



# 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 and Child Protection, Behaviour Policies and our Clubhouse contract, all of which are available on our website [here](#).

## Mission Statement

Clubhouse is a fully integrated 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.

## Clubhouse 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/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.
- Provide 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 Clubhouse is committed to meeting the needs of parents/carers by:

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges.

## **Organisation:**

### **Breakfast Club - £5.00 per session**

Breakfast Club starts at 7.40am each day. Children will receive breakfast; a choice of cereals, toast, yogurt and fruit, with either a drink of milk or water. Children are then led to their classroom by a member of Clubhouse staff at 8.50am ready to start their school day.

### **After School Club - £15.00 per session (until 6pm), £10.00 per session (until 5pm)**

Clubhouse commences at 3.05pm each day until 5.00pm or 6.00pm. Regular session should be booked in advance. Children from Foundation Stage and Key Stage 1 will be taken to Clubhouse 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. Parents may arrive to collect their child at any time up until 6.00pm.#

Adhoc sessions can be requested by emailing [Clubhouse@tsp.sefton.school](mailto:Clubhouse@tsp.sefton.school). These are charged at £6.60 for breakfast club, After School Club: £19.80 up to 6pm; £13.20 up to 5pm.

A snack and drinks will be provided each session. The Clubhouse menu can be found [here](#).

## **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, Clubhouse 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 Clubhouse 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 should indicate this to Clubhouse in advance to Clubhouse ([Clubhouse@tsp.sefton.school](mailto:Clubhouse@tsp.sefton.school)).

## **Payments**

We understand 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 Clubhouse, we ask that parents/carers respect its policy regarding fees.

The level of fees will be set by the school Governing Body and reviewed annually.

Payment of fees should be made in advance; invoices will be issued half termly with a minimum of fourteen days to complete payment. 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).

We are unable to process the refunds of any fees in line with our Terms and Conditions

### **Late Payment**

If the fees are not paid on time, Clubhouse will notify the parent/carer by text or phone call and request payment at the earliest possible opportunity.

The Manager of Clubhouse and the 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 Clubhouse being forfeited. The late payment fee is currently £25 and will be added to your School Money account.

If fees are paid persistently late or not at all with no explanation, Clubhouse will be forced to terminate that child's place. Under exceptional circumstances, the Clubhouse Manager may agree to allow the child to continue attending Clubhouse for the remainder of that week.

Fees are non-refundable as per Clubhouse Terms and Conditions.

### **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.

Clubhouse 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 Clubhouse 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 Clubhouse until they are collected by the parent/carer or designated adult. Parents/carers will also incur a late collection charge. This will be a fee of £10 per child if children are not collected after 5 minutes of their session ending. Anyone collecting their child after this time will also be charged an additional £20 per child.

If a child is still uncollected at 6.30pm, regardless of contact with a parent or other authorised person, school may be required to inform Sefton's Safeguarding Team

**Late collection will result in additional charges and persistent late collection may result in the loss of their child's place at Clubhouse.**

## **Staffing/ratios**

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 Clubhouse Manager and all staff will be suitably qualified, have relevant experience and have undergone full Disclosure and Barring Service checks.

We are conscious of the importance of maintaining adequate staff to child ratios, ensuring that children are cared for safely and given adequate attention and support.

The Clubhouse 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.

We operate a staff:children ratio of 1:10.

## **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.

Clubhouse 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.

Children who require 1-1 support in Clubhouse where an additional staff member is needed, will be contacted by a member of Clubhouse staff to discuss further. In this instance, payment is made for the additional support staff rather than the session place.

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 Clubhouse. Clubhouse has designated members of staff responsible for First Aid with valid First Aid certificates. They are responsible for administering basic First Aid when necessary and appropriate. The Clubhouse Manager will ensure that there is a fully trained First Aider available at all times.

In the Event of a Major Accident, Incident or Illness; Parents/carers will be made fully aware of the details of any incident. Dependent upon the injury/incident/illness, parents will either be notified during or at the end of the session

## **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/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/carer if they are in any way uncomfortable with this. Clubhouse 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/carer on the data collection 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 Clubhouse. 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**

Clubhouse 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**

We recognise the importance of healthy eating and a balanced and nutritious diet. Because of this, we will endeavor to make a variety of foods available including; plenty of fruit and low fat and low sugary food. We will only provide sweets occasionally, for example at Easter or Christmas and will avoid excessive amounts of fatty or sugary foods. Water is available at all times.

## **Cultural and Religious Diversity**

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

## **Equal Opportunities**

Trinity St. Peter's Clubhouse is committed to taking positive and proactive steps to ensure that we provide a safe, caring environment, free from discrimination, for everyone in our community. Our equal opportunities procedures aim to help everyone involved in Clubhouse 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 Clubhouse 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.

Clubhouse 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 consider 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, Clubhouse 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 Clubhouse.

Adopted by the Governing Body  
School Year: 2023/24