



Ravenbank Primary School Wraparound Care Policy

Policy owner	Headteacher / Wraparound Care Manager
Approved by	Governing Board
Date approved	9th July
Review frequency	Annually, or sooner if statutory guidance changes
Next review	Summer 2027

1. Statement of intent

Ravenbank Primary School is committed to providing a safe, welcoming and enjoyable wraparound care offer for children from Reception to Year 6. Our provision supports families by offering reliable childcare before and after the school day, while giving children time to eat, play, relax, be active and develop positive relationships with others.

Ravenbank Wraparound forms part of the wider life of the school and reflects our values of Respect, Friendship, Perseverance and Trust. The provision is run in line with the school's safeguarding, behaviour, health and safety, medical and inclusion policies.

This policy applies to school-run wraparound care. It should be read alongside the parent terms and conditions, booking information and risk assessments for the provision.

Ravenbank Primary School's wraparound care is provided directly by the school/The Beam Education Trust as part of the school's activities, on the school site, for registered pupils of the school. On this basis, the provision is exempt from separate Ofsted childcare registration under the school-based childcare exemption. The school is not required to register this provision separately with Ofsted while these exemption criteria continue to be met. The school will ensure that all relevant safeguarding, health and safety, EYFS, SEND, medical and compulsory General Childcare Register requirements are met. If the delivery model changes, for example if an external provider independently operates childcare on the school site, registration responsibilities will be reviewed before the change takes effect.

2. Aims of the provision

- Provide high-quality, safe and dependable childcare before and after school during term time.
- Support working parents and carers through clear booking arrangements and consistent communication.
- Offer a calm, caring and inclusive environment where children feel known, safe and valued.
- Provide a balance of health meals, snacks, free play, outdoor activity, creative opportunities, quiet time and sports or enrichment activities.
- Ensure the provision operates as close to cost-neutral as possible, with any surplus reinvested into the service or the school.

3. Legal framework and linked policies

This policy has due regard to relevant legislation and statutory guidance, including:

- Health and Safety at Work etc. Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- Childcare Act 2006 and Childcare Act 2016, where applicable
- Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, where applicable
- Data Protection Act 2018 and UK GDPR
- DfE Keeping Children Safe in Education 2025
- DfE School-age childcare guidance for schools, updated April 2026
- DfE Early years foundation stage statutory framework for group and school-based providers, effective September 2025
- DfE Health and safety: responsibilities and duties for schools

This policy operates in conjunction with the following Ravenbank Primary School policies and procedures:

- Child Protection and Safeguarding Policy
- Behaviour and Self-Regulation Policy
- Anti-Bullying Policy
- Health and Safety Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Food, Allergen and Healthy Eating procedures
- Data Protection Policy
- Complaints Policy
- Fire Safety and Emergency Evacuation procedures
- Attendance procedures, where relevant

4. Scope of the provision

Ravenbank Wraparound is available to children on roll at Ravenbank Primary School from Reception to Year 6, subject to places, staffing, suitability of provision and completion of the required registration information.

The planned core offer is:

- Breakfast care from 7:30am until the start of the school day. This includes breakfast (up to 8.30am) and a sports or games session before school.
- After-school care from 3:15pm until 6:00pm. This operates alongside school-led extracurricular clubs, with children moving from a club into wraparound care where this has been separately booked.

Ravenbank does not currently provide holiday childcare through this policy, however an external provider (Scott Sports) does provide one which is run in the school hall.

The school may also offer extracurricular clubs and activities. These are separate from wraparound care and have different booking, staffing, cost and collection arrangements.

5. Roles and responsibilities

5.1 The governing board will

- Maintain strategic oversight of the provision and its financial sustainability.
- Hold school leaders to account for the safety, quality and inclusivity of the provision.
- Ensure safeguarding arrangements for wraparound care are reflected in the school's wider safeguarding systems.
- Review key information about demand, staffing, risk, finance, incidents and parental feedback.

5.2 The headteacher will

- Ensure the provision is planned, staffed and risk assessed appropriately.
- Appoint and line manage, or delegate line management of, the Wraparound Care Manager and staff.
- Ensure parents receive clear information about charges, booking deadlines and terms and conditions.
- Ensure staff working in the provision receive appropriate induction, safeguarding training and operational guidance.
- Ensure concerns, complaints, safeguarding matters, accidents and incidents are dealt with in line with school policy.
- Report to governors on the operation and development of the provision.

5.3 The Wraparound Care Manager will

- Oversee the day-to-day running of breakfast and after-school provision.
- Oversee the booking system (iPAL).
- Maintain accurate registers and ensure children are signed in and out appropriately.
- Plan a suitable balance of activities, rest, outdoor play and food routines.
- Ensure risk assessments, food/allergen information, medical information and emergency contacts are available to staff.
- Deploy staff effectively and escalate staffing, safeguarding, medical or behaviour concerns to senior leaders.
- Communicate with parents and carers about day-to-day matters, including minor incidents and wellbeing updates.

5.4 The school office will

- Support parents' queries regarding bookings, payments, cancellations and waiting lists.
- Support the Wraparound Care Manager to maintain registration forms, emergency contact information and authorised collector details.
- Support the headteacher with financial records, staffing records, contracts and provider checks where required.

5.5 The Designated Safeguarding Lead will

- Ensure safeguarding procedures apply consistently to wraparound care.
- Ensure staff know how to report concerns and how to access support before and after school.
- Ensure records of safeguarding concerns are made in line with school procedures.

5.6 The SENCO will

- Advise staff on reasonable adjustments and inclusion for children with SEND or additional needs.

- Support transition into the provision where a child may need additional planning.
- Liaise with parents, staff and external professionals where appropriate.

6. Admissions, bookings and fees

Places are offered subject to capacity, staffing and the school's ability to meet children's needs safely within the provision. Parents and carers must complete the required registration and consent information before their child attends.

Bookings should be made using the school's agreed booking system. Children should not attend without a confirmed booking, unless an emergency booking has been agreed by the school office or a senior member of staff. If a parent requests that the school office books a place on their behalf, a £1 booking fee will be added to the account.

Where the provision is full, the school will operate a waiting list. Priority criteria may be reviewed by the headteacher and governors if demand exceeds capacity. The school reserves the right to refuse or suspend bookings where fees remain unpaid, where essential information has not been provided, or where the provision cannot safely meet a child's needs without further planning.

Fees will be published separately and reviewed regularly. Parents and carers will be informed of any changes in advance. The school may accept childcare vouchers or tax-free childcare payments where these arrangements are in place.

The pupil premium or other available funding may be considered, where appropriate, to support access for disadvantaged pupils or pupils with specific needs. This will be considered on a case-by-case basis and is not automatic.

7. Cancellation, late collection and non-payment

Parents and carers must follow the published cancellation notice period. Sessions cancelled after the notice period may still be charged because staffing and food arrangements will already have been made.

Parents and carers must collect children by the end of their booked session. Late collection places pressure on staffing and will result in a late collection charge of £15 for every 15 minutes. Repeated late collection may lead to a review of the child's place.

Fees should be paid by the published deadline. The school reserves the right to pause or cancel future bookings where accounts are overdue. The school will communicate with families experiencing difficulties with payment and will consider individual circumstances where appropriate.

If parents have not booked wraparound care, but are late to collect their child, the school will reserve the right to put their child into the wraparound care provision and charge £15 for every 15 minutes, payable through Parent Pay.

8. Staffing and ratios

The school will ensure that staffing levels are sufficient to meet children's needs and to maintain safe supervision. Staffing will take into account the number and ages of children attending, the activities taking place, the layout of the site, children's additional needs, medical requirements, and any specific risks identified.

As a guide, the school aims to operate at a ratio of approximately **1 adult to 10 children** for Reception to Year 6. This ratio may be adjusted where risk assessment indicates that additional staffing is required. Staffing for Reception children will be considered in line with the EYFS requirements for before- and after-school care, set out below.

All staff working in the provision will receive an induction covering safeguarding, child protection, behaviour, first aid arrangements, emergency procedures, medical information, allergies, registers, missing child procedures and site security.

8.1 Early Years Foundation Stage requirements for Reception children

When Reception children attend Ravenbank Wraparound, the provision will meet the safeguarding and welfare requirements in Section 3 of the EYFS statutory framework. Because the provision is solely before and after school for children who normally attend Reception class or older during the school day, the wraparound provision does not need to meet or be guided by the EYFS learning and development or assessment requirements in Sections 1 and 2.

- Staffing will be sufficient to ensure children's safety and welfare, taking account of the number of children, their ages and needs, the activities taking place, the layout of the spaces used and any additional risks.
- For before- and after-school care for children who normally attend Reception class or older, the EYFS states that there must be sufficient staff as for a class of 30 children; Ravenbank will use this as the statutory minimum position and will apply tighter ratios where risk assessment indicates this is needed.
- At least one member of staff with a valid paediatric first aid certificate will be available where required by the EYFS. When EYFS children are eating, a member of staff with a valid paediatric first aid certificate will be in the room.
- Food, drink, allergy and choking-risk arrangements will follow the school's food, allergen and safer eating procedures. Fresh drinking water will be available and accessible.
- Medication, intimate care, toileting support, accident reporting, safeguarding concerns and emergency contact arrangements will follow the school's EYFS and safeguarding procedures.
- Staff will share relevant information with Reception class staff and parents or carers where this supports a child's safety, wellbeing, transition or individual needs.

9. Arrivals and departures

9.1 Breakfast care

- Parents and carers must bring children to the side door of the hall and hand them over to a member of staff.
- Children will be signed into the register on arrival.
- If a child is booked to attend and does not arrive, staff will follow the school's absence-checking procedure for the provision.
- At the start of the school day, children will be handed over to their class teacher or escorted to the agreed location.

9.2 After-school care

- Class teachers or school staff will ensure children booked into wraparound care are handed over safely to the wraparound team.
- A register will be taken at the start of the session and checked against the booking list.
- Children attending an extracurricular club before wraparound care will be transferred to wraparound care by the agreed school procedure.
- Parents and carers must collect children from the **agreed collection point** and sign them out before leaving the site.

9.3 Authorised collection

- Parents and carers must provide the names and contact details of adults authorised to collect their child.

- The school uses a password system for collection by an adult not usually known to staff.
- Staff will not release a child to an unauthorised adult. If there is any uncertainty, staff will contact the parent or carer using the contact information held by school.
- Older siblings under the age of 16 may not collect a child unless this has been agreed in writing by the headteacher and is considered safe and appropriate.

10. Food, allergens and healthy eating

Breakfast and snacks will be planned with regard to healthy eating, food hygiene and allergen management. Parents and carers must provide accurate information about allergies, dietary requirements and medical needs before their child attends.

- Allergy and medical information will be available to relevant staff.
- Food preparation and serving arrangements will be risk assessed.
- Where EYFS children are eating, staffing will include a member of staff in the room with a valid paediatric first aid certificate.
- Staff will follow school procedures for anaphylaxis and emergency medication.
- Children will be encouraged to eat and drink in a calm, supervised environment.
- The school will not knowingly serve food that conflicts with a recorded allergy, dietary requirement or medical plan. Fresh drinking water will be available and accessible to children.

The school may need to restrict certain foods within the provision where this is required to manage allergy risk. The school operates a 'no nuts' policy.

11. Inclusion and reasonable adjustments

Ravenbank Wraparound aims to be inclusive and accessible. The school will make reasonable adjustments to support children with SEND, medical needs, disabilities or other additional needs. Parents and carers should share relevant information before a child starts so that staff can plan effectively.

Where a child requires a higher level of support, the school may need to meet with parents and carers, review risk assessments, seek advice from the SENCO, arrange a transition plan, or consider additional staffing. In rare cases, attendance may need to be delayed until safe arrangements are in place.

12. Behaviour and relationships

The school's Behaviour Policy applies during wraparound care. Staff will use positive relationships, clear routines and consistent expectations to support children to make safe and respectful choices.

- Children are expected to follow adult instructions, use kind words, respect equipment and play safely.
- Staff will support children to resolve disagreements and repair relationships.
- Parents and carers will be informed if behaviour causes concern or if a child has been hurt or upset.
- Repeated unsafe behaviour may lead to an individual support plan, a review of sessions, temporary suspension or withdrawal of a place if the provision cannot safely meet the child's needs.

13. Anti-bullying

Bullying is not tolerated in wraparound care. Any report of bullying will be taken seriously, recorded and investigated in line with the school's Anti-Bullying Policy. Children who experience bullying will be supported, and children who display bullying behaviour will be helped to understand the impact of their actions and change their behaviour.

Any concerns involving sexualised behaviour, discriminatory language, online abuse, harassment or violence will be managed through the school's safeguarding procedures.

14. Safeguarding

Safeguarding is everyone's responsibility. All wraparound care staff and volunteers must follow the school's Child Protection and Safeguarding Policy and must know how to contact the DSL or a deputy DSL. If the DSL team is not immediately available before or after school, staff must follow the escalation procedures set out in the safeguarding policy.

- All staff and volunteers will be subject to appropriate safer recruitment and suitability checks.
- Any adult who has not completed the required checks will be supervised and will not be left alone with children.
- Visitors or external providers must follow the school's signing-in and safeguarding arrangements.
- Concerns about a child, adult or practice within the provision must be reported immediately in line with school procedures.
- Photography and image-sharing expectations follow the school's safeguarding and data protection procedures.

15. Health, safety and risk assessment

The school will maintain risk assessments for wraparound care. These will include, as relevant, site security, arrivals and departures, missing child, late collection, food and allergens, medical needs, first aid, outdoor play, use of equipment, staffing contingencies, emergency evacuation and activities delivered by external providers.

- Staff will record accidents, incidents and near misses using the school's agreed systems.
- Equipment and spaces used by the provision will be checked regularly.
- Children will be supervised appropriately when moving around the site, using outdoor spaces or taking part in activities.
- The headteacher or delegated senior leader will review significant incidents and update risk assessments where required.

16. Illness, injury and first aid

If a child becomes unwell during wraparound care, staff will contact parents or carers and may ask for the child to be collected. If a child has a minor injury, first aid will be administered and parents or carers will be informed in line with school procedures.

In the event of a serious injury or medical emergency, staff will call emergency services, contact parents or carers immediately, and ensure the child is accompanied by a member of staff until a parent, carer or medical professional takes over. The incident will be recorded and reviewed.

At least one member of staff on duty will hold a valid paediatric first aid qualification where required by the EYFS, including when Reception children are eating.

17. Medication

Medication will be managed in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy. Parents and carers must ensure that medication required during wraparound care is available, in date, clearly labelled and accompanied by the necessary consent or care plan.

Emergency medication, including inhalers and auto-injectors, must be accessible to trained staff during wraparound sessions and when children are using outdoor areas.

18. Missing child procedure

If a child cannot be located during wraparound care, staff will act immediately. The following procedure will be followed:

- Alert the Wraparound Care Manager or most senior member of staff present.
- Check the register, booking information and handover arrangements.
- Search the immediate area, toilets, classrooms used by the provision, outdoor areas and likely routes, while maintaining supervision of the remaining children.
- Inform the headteacher, DSL or senior leader as soon as possible.
- If the child is not located quickly, contact parents or carers and the police. The timing of this decision will be based on the level of risk, but no later than 10 minutes after the child is identified as missing.
- Continue to search and preserve supervision arrangements until the child is found or police take over.
- Record the incident and complete a review of procedures and risk assessments.

19. Uncollected child procedure

If a child is not collected by the end of the booked session, staff will attempt to contact the parent or carer using the contact details held by school. If contact cannot be made, staff will contact authorised collectors and emergency contacts.

Two members of staff should remain with the child wherever possible. If the child remains uncollected and no contact can be made, the school will seek advice from children's social care or the police, in line with safeguarding procedures. A child will never be left alone or released to an unauthorised adult.

20. Emergency evacuation and closure

In the event of fire, flood, lockdown, loss of utilities, severe weather, serious illness outbreak or another emergency, staff will follow the school's emergency procedures. Children will be taken to the agreed assembly point or safe location, the register will be checked, and parents or carers will be contacted where collection is required.

The school may need to close wraparound care at short notice in exceptional circumstances. Where this happens, the school will inform parents and carers as soon as possible and will prioritise children's safety.

21. External providers and extracurricular clubs

Where external providers deliver activities on the school site before or after school, the school will ensure that appropriate safeguarding, insurance, risk assessment, staffing and contractual arrangements are in place. Providers must follow the school's safeguarding expectations and report concerns in line with school procedures.

Extracurricular clubs are separate from wraparound care. Children moving from a club to wraparound care must be booked into wraparound care and must be handed over through the agreed procedure.

22. Communication with parents and carers

The school aims to communicate clearly with parents and carers about the provision. Information about booking, fees, collection points, food, routines and expectations will be shared through the school's agreed communication channels.

- Parents and carers must keep contact, medical, dietary and collection information up to date.
- Parents and carers should inform the school of any change that may affect their child's wellbeing or safety in the provision.

- The school will seek feedback from parents, carers, children and staff to help improve the provision.

23. Complaints

Concerns should usually be raised first with the Wraparound Care Manager or the school office so that they can be resolved quickly. Formal complaints will be managed in line with the school's Complaints Policy.

24. Monitoring and review

This policy will be reviewed annually by the headteacher, DSL and governing board, or sooner if there are changes to statutory guidance, staffing, provision, risk assessment or operational arrangements. The school will monitor attendance, staffing, incidents, safeguarding records, finances, parental feedback and pupil voice to support the safe and effective running of the provision.

Appendix 1: Operational details to confirm before launch

The following details should be finalised and published with the parent terms and conditions before the provision opens:

- Confirmed opening date and session times and prices. (done)
- Payment deadline, accepted payment methods and childcare voucher arrangements.
- Cancellation notice period and late collection charges.
- Booking deadlines and emergency booking process.
- Daily staffing structure and named Wraparound Care Manager.
- Collection point and contact number for wraparound care.
- Breakfast and snack offer, including allergy arrangements.
- Procedure for children attending extracurricular clubs before wraparound care.
- Capacity and waiting list arrangements.