



# Wawne Primary School

## Wraparound Care Policy

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| Approved by Governors |              |
| Last Review Date      | January 2026 |
| Next Review Date      | January 2027 |

## **Wraparound Care Policy**

### **Aims:**

Wraparound childcare is defined as childcare that 'wraps around' the conventional school day, i.e. provision directly before and after the school day, during school term time for school-age children. It also refers to childcare provision in the school holidays.

There are many benefits to wraparound childcare, for children, families and schools. These can vary, but may include:

- To provide a welcoming, safe, secure environment for pupils at the beginning and at the 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
- Offering enriching activities that children enjoy
- Supporting a soft start to the school day and attendance.

Wawne Primary School believes in creating a safe, welcoming and stimulating environment for all the children in its care and will support parents to access affordable and convenient wraparound childcare by delivering, or facilitating provision that is child-centred, easily accessible, and responds to the needs of their families.

### **Health and Safety:**

The school will ensure that all members of staff at the school are aware of their responsibilities and duties as set out in the school's Health and Safety Policy. All members of staff will be responsible for:

- Recording incidents, accidents and near misses
- Maintaining a safe environment for children and adults
- Taking part in any relevant health and safety training.

### **Safeguarding:**

The school will consistently operate on the basis that safeguarding and promoting the welfare of children is everyone's responsibility.

The school will ensure that its wraparound childcare provision is a safe and happy place for children, that parents feel confident that their child is well looked after and that robust safeguarding arrangements are in place.

The school will ensure that all members of staff and volunteers are suitable to be working with children in wraparound care - anyone without the appropriate checks will be supervised by a member of staff who is permitted to undertake regulated activity with children.

Child protection and safeguarding extends to all wraparound care provision, and the school will ensure that all staff and volunteers involved in the provision of wraparound care have read and adhere to the Child Protection and Safeguarding Policy.

The Child Protection and Safeguarding Policy is provided to all staff and volunteers involved in wraparound care upon induction.

The school is aware that it is responsible for ensuring appropriate safeguarding policies and processes are in place, and that its arrangements for child protection will apply to any childcare provision provided by the school on-site.

The school will ensure that it:

- Follows the statutory guidance in KCSIE
- Meets the Childcare Register's requirements, even if it is not eligible for registration on the Childcare Register
- Makes sure that all staff receive safeguarding training and that they know the identity of the DSL, or deputies, and how to contact them
- Makes sure that all staff, including volunteers, have obtained an enhanced DBS check
- Makes sure it has appropriate policies and procedures in place to identify and deal with safeguarding incidents quickly
- Follows the safeguarding and welfare requirements within the EYFS statutory framework when children in Reception year or younger are being cared for
- Ensures that volunteers are properly supported and given appropriate roles, and that it continues to follow the checking and risk assessment process set out in part three of KCSIE
- Prohibits a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Any safeguarding matters will be raised with the DSL or deputy DSL as soon as possible. If the DSL or a deputy are not available before or after school hours, safeguarding issues will be raised with a named nominated person, e.g. the headteacher, who will then inform the DSL as soon as possible.

**Inclusion:**

The school understands that, under the Equality Act 2010, it has a duty to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality between different groups
- Foster good relations between different groups
- Promote mental health and wellbeing.

The school will ensure it adheres to the statutory requirements set out within the Equality Act 2010, and acts in line with the school's Pupil Equality, Equity, Diversity and Inclusion Policy.

The school will ensure that all wraparound providers make childcare inclusive and accessible for all children, including children with SEND and children considered vulnerable.

The school will make sure that wraparound childcare provision is inclusive and considers the following:

- Making sure all staff are appropriately trained to deliver high quality, accessible and inclusive provision
- Having a plan to ensure it can identify the needs of children with SEND - this may include working with school SENCOs
- Understanding its responsibility to have arrangements in place to safeguard and promote the welfare of children
- Having properly vetted staff, both paid and voluntary, before they care for children
- Ensuring all staff are appropriately trained to deliver high quality, accessible and inclusive provision
- Speaking to families regularly to understand individual needs and how these may change.

**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 Wraparound Care Team will endeavour 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 Wraparound Care details are published on the school website for parents/carers to make direct contact. The Wraparound Care will follow the Wawne Primary School policies.

**Sickness and Accident:**

If a child becomes ill during a session, every attempt will be made to contact one of the people listed on the contact form, to arrange collection of the sick child. The child will be cared for until collected. In the case of a minor accident, basic First Aid will be administered. In the case of an accident requiring more than basic First Aid, the member of staff will call 999 and every attempt will be made to contact the parent/carer to advise or discuss the course of action to be taken. An accident book is kept.

Our school provides good quality childcare in a relaxed, friendly environment, in a designated area of the school grounds. It is managed by the school. We are committed to offering an equally accessible service to all families which respects the race, gender, religion and culture of each person using the service, and will endeavour to cater for any special need or disability, in line with the Equal Opportunities Policy which operates in the school.

A range of policy and procedure statements covering such areas as accident and sickness, health and safety, behaviour management and child protection are available to be viewed at the school office during school hours.

All school aged children attending Wawne Primary School are eligible to attend wraparound care, if space allows.

Children are supervised at all times by the member of staff responsible, until their parent/carer or a named substitute collects them. The care works on a ratio of one member of staff to eight children. All staff have been subject to Criminal Record checks. There will always be at least one member of staff present who is qualified to Level 3 and holds a full Paediatric First Aid Certificate.

**Medication:**

It is expected by the school that members of staff will always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administration of Medication Policy.

Members of staff will be made aware of the importance of administering prescribed medication to children. The school and its clubs will understand that parental consent is crucial and will have the following rules in place for administering medication to pupils:

- Before any medication is given, the child's medical forms will be checked to see if the medication has been approved by the parent
- When a member of staff administers medication, another member of staff will witness the process
- Details of the process will be recorded on the child's medication form
- If a child refuses to take the medication, the member of staff will not administer it. The parent will be notified immediately
- If a certain medication requires training to administer, only members of staff with the relevant training will administer it
- If there are changes to the dosage or frequency of the medication, the changes will be recorded on the medical forms. Parents will be required to sign the forms again before any change in procedure is agreed.

#### **Fees (per child per session):**

Breakfast Club - (08.00 - 08.50) £3.50 including breakfast.

After School Club - (3.30 - 5.30pm) £6.50 including a snack.

This is payable via the school payment system - School Money. Payment must be made at time of booking.

The school may, at its own discretion, wholly or partly remit wraparound childcare charges. Examples of circumstances where the school may decide to take such action may include the following:

- Reducing the costs for children whose parents deliver the wraparound provision
- Reducing the cost for children whose parents are in receipt of certain benefits
- Reducing the cost for children who attend free to access enrichment clubs, or breakfast provision, during time they would attend paid-for wraparound.

#### **Food Preparation:**

At least one member of the Wraparound Care Team hold the relevant Food Hygiene Certificate 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 wraparound team. Under no circumstances are these items used by children attending.

## **Organisation:**

### **Before-school care:**

Breakfast Club will be open to pupils from 8am until 8:50 am. Children will be admitted and registered through the side gate entrance leading to the back of the school building where they will be greeted by the wraparound care staff.

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 am. The Wraparound Team will then take the children to the playground where they will line up with their peers, and be greeted by teaching staff for the start of the school day.

### **After-school care:**

Foundation Stage and KS1 pupils will be collected from their classroom by wraparound care staff and taken to the club. KS2 pupils will make their own way to the club at the end of the school day. Staff will take a register to ensure all pupils are present. If a pupil arrives at the club but is not on the register, a staff member will check with the school and the parent before turning the pupil away.

Where there are children booked to attend the club but have not arrived, the club will call the child's prents immediately. Where parents cannot be contacted, and the whereabouts of any child remains unknown, the club will follow the procedures of contacting the child's further emergency contacts.

### **Late Collections:**

After School provision ends at 5.30pm. In the event of a late collection, an additional £10.00 per quarter of an hour will be charged to cover the costs of staff, who are legally required to stay. Places will be withdrawn if children are regularly collected late.

If any child remains at 6.30pm, after doing everything possible to contact parents/carers and emergency contacts, then staff will be legally required to contact Social Services.

### **Routine and Activities:**

The children will be given a drink and light snack. A range of planned activities will be provided for children to choose. Some of the activities will have been planned and laid out, and others the children can access, as they wish, from the selection available. Examples of the sorts of activities are: crafts (e.g. mask making, painting), gardening, board games and puzzles, construction e.g. Lego, K'nex, and outdoor activities in appropriate weather.

**Behaviour:**

The school's wraparound childcare services will be subject to the existing Behaviour Policy; disciplinary issues will be reported to the parents of the child.

Repeated breaches of the Behaviour Policy may result in the child being barred from attending the wraparound childcare clubs.

Any outstanding fees paid by the parent will be returned if a child is barred from attending the provision.

**Staffing:**

The appropriate ratios of staff to children will be adhered to. The Breakfast Club will be staffed by two fully qualified members of staff each morning from 8am. The Headteacher or appointed senior member of staff is on site from 8am each morning. The same wraparound staffing ratios are adhered to for the After-school Club, which runs at the end of the school day until 5.30pm. In the case of After-school Club, a member of the senior leadership team will be contactable by telephone for the duration of this session.

**Use of Registers:**

Children will be registered by the Wraparound Care Team as they arrive. The register will be kept by the main entrance door at all times. These registers will then be filed, to be kept as part of the accounts process for audit purposes.

**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 (ie the school's allocated education budget cannot be spent on subsidising before and after 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. 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 two 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. 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, 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 DoJo message and any alternatives communicated as early as is practical.

**Refunds:**

Parents/carers book and pay for places at Wrap Around Care Team in advance using School Money. 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.

**Emergency evacuation and closure:**

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illness, the wraparound care clubs will be closed.

In the case of an emergency, the following procedures will be followed:

- Emergency services will be contacted
- All children will be evacuated from the building and taken to the designated emergency assembly point - currently, this is Wawne Village Hall
- A member of staff will collect the register and check that all the children are at the emergency assembly point
- If a child is missing from the emergency assembly point, the emergency services will be informed immediately
- Parents will be contacted and asked to collect their children
- All children will remain at the emergency assembly point until they are collected by their parent
- If a child has not been collected after undergoing the emergency procedure, members of staff will follow the uncollected child procedure.

**Complaints Procedure:**

A 'Complaints Procedure' exists, and in the first instance any complaint should be made to the Headteacher at Wawne Primary School, stating the name of the people involved, the relevant dates and the nature of the complaint.

Further details regarding the procedure can be found in the Complaints Policy.

**For further information and bookings:**

**Phone No: 01482 835599**

**Emergency Contact No (during club hours): 01482 835599**

Wawne Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Reviewed January 2026

To review January 2027