</u>

- One staff member: maximum of 20 children
- Two staff members: maximum of 30 children
- Children must have a confirmed booking before attending. Unfortunately, we are unable to accommodate children who arrive without a booking due to staffing, safeguarding and insurance requirements. In these circumstances, parents will be contacted to collect their child.

Childcare Vouchers and Government Tax Free Childcare Scheme

We accept payment via a number of childcare voucher providers including the Government Tax free scheme.

Please notify the School Office if you intend to pay for Wrap Around Provision using Vouchers or Tax-Free Childcare.

You will still need to book via Arbor if using childcare vouchers. Please ensure that any payments via your voucher scheme are made well in advance of the sessions you wish to book, as some voucher scheme payments can take up to two weeks to arrive in our bank account, and delays may result in insufficient credit on your child's account and you will not be able to reserve your sessions.

For each payment you will need to supply the information below via email to the school office:

- Name of voucher provider
- Voucher amount
- Payment reference number
- Payment date
- Name of child/ren

Safeguarding Children

- Safeguarding leads in school are Mrs Sara Gray, as the school's Designated Safeguarding Lead, Mrs Penny Plummer and Miss Maia Hellawell are Deputy DSL's.
- Our setting will work with children, parents and the community to ensure the rights and safety of children. Use of cameras is guided by individual permissions that parents give to the school on admission.

Maintaining children's safety and security on premises

- We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us. Entry and exit are through the front door. Parents are required to wait at the main door to be given access to the setting.

Uncollected child/ren at the end of the school day

- In the event that a child is not collected on time by an authorised adult at the end of the school day after your child's class has been dismissed, your child will be taken to the After School club and you will be charged for this session via Arbor. This will ensure that any child is cared for safely by an experienced and qualified practitioner who is known to them. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures for uncollected child/ren at the end of Late Stay Club

- On occasions when parents or the person normally authorised to collect the child are not able to collect them, parents must notify the office via email (during school hours 8:45-3:15pm) or call the After School Club Leader on the school mobile 07857 513120 (After 3:15pm) to inform them who is collecting their child/ren.

- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.

We inform parents that we apply our child protection procedures in the event that their children are not collected from the setting by an authorised adult within 30 minutes after the setting has closed and the staff can no longer supervise the child on our premises.

If a child is not collected at the end of the session, we follow the procedures below:

- If no information is available, parents/carers are contacted on the telephone numbers held by school.

- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting – and whose telephone numbers are recorded – are contacted.

- All reasonable attempts are made to contact the parents/carers.

- The child does not leave the premises with anyone other than those named on their 'Collection from School Arrangements' or that the After-School Leader has been notified of.

- If no-one collects the child after 30 minutes and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.

- We contact our local authority children's Social Care Team: 0116 305 0005.

- The child stays at the setting in the care of staff until the child is safely collected either by the parents/carers or by a Social Care worker.

- Social Care will aim to find the parent or relative; if they are unable to do so, the child will become looked after by the Local Authority.

- Under no circumstances do staff go to look for the parent, nor do they take the child home with them.

- A full written report of the incident is recorded on CPOMS.

Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff. Late collection at After School Club will be recorded on the day. Any collections from our After School Activity Club after 4:30pm, will be charged at £5.60 per child for going into the Late Stay session and any collections after 5.30pm from our Late Stay Club will be charged at £3.00 per 5 minutes, per child and charges added to your child's Arbor account. Your child cannot attend any further sessions until the debt is cleared.

Missing child whilst attending Wrap Around Care Provision

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures for a child going missing on the premises:

- As soon as it is noticed that a child is missing the Wrap Around Leader (Breakfast or After School) alerts other staff on site.

- The Wrap Around Leader and other school staff will carry out a thorough search of the premises and outdoor area.

- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.

- The Wrap Around Leader will call the police and report the child as missing.

- The Wrap Around Leader will then call the parent.

- The register is checked to make sure no other child has also gone astray.

The setting leader will find out when and where the child was last seen and will record this.

- The setting leader will contact the Headteacher and report the incident. The Headteacher will carry out an immediate investigation.

Supporting children with Special Educational Needs and Disabilities

Long Whatton C of E Primary School provides an environment in which all children, including those with special educational needs, are supported to reach their full potential. The nominated person for inclusion is the SENCO. This provision fully supports our SEND policy. We will work in partnership with parents to meet each child's individual needs whilst attending our Wrap Around Provision. We are unable to provide 1:1 support for any child attending our Wraparound Provision, unless 1:1 funding has been secured through the Local Education Authority (LEA). If the safety of the child or other children would be compromised, the club cannot offer a place.

Toileting and Intimate Care

Our expectation is that young children should have achieved continence when they are admitted to Long Whatton; however, we recognise that young children vary widely in their levels of maturity and in achieving continence. No child of any age is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. We also recognise that children of any age may have a lapse in their continence because of trauma, onset of sudden disability, emotional upset or health problems. We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained or who may need special provision.

Health and Safety

First Aid

In our Wrap Around Provision staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current and appropriate first aid training is on the premises at any time. Additional training where practically possible, will be undertaken to allow access for children with particular conditions. First Aid provision complies with guidelines within school.

Fire Safety

All in school arrangements are mirrored in our Wrap Around Provision. Including, implementing regular fire drills and we ensure that all staff and children are aware of and familiar with the procedure to follow in the event of a fire/activation of the fire alarm.

Food and drink

Breakfast Club

The children can choose from a tasty selection of cereal or toast with butter and jam or marmalade. Fresh fruit and a drink are also available.

After School Club

At 3:30pm the children are offered a piece of fresh fruit and a drink.
At 4:30pm, the children are offered a light tea and a drink. The light tea offer will consist of the following but not limited to: ham, cheese, tuna or pizza wrap and fruit will also be offered.

Food Hygiene

- Food provided at Breakfast Club and After School Club complies with all relevant guidelines, as outlined in Requirements for School Food Legislation (2014) and all Wrap Around staff have completed Food Hygiene and safety training and this is renewed at regular intervals.

- Tables used for food and drink should be cleaned before and after use. Floors to be hoovered/mopped if any debris is on the floor.

- Children should be encouraged to wash their hands on a regular basis and before and after eating food.

- Children should not be allowed in food preparation areas.

- The kitchen area should be free of contamination, dust, flies, rodents etc. and all surfaces should be in good repair.

- All utensils should be kept clean and stored correctly.

- The school dishwasher should be used or the double sink procedure should be used for washing.

- A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned on a morning and afternoon after session.

- All food and drink should be stored correctly and used within the recommended use by date.

- Staff preparing food will always adhere to personal hygiene recommendations.

Employment and staffing

Our staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring Service in accordance with statutory requirements and records are maintained on the Single Central Record. Staff recruitment follows guidelines laid out in the school policy. Staff have regular performance management reviews.

Complaints Procedure

Complaints about any aspect of our Wrap Around Provision should be made verbally in the first instance to the Head teacher. If not resolved, in writing to the Headteacher and failing that in writing to the Governing Body.

If a complaint or concern is made by a child or parent against a member of staff, then the issues will be dealt with by the Head teacher and the Governing Body in line with school policy.

All complaints and comments will be recorded, and a written response of actions will be kept on file and provided to the complainant.