

Wraparound Care policy



St Andrew's Benn C of E (VA) Primary School

Staff Lead: D. Horishny

Agreed by Governing body

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1. Introduction

- At St Andrew's Benn CE Primary School, our wraparound childcare provision is a natural extension of our school community, rooted in our vision, "*We are family*." We are committed to creating a caring, inclusive environment where children feel safe, valued and supported, reflecting our ethos, values and high expectations for behaviour at all times.
- Our wraparound care staff have been carefully selected for their experience and dedication to childcare. They hold the appropriate qualifications in safeguarding, behaviour management, first aid and food hygiene, ensuring that every child is cared for in a safe and nurturing setting.
- At St Andrew's Benn, it is our shared aim to provide a happy, stimulating environment where every child can thrive and reach their full potential. We believe that strong, positive partnerships with parents and carers are essential, and by working together as one family, we support each child's learning, wellbeing and all-round development.

2. Roles and Responsibilities

The school

We will endeavour to:

- provide a safe, stimulating and happy environment
- provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child
- provide breakfast and/or afternoon snacks and drinks
- inform you of any concerns which may affect your child's progress or behaviour
- ensure equality of opportunity in all activities
- be open, welcoming, and available to discuss your child's individual needs
- contact you if there is a problem with your child's health, wellbeing or behaviour
- encourage children to take care of their surroundings and others around them
- always ensure confidentiality
- keep you informed about the school events and activities through newsletters, email and website

The Child

I will do my best to:

- be polite, friendly, kind and helpful to others
- demonstrate the school's Core Values
- respect the feelings and beliefs of others
- be responsible for all resources and help to keep my school tidy and safe
- ensure a happy environment for all and HAVE FUN!

The parent

We will endeavour to:

- ensure that our child only attends sessions that are booked and paid for in advance
- ensure that our child is dropped off and/or collected on time by an adult contact the school if our child is going to be absent from a session
- contact the school promptly if there is a change in adult arrangements or collection times

- support and demonstrate the school's Values and Behaviour Policy
- support and adhere to the Wraparound Care Policy
- inform the school of any concerns or problems that might affect our child's wellbeing or behaviour

Please note: by booking a session via Spider, you are agreeing that all parties adhere to this Wraparound Care Policy

3. Hours

- Breakfast provision: **8:00am – 8.45am**
- After School Session: **3.20pm – 5.15pm**

All Term are time only, not including INSET days

Fees:

- Breakfast club: **£2**
- After school session: **£6**

**28 days or 4 week's notice will be given should there need to be a change in fees*

Late Collection Fees

- If a child is not collected at the end of their booked session, parents will be charged to cover the additional costs that will be incurred by the Trust. Late fees will be charged at **£5.00** for each **10 minutes** the child's collection is overdue.

4. Bookings & payments

- All sessions must be booked via Spider before midnight the day before
- The office will not book sessions
- Cash will not be accepted
- Sessions can be booked singularly or block booked
- Places are allocated on a first come basis and are then set until cancelled.
- Waiting lists will be run for over-subscribed days.
- If a session has not been paid for, in advance, the child will not be able to stay and a member of staff will contact parents/carers to arrange immediate collection.
- If a parent is experiencing difficulty with payment of their fees, they should contact the headteacher as soon as possible.
- In the unlikely event that there is debt against the school, the place will not be given or will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with the headteacher, and subject to availability.

5. Absence and cancellations

- Fees are non-refundable for non-attendance such as illness, holidays or ad hoc events.
- Refunds will only be given if the school initiates an activity such as a school trip or sporting event. In this instance a credit will be applied to the parent's account. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities.
- Refunds will be considered if personal circumstances change significantly and the service is no longer required.

6. Food

- During Wraparound Both Breakfast and After School wraparound provide food for every child unless directed otherwise by the parent in writing. Wraparound staff are aware, and comply with the School Food Standards, and all receive the required training in Food Hygiene

7. Collection & departure

Breakfast Club (Morning Provision)

- Breakfast Club operates from 8:00am to 8:30am (last admittance)
- Children must be dropped off via the side door; parents/carers must ring the bell for entry
- All children must be accompanied by an adult or responsible person aged 16+
- No admittance will be granted without prior booking via Spider
- A register is taken and retained for every session to ensure safeguarding compliance
- Children will be escorted to their classrooms at 8:45am

After School Wraparound Care

- Provision operates from 3:20pm to 5:15pm
- EYFS and KS1 pupils will be escorted to Wraparound Care by a member of staff
- KS2 pupils will make their own way to the provision
- A formal register is taken and retained at the start of each session

Collection Procedures

- All collections take place via the side door; parents/carers must ring the bell
- Children will be brought to the door by a member of staff; adults must wait outside unless invited in
- Children may only be collected by a named adult aged 16+
- No admittance will be permitted without a prior booking
- All children must be signed out by the collecting adult
- Where the adult is not known to staff, identification and/or a password may be required
- The school reserves the right to refuse release of a child where safeguarding procedures are not met

Booking Requirements

- All sessions must be booked in advance via Spider
- Parents/carers must inform the school if their child will not attend a booked session

Non-Collection Procedure

- In the event that a child is not collected by the end of the session:
- Staff will check for any prior communication from parents/carers
- Staff will attempt to contact parents/carers immediately, leaving appropriate messages
- If contact is not established, other authorised adults listed on the registration form will be contacted
- A member of staff will remain with the child at all times
- The Head of School or Designated Safeguarding Lead (DSL) will be informed
- Where all reasonable contact attempts have been exhausted, the school will follow safeguarding procedures and may contact the Local Authority
- Under no circumstances will a child be taken off site unless directed by the Local Authority or a Designated Safeguarding Lead

Late Collection and Charges

- Wraparound Care ends at 5:15pm; children must be collected promptly
- Where no prior communication has been received, and there are no exceptional circumstances, the school reserves the right to apply additional charges to reflect staff supervision costs and safeguarding procedures
- A £5 charge will be applied for collection after 5:15pm

- An additional £5 will be charged for every 10 minutes thereafter
- Children not collected at 3:20pm (end of the school day) or following extra-curricular clubs will be placed into Wraparound Care:
- £2 initial charge
 - £2 for every additional 30 minutes

Safeguarding

- The safety and wellbeing of all children is paramount
- Registers are maintained for every session to ensure accurate tracking of attendance
- Children will only be released to authorised adults
- The school reserves the right to take appropriate action where procedures are not followed in order to maintain a secure and safe environment for all pupils

8. Medication & illness

Medication

The Wraparound provision is not able to hold, store or dispense non-prescription medication such as Calpol, Ibuprofen or other such over the counter medications.

- The wraparound provision is able to administer medication in the case where not administering it would prevent a child from accessing the wraparound provision. This would include asthma medication, allergy medication including adrenaline auto-injectors, diabetes medication including checking blood sugar levels and epilepsy medication that are accompanied by an allergy alert card or an individual care plan created by a medical professional. Other prescribed medications will be considered if they are required for a long-term condition and provide emergency treatment. They must always be accompanied by an individual care plan created by a medical professional.
- Any medication administered by the school during the school day will be passed to the club supervisor to be handed back to the parent/carer. Current Individual Health Care Plan details e.g. for asthma, etc will be shared by the school with the wraparound leader.
- The wraparound provision will securely store any short-term medication that pupils have had in school that needs to be taken home each day. The wraparound care provision staff will hand this medication directly to parents when they collect the child. This would usually be antibiotic medication or treatment for a short-term condition.

Sickness

All wraparound provisions have trained first aiders within them at all times. Our priority is to provide an environment where children and adults are protected from the spread of illness and infection. This is achieved in the following ways:

- We do not provide care for children who are unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease.
- Parents are asked not to bring their child to the after-school wraparound who has repeated vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack. This is in line with school policies.
- Parents will be notified immediately to collect their child if they become unwell or they develop an illness whilst at wraparound.
- Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is always carried out.
- The morning and after school wraparound staff follow the school's policy for First Aid, supporting pupils with medical conditions and intimate care.

9. Inclusion

We support inclusion and equality of access. While we cannot currently offer 1:1 support, we:

- Work with parents and professionals to assess how best to meet individual needs.
- Where we can, will make reasonable adjustments to our environment and activities to enable access if it is possible. Where children have an identified SEND need/EHCP, each case will be considered individually. However 1:1 EHCP funding does not cover access to out of school provision.
- Treat all personal information with discretion and sensitivity
- Work with families to ensure individual needs are met wherever possible
- We reserve the right to withdraw a place temporarily or permanently if a child's needs cannot be safely met within current staffing ratios.