



Trinity St. Peter's

Church of England Primary School

where children shine

## Wrap Around Care Policy

## **About Us**

Trinity St. Peter's offer 'Wrap Around Care' to our pupils and families - 'Clubhouse'. The provision is designed for parents who wish to have more flexibility in their working arrangements, and who require high-quality child care. It is also for any child in the school that wishes to take part in the activities on offer.

This policy should be read in conjunction with Safeguarding, Behaviour Policies and Terms and Conditions of Clubhouse.

## **Mission Statement**

Our Wrap Around Care is a fully intergrated and valued part of our whole school. All policies and procedures of the school are therefore adopted also by Clubhouse ensuring consistency and continuous high standards.

## **Our Club aims to:**

- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Provide a high-quality service to parents and carers
- Work in partnership with parents to produce the highest quality provision for their children
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children at Trinity St. Peter's Primary School.
- Undergo regular monitoring and evaluation of our services to ensure that our service continues to meet the needs of children and parents/carers.
- There is a good selection of play, construction, creative and physical equipment available for the children to share with their friends or enjoy on their own. They are also given time to relax as well as play.
- Children are given many opportunities to learn new skills and are encouraged to have a range of experiences at the club. We offer developmentally appropriate activities and a high level of adult support and care.

## **In line with our school ethos, our Wrap Around Care is committed to meeting the needs of parents and carers by:**

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

## **Our Wrap Around Care is committed to providing:**

- Care and activities that put the needs and safety of children first.
- A programme of activities that is interesting, educational, stimulating and fun.
- Activities that promote each child's social, physical, moral and intellectual development.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, professional, well trained and properly supported.
- Services that meet the conditions of the Children's Act 1989 and all other relevant childcare legislation, wherever they apply.

## **Organisation:**

### **Breakfast Club - £4 per session**

Breakfast Club starts at 7.40am each day. Children will receive breakfast; a choice of cereals, toast and yogurt.

Children are then led to their classroom by a member of Clubhouse staff at 8.50am ready to start their school day.

### **Lunchtime:**

Our Nursery pupils will eat their lunch each day in our Wrap Around Care building with the Clubhouse staff.

### **After School Club - £11 per session**

Wrap Around Care commences at 3.05pm each day until 6.00pm. Children from Foundation Stage and Key Stage 1 will be taken to Wrap Around each day by a member of school staff where they will be welcomed by the Clubhouse team. Key Stage 2 will lead themselves to the club. All pupils are registered upon arrival.

A snack and drinks will be provided each session.

Parents may arrive to collect their child at any time up until 6.00pm.

## **Arrivals and Departures**

### **Arrivals:**

On arrival, a member of staff will immediately record the child's attendance in the daily register, including the time of arrival. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts during the session.

Any correspondence from the parent/carer is relayed to the relevant persons e.g. class teacher at the start of the school day.

### **Departures**

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded before the start of the session. The named adult nominated to collect a child must be aged 16 years and over and be known to the staff or have suitable identification/password. In the event that someone else should arrive without prior knowledge, the Club will telephone the parent/carer immediately.

If the parent/carer or alternative nominated adult is going to be late to collect their child, they must inform the After School Club directly or the school office at the earliest opportunity.

No child will be allowed to leave Clubhouse unaccompanied.

### **Absences**

If a child is going to be absent from a session, parents must indicate this to the Club in advance either via the school office or to Wrap Around Care directly.

### **Payments**

The Club understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Club, it must ask that parents/carers respect its policy in respect of fees.

- The level of fees will be set by the school Governing Body and reviewed annually.
- Payment of fees should be made in advance; half termly, seven days after being invoiced. All payments are to be made online via the school's online payment service 'School's Money'.
- Childcare vouchers will be accepted (Please ask staff for details).

### **Late Payment**

- If the fees are not paid on time, the Club will notify the parent/carer by text or phone call and request payment at the earliest possible opportunity.
- The Manager of the Club and Headteacher has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Club being forfeited.
- If fees are paid persistently late or not at all with no explanation, the Club will be forced to terminate that child's place. Under exceptional circumstances, the Club Manager may agree to allow the child to continue attending the Club for the remainder of that week.

### **Safeguarding**

Trinity St. Peter's believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm.

Our day to day manager has appropriate safeguarding training and the Designated Safeguarding Officer is Louisa Martin. This Officer has suitable experience, training and expertise, and will be responsible for liaising with social services, the Local Safe Guarding Board and Ofsted in any child protection matter.

Wrap Around Care procedures comply with all relevant legislation and adopt the school's Safeguarding Policy.

## **Uncollected Children**

Trinity St. Peter's has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

- At the end of every session, the Club will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrivals and Departures agreement. If for some reason a child is not collected at the end of a session, the following procedures will be activated
- If a parent, carer or designated adult is more than 15 minutes late in collecting their child the After School Club Manager will call the parent, carer or the names of the designated adults on the admissions forms, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answerphone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
- The child will remain in the care of the Club until they are collected by the parent, carer or designated adult.
- Late collection will result in additional charges and persistent late collection may result in the loss of their child's place at the Club.

## **Staffing**

Trinity St. Peter's is committed to placing the best interests of children's welfare, care and development at the centre of all staffing matters.

- The After School Club Manager and all staff will be suitably qualified, have relevant experience and have undergone full Disclosure and Barring Service checks.

\* The Club is conscious of the importance of maintaining adequate staff to child ratios, ensuring that children are cared for safely and given adequate attention and support. In all cases the minimum staffing ratio for children aged 3-8 will be 1:8. For children aged over eight, the Club will make every effort to maintain a ratio of staff to children of at least 1:10.

\*The Club Manager will ensure that there are always at least two members of staff on duty at the premises at any given time. They will ensure that suitable and sufficient contingency plans are in place to cover emergencies, unexpected staff absences, holidays and sickness.

## **Special Educational Needs and Disabilities**

Trinity St. Peter's is a fully inclusive school and is aware that some children have special educational needs and/or physical disabilities that require particular support and assistance. We are committed to taking appropriate action to make sure that all children are able to access our

services, made to feel welcome, and that our activities promote their welfare and development. The Club is committed to the integration of all children in its care, believing that children with special educational needs and/or physical disabilities have a right to play, learn and be able to develop to their full potential alongside other children. Whenever possible, children with special educational needs and/or physical disabilities will have access to the same facilities, activities and play opportunities as their peers. Everybody stands to gain if all children are allowed to share the same opportunities and are helped to overcome any disadvantages that they may face.

The policies, procedures and practices of our service are in relation to children with special educational needs and/or physical disabilities are consistent with current legislation and guidance. These include the Special Educational Needs and Disability Act 2001 and the Disability Discrimination Act 1995.

## **Health, Illness and Emergency**

We are committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

### **First Aid**

Under duties set out in the Health and Safety (First Aid) Regulations 1981, we recognise our responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the Club. The Club has a designated member of staff responsible for First Aid. This person has an up to date First Aid certificate. They are responsible for administering basic First Aid when necessary and appropriate.

The Club Manager and the designated member of staff will ensure that there is a fully trained First Aider available at all times during sessions at the Club.

### **In the Event of a Major Accident, Incident or Illness**

\*Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the Club and its staff.

- If the child does not need hospital treatment and is judged to be able to safely remain at the Club, the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves.
- If and when the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.
- At the end of the session, the First Aider will fully inform the parent/carer of the incident or accident and any treatment given.
- If the injury or illness incurred is such that treatment by the First Aider is deemed inappropriate, but does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible.

## **Medication**

Wherever possible, children who are prescribed medication should receive their doses at home. Staff may only administer medication to the child in accordance with the Medical policy and if the request to do so is from the child's parent or carer with the completed medication form at the start of a session, stating frequency and dosage.

## **Medication Form**

Staff have the right to decline such a request from a parent/carers if they are in any way uncomfortable with this. The Club is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training.

## **Sun Protection**

The staff understand the dangers posed to children and themselves by over exposure to the sun. Children will be encouraged to wear a hat when playing outside in the sun. When deemed necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior permission has been given by the parent/carers on the Admissions Form. In hot weather, staff will encourage children to drink water frequently. Staff will also ensure that shady areas out of the sun are always available to children when playing outside.

## **Behaviour**

Our school behaviour policy is complied with and adopted by the Wrap Around Care. Sanctions and Rewards will therefore be in line with the school policy also which all children will be already familiar with. This will ensure familiarity of expectations for the children and ensure consistency across the settings. All procedures are outlined in the School's Behaviour Management and Anti-Bullying Policies.

Staff will always keep parents/carers informed about behaviour management issues relating to their child so that they can work together to the benefit of all the children.

## **Food and Drink**

Wrap Around Care is committed to providing healthy, nutritious and tasty food and drinks for children during our sessions. The Manager and staff will make every effort to ensure that food and drink is safely prepared and sensitive to the dietary, religious and cultural requirements of all the children. Staff will have undergone the appropriate food handling and preparation training.

## **Healthy Eating**

The Club recognises the importance of healthy eating and a balanced and nutritious diet. Because of this, we will endeavour to make a variety of foods available including; plenty of fruit and low fat and low sugary food. The Club will not provide sweets for children and will avoid excessive amounts of fatty or sugary foods. The Club will provide a choice of non-sugary drinks and make sure that fresh drinking water is available at all times.

## **Cultural and Religious Diversity**

The Club and its staff are committed to embracing the cultural and religious diversity of the families who use our services. The Club Manager and staff will work with parents/carers to ensure that any particular dietary requirements are met.

## **Equal Opportunities**

Trinity St. Peter's Wrap Around Care is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community. The Club's equal opportunities procedures aim to help everyone involved in the Club to counteract and eliminate both direct and indirect discrimination in decision making, employment practices and service provision and to ensure that our services strive to achieve equality of opportunity for all.

## **Care, Learning and Play**

The programme of activities and the atmosphere of our Wrap Around Care aims to encourage confidence, independence and enjoyment. Our work has, as its core, the aim of enabling children to develop their emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover and be creative.

The Club will provide a well-planned and organised play environment that offers children rich and stimulating experiences, alongside opportunities to explore, experiment, plan and make decisions for themselves. The programme of activities will recognise and take into account the differing ages, interests, backgrounds and abilities of the children. Activities are carefully planned to allow children to build on their natural curiosity, advance their thinking, use their imagination and develop positive social relationships. At all times, the Club will recognise a child's individuality, effort and achievement. Wherever appropriate, children will be involved in the process of planning activities so that the programme reflects their opinions, and so that children feel some ownership over their Club.

Adopted by the Governing Body June 2018