



## Standens Barn Primary School

### Wrap Around Care Policy

This document outlines Standens Barn Primary School's organisational procedures to be followed within the wraparound care provided at the school.

The policy aims to enhance the safety and wellbeing of all staff and children within the breakfast and after school club facilities.

At Standens Barn Primary School we recognise the importance of consistency within the setting: all wraparound care staff are direct employees of the school. They are familiar with the routines of the school day and work within school policies and follow BEST. We know through experience that this supports transitions at the beginning and the end of the day for all involved.

#### What is Wraparound Care?

In today's busy climate Standens Barn Primary School fully recognises the need to support working parents and provision has to be made for the care of their children. This takes place within school and therefore limits the needs for extra transfers, allowing parents to have much needed contact with the school.

At Standens Barn Primary School we provide:

**A Breakfast Club** which welcomes children from 8:00 am until 8:50 (the start of the school day) Monday to Friday (term time only).

The fee is only £3.00 per day per child (the cost is subject to change depending on staffing and food costs).

We can cater for a maximum of 35 children at each breakfast session so please book early to avoid disappointment.

**An After-School Club** which welcomes children from 3:15 until 5:45pm Monday to Friday (term time only).

The fee for this facility is £8.50 per day per child (the cost is subject to change depending on staffing and food costs).

We can cater for a maximum of 30 children at each after school club session so please book early to avoid disappointment.

Each club is run by current members of school staff who provide food, activities and care for the children. We encourage and support child led activities and both indoor and outdoor play.

The club leaders work with the Senior Leadership team and the Headteacher to ensure that procedures and practices represents and reflects the mission, values, ethos and policies of the school.

### **Objectives for wrap around care**

- To provide a welcoming, safe, secure environment for pupils before and after the school day.
- To provide an affordable service.
- To provide a relaxed and calm play environment.
- To employ caring supervisory staff.

### **Staffing**

There will always be two members of staff within the school at breakfast club and after school club, one of whom is a qualified first aider. If a member of staff is absent, alternative cover will be arranged to ensure the clubs take place. The Headteacher will organise for the cover to be provided by another known member of staff.

Staff who are unable to work their usual shift due to absence or illness must contact the Head teacher as soon as possible so that cover can be arranged.

### **Admissions & Bookings of Breakfast and After School Club**

Only children attending Standens Barn Primary School are eligible to attend Wrap Around Care sessions at the school. Places are provided on a strict first-come-first-service basis and must be booked via the online Arbor system and all places are subject to availability. Payment is required at the time of booking.

Children cannot be accepted in the club without a signed consent and agreement form. The registration process must be completed prior to the child's commencement at the club.

The children of school staff will not be given priority over 'school children', however, they can take a place if it is available and continue to hold that place regardless as to whether there is a waiting list in the future. Any children of staff in school may attend free of charge providing there is space and staffing ratios are not exceeded.

Occasionally, children may turn up who are not booked in, if staffing ratios are exceeded parents will be informed and the children must be collected.

Please check with the club leaders or the office team in the case of a late booking. Any queries regarding when children should be attending should be passed to the club leaders and/or the office team.

We reserve the right to withdraw an offer of a place in the following circumstances:

- Unacceptable behaviour resulting in distress or disruption to adults or children at the provision.
- Repeated late collection

### **Special Educational Needs**

We welcome children with SEND but this is on an individual basis and dependent on the available staff ratios. Every effort will be made to cater for those with special needs and where appropriate activities may be adapted.

Whilst we will make every practical effort and endeavour to welcome children with additional needs, there may be some instances where we may have to look at alternative provision. We will work in partnership with parents/carers and liaise with the schools SENDCO to discuss the child's individual needs.

### **Attendance, Absence & Collection**

If a child is attending Breakfast Club, parents/carers are required to bring their child directly to the club. They should enter the club via the main school/office entrance.

Separate breakfast and after school club registers are kept by the club leaders. The register is updated daily— parents and carers are aware of the need for booking in advance to comply with available spaces.

The leader is responsible for ensuring that the number shown on the register tallies with the number of children present having considered absentees and those children attending another cross-curricular club prior to joining after school club at 4.15pm

At the end of Breakfast Club at 8.50am, children will leave the club in an orderly manner and go to their classrooms ready to start the school day. Children in Reception and KS1 are taken to their classrooms by staff and/or older children.

If children are attending After-School Club, children in KS2 will be released at 3:15pm by their class teacher to then go to the large studio where the children will be met by the adult.

Children in reception and KS1 will be taken to the large studio by a member of staff from their class/year group. The register will then be taken. Children are encouraged to place their belongings tidily and then be seated ready for snack.

If a child is attending the After-School Club, parents/carers are required to collect their child from the main school entrance and sign the child out once the handover has been completed by the staff member.

Parents/carers are asked to contact the After-School Club leaders on the following telephone number: 07742934195

When children are collected, the club leader must ensure that the child is signed out by the parent or carer collecting them.

No child will be allowed to leave the After-School Club unaccompanied. No adult other than those named on the Arbor system will be allowed to leave with a child. In the event that someone else should arrive without prior knowledge, club leaders and/or office staff will telephone the parent/carer immediately.

From time to time, parents/carers may have to send someone different to collect their child. In this case, we require you to telephone and inform us that you are sending an alternative collector. You must also give the person you are sending the password that you are required to note on your child's registration form. This reassures us that you have spoken to this person and given us permission to release your child to them.

### **Late Collection:**

If children are absent from school or collected from school, the parents and office team will let the club leaders know.

If children are attending school but will no longer be attending After-School Club, then it is the parents' responsibility to advise the provision and they may still be charged for the place.

If a parent or carer is late collecting their child then additional charges may apply (£1 per minute from 5:45 onwards).

If an emergency has arisen and a parent/carer knows they may be late to collect, we advise they contact the main school office before 4:00 or contact club leaders using the following telephone number: 07742934195

If a parent/carer is late and no contact can be made using the telephone contacts on the Arbor system, club leaders will follow safeguarding practices and contact the DSL. The safeguarding team will consult with each other on risk and the degree of vulnerability of family. If the safeguarding team are not reassured the parent/carer is safe then a home visit may be conducted.

- The home visit will be done by 2 members of staff
- Staff conducting the visit will knock on the door and take step back 2 metres from the main door.
- Staff will also take their identification badges and knock on the doors of neighbours and ask if they have any knowledge of parent/carer's whereabouts.
- **If the parents or carers have not made contact, the DSL will then follow safeguarding procedures and may report the matter to the police and MASH.**

## Behaviour

Both clubs are expected to adhere to the school's behaviour policy although it is recognised that the atmosphere of the club will be less formal. Our behaviour policy and school ethos of BEST is based on a whole school approach to positive reinforcement and modelling of expected behaviours.

The club leaders are responsible for planning, setting up, tidying away and evaluating the suitability of the activities provided. Children are reminded to reuse and recycle as much as possible and to look after resources.

Children are to ask an adult before going to the toilet and they will use the disabled toilet near to the main office area.

## Fire Procedures

Should the fire alarm sound, the club leaders will take the children, the register and mobile phone through the nearest fire exit and onto the field where the register will be retaken to ensure all children are present.

## First Aid/Accidents

It is important to realise that, at times, when children are playing "playground accidents" can happen. For this reason, our club leaders are qualified in administering first aid. Any minor accidents will be dealt with and recorded in line with school procedures. The parent/carer will be informed when collecting children from the provision. In case of a more serious accident, the appropriate action will be taken, and the parents will be informed immediately.

## **Illness**

If children are ill during a session, the parent will be contacted. If children suffer from an infection, or infectious illness the club will ask the parents/carers to collect the child immediately, with the understanding that children will only be accepted back at school and the provision when they are fit. Please note that 48hrs is the requested time for sickness/stomach bug. This action is necessary for the protection of other children from infections and illness. The provision needs to be informed if children are not attending due to illness.

## **Food & Snacks**

The provision offers a variety of snacks and meals including, but not limited to, fresh fruit and vegetables, toast (including toppings of jam or marmalade), crumpets, a range of cereal, pasta, beans on toast etc.

Children have access to drinking water throughout the sessions.

Any food allergies/dietary requirements etc must be informed at the time of obtaining a school place or as soon as there are any medical changes and updated by the parents/carers via the Arbor system- contact the main school office for further information.

Children are encouraged to keep the area tidy and clear up any spillages. Whilst eating all children remain seated.

Children are not permitted to bring their own food to Wrap Around Care provision. However, we will endeavour to support children with any specific dietary requirement.

## **Child Protection/Safeguarding Children**

We take our responsibility for child protection seriously. All club leaders will follow in school safeguarding procedures and are trained to recognise signs of abuse. The safeguarding team who will make the necessary referrals to the local authority, if necessary. A DSL is on school site or contactable at all times.

## **Emergency Closure**

If Breakfast Club or After-School Club are closed at short notice, due to very exceptional circumstances i.e. no heating, burst water pipes etc, a full refund or alternative dates will be given for the day(s) the club is closed.

We are unable to give refunds if the club is open and the parents make the decision not to send their children.

In the rare situation of an emergency closure, the club leaders and/or office staff will contact the parents, therefore please ensure that contact numbers are up to date on Arbor.

## **Equal Opportunities**

The provision is committed to equality of opportunity for all.

We are committed to provide the appropriate support where necessary to ensure integration.

We recognise all children as individuals with different needs.

Inappropriate attitudes and behaviours will be dealt with sensitively.

## **Complaint Procedure**

If you have an issue or problem with any aspect of the club, in the first instance, talk to the staff on duty who will do their best to resolve the issue to your satisfaction. If this course of action does not resolve the issue or you feel it is not an appropriate course of action, please contact the Head teacher.

*Updated by Amie James- June 2023*