



**INSPIRE NURTURE BELIEVE ACHIEVE**

*Working together to be the best that we can be.*

# **Wrap Around Care Policy and Procedures**

## **October 2023 - October 24**

**Policy and Procedures – please refer to other Wrap Around Care information too.**

### **Aims**

- To provide a welcoming, safe, secure environment for pupils before the beginning and end of the school day;
- To provide an affordable, early drop off childcare facility for working parents/carers;
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment.

### **Procedures**

#### **Staffing**

The Breakfast Club will be staffed by one fully qualified member of staff each morning from 7:30am. The Headteacher or appointed senior member of staff is on site from 7:30am each morning.

An additional member of school support staff joins Breakfast Club from 8:00am if numbers are above 8 children.

After School Club runs from the end of the school day until 6pm. Two members of staff facilitate After School Club.

#### **Contingency Arrangements for Staff Absences and Emergencies**

If a member of staff is absent, they must ring the Headteacher as early as is practicable for cover to be arranged. Cover will be provided by the named volunteer, who holds a full enhanced DBS check. Where cover staff are leading Breakfast Club, the nominated member of staff will provide additional supervision as necessary.

#### **Registration**

Before attending a Breakfast Club or After School Club session, parents/carers must fill out a registration form and sign the Parent/Carer agreement. Children cannot be admitted until a completed registration form has been received. The club will endeavor to provide places for all children wishing to book a place in breakfast Club in advance.

'Ad hoc' places are allocated on a first come first served basis where there is space available. The Wrap Around Care email and booking forms are published on the school website for parents/carers to make direct contact. The 'ad-hoc' Wraparound service which is available for parents, allows bookings to be made on a week-by-week basis based on their requirements at the time. This may be a different number of sessions each week. We avoid asking for parents to commit to a full term of bookings, and don't ask for payment of the full term in advance. Our aim, unlike in some other schools, is to not charge for a place when a child is booked in to Wraparound Care, but becomes unwell or is absent from school on that day.

Although we refer to this as 'ad-hoc', we still need some understanding of weekly bookings to ensure adequate provisions are in place. We therefore ask that bookings for the following week are made by Friday.

**For more details about Booking, please refer to supplementary documents.**

Due to the costs incurred to employ staff and purchase provisions, we are unable to issue refunds for children who do not use a Breakfast Club space that has been booked and paid for. Where the Breakfast Club has been cancelled by the school due to illness or unforeseen circumstances, a credit for an additional session will be issued for each session missed.

### **Use of Registers**

Children will be registered by the club leader as they arrive. The register will be kept by the door in the hall at all times. These registers are then filed to be kept as part of the Breakfast Club's accounts for audit purposes.

### **Food Preparation:**

- At least one member of the Wrap Around Care team hold the relevant **Food Hygiene Certificates** and these are maintained within the required timeframes.
- An uncomplicated yet appetising and nutritious meal (in line with School Food Standards recommendations) will be freshly prepared for those requiring this service. A toaster, microwave, blender and refrigerator are the only items of equipment used by the club leader. Under no circumstances are these items used by children attending.
- Bowls, plates, cups and cutlery is purchased for the sole use of Wrap Around Care and is washed daily.

### **Allergies and Medical Considerations:**

- Parents/carers are required to inform the club leader of any allergies and dietary requirements children have before they commence attending Wrap Around Care.
- Medication may be administered at the discretion of the club leader and only when the school's policy on Administering Medicines is followed. With respect to the school's policy, only prescribed medicine will be administered if accompanied with a medicine form completed and signed by a parent/carer. Forms are available via the school office.
- If inhalers are needed during the course of a session, the leader is aware of where these are kept in school. The nominated member of staff is informed (usually the Headteacher) and parents are notified when inhalers are administered.

### **Organisation**

- Breakfast Club will be open to pupils from 7:30am – 8:50 am.
- Children will be admitted and registered through the Hall door. They should hang their coats and bags on the pegs to the left of the corridor immediately.
- Breakfast will be served as soon as the children arrive and children are asked to sit at a table to eat.
- Once children have finished their breakfast, they then clear their plates/bowls.

- Children are asked to help with tidying up equipment, toys and games used at 8:45. The Breakfast Club leader then takes the children to the classroom where a Teaching Assistant takes over supervision while the Class Teacher meets the rest of the class on the playground.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are locked in the hall.

### **Resources**

Breakfast club resources are kept in the Hall. All electrical equipment used is part of the school's regular PAT testing schedule.

### **Behaviour**

- The school rules and Relationship Approach to Positive Behaviour is followed. Any behaviour concerns are communicated to parents via the club leader in the first instance.
- Whilst we recognise the importance of this provision being a more relaxed, less formal experience for children, we retain the same high expectations of pupil conduct, manners and behaviour which enables all pupils to enjoy the session within a safe, welcoming and structured environment.

### **Communication with Parents**

- As part of their role, the Wrap Around Care Staff pass on any relevant information to the class teacher (e.g. a child's concerns, feeling unwell, etc). It remains the responsibility of the parent/carer to provide instructions in writing of pick up arrangements, change in lunch, etc as per the usual school routines.
- Written notes to parents from the Wrap Around Care Staff will be passed on via the child's classroom teacher. These notes should be written on easily identified 'Wrap Around Care' notepaper.
- Parents/carers may make appointments with the Wrap Around Care Staff in the first instance to discuss matters/issues pertaining to the Breakfast Club. Where parents/carers are not satisfied that their issue has been adequately dealt with, they may arrange to speak to the Headteacher.

### **Safeguarding**

- In accordance with Safeguarding arrangements, all staff involved in the running of Wrap Around Care, either in a paid or voluntary capacity will have enhanced DBS clearance. DBS information is recorded on the school's Single Central Record.
- The Wrap Around Care Staff will follow the school's policies and procedures for child protection and safeguarding.
- Where ICT equipment is used, they must also follow the school's Internet Safety and Cyber Bullying Policy.

### **Fire Procedure**

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the playground or classroom door Fire Exit.
- They will line up at the field assembly point to be registered.
- The club register is taken outside and all names called.
- There will be a fire practice once per term.

### **Risk Assessment**

A full and detailed risk assessment is in place and covers all aspects of Wrap Around Care provision. A 'working copy' of this risk assessment is kept in the Wrap Around Care admin file and is reviewed as part of the Wrap Around Care Staff meetings with the Headteacher or Assistant Headteacher, which take place regularly on a formal and informal basis. This risk assessment does not include pupil specific measures. If pupils who attend Wrap Around Care Staff have specific needs (medical, dietary, medical) a separate risk assessment is written.

## Confidentiality of Documents

The following confidential documents are locked away in the Hall after each session:

1. Contact details
2. Children's medical information
3. Payment details
4. Copies of all correspondence to parents/carers.

## Charging

All charges made to parents/carers for the use of our Wrap Around Care are calculated to facilitate the smooth and efficient running of the facility. **The school is not permitted to make a loss on such provision (i.e. the school's allocated education budget cannot be spent on subsidising before school care)** and therefore reserves the right to review charges in light of attendance, change in cost of provisions or the need to employ additional staff. Charges may be revised up or down and where this is the case, at least one month's notice will be provided. Any profits made (i.e. money taken in over and above expenditure on the Wrap Around Care) will be used to enhance Breakfast Club provision and will not be used for any other purpose. It is neither an intention or desire that the Wrap Around Care generates more revenue than is required to run the club. The Wrap Around Care will endeavour to make no more than 2 changes to the pricing structure within any one academic year (September to July). This strategy is used to help sustain the Wrap Around Care to become a permanent feature of the Goldsborough Sicklinghall Federation's extended provision. **Where the service runs at a loss for a period of time, or where the numbers of children using the service fall below the minimum required to 'break even' the service may cease to exist.**

## Cancellation

Due to the size of our school, it is not possible to call upon a bank of staff to run Wrap Around Care Staff should the required staff become unwell. It therefore may be necessary to cancel the club. On rare occasions, this may be at short notice. Where possible, parents will be notified the day before that the club has been cancelled. A credit will be issued for sessions paid for where the school has cancelled the club. Parents will be notified via text message and any alternatives communicated as early as is practical.

## Refunds

Parents/carers book and pay for places at Wrap Around Care Staff in advance. This enables them to purchase the correct provisions for each session. We will be unable to offer a refund if a child does not attend. However, if the school cancels the club, a credit will be offered for a future session.

## Complaints

The school's Complaints Procedure, which is posted on the school website, will be followed should a parent/carer have a complaint about any aspect of our Wrap Around Care provision.