

Christ Church CoE Primary School

School Policy Document



WRAPAROUND CARE POLICY

Date Reviewed & Updated	June 2023
Date Formally Approved by Full Governing Body	July 2023
Date of Next Review	<i>Summer 2024</i>

Christ Church CoE Primary School



Wraparound Care Policy

This policy was formulated to meet the requirements of the Equality Act 2010.

The Governing Body recognises its legal responsibilities under the Equality Act 2010. This policy will ensure equality and fairness regardless of race, sex (gender), sexual orientation, religion or belief, gender re-assignment, pregnancy and maternity, marriage and civil partnership, disability or age.

Learning & Growing Together in FAITH, HOPE & LOVE.

Objectives

- To support working parents by providing regular child-care facilities before, after and during school hours.
- To provide a welcoming, safe, secure environment for pupils at our wraparound care sessions.
- To provide pupils with a positive start and end to their day.

Booking Arrangements

Places at the clubs are allocated on a 'first come, first served' basis. Spaces may be limited depending on the age / independence of the children attending as judged appropriate by the club leader and senior staff.

All bookings for Breakfast Club & Afterschool Club must be made and paid for on Parentmail. This will enable parents to book regular sessions in advance. Lunch Club will be booked weekly, in advance, on Parentmail by the Office Team.

The Office Team will check that staffing ratios are not breached.

Parents/carers are not allowed to bring their child to Breakfast Club or Afterschool Club without pre-booking. In the event there are no advance bookings for the clubs for an individual day, it will not be open.

Children's details (including medical conditions, emergency contact details, and additional emergency contact name, address and telephone number) are kept electronically on the school system and will be shared, as necessary with the Breakfast or Afterschool Club Leader.

It is the responsibility of parents to ensure that the School Office is informed of any contact changes and changes to medical details.

It is extremely important that we are able to contact you in an emergency.

PRICING POLICY / CHARGING

Breakfast Club - Children arriving between 7.30am – 8.15am will be charged at £4 per session per child. Children arriving at or after 8.15 will be charged £2 per session per child as this does not include any food. Children entitled to free school meals will pay a reduced rate of £2 per session, regardless of their arrival time.

Lunch Club – Lunch club is charged at £5 per child. This does not include any food.

Afterschool Club – Each session is charged at £3 per child.

This fees are to cover the cost of:

- Staffing and administration
- Food
- Day-to-day running costs.
- Resources

In the future it may be necessary to increase our fees; Parents will always be given notice of this.

ALL PAYMENTS MUST BE MADE IN ADVANCE

If a child does not attend a session, you will still be charged unless the circumstances are exceptional. Due to Nottinghamshire County Council Policy, we cannot allow any debt. Any debt of £12 or more will mean that a child is unable to attend any further sessions until the debt has been cleared.

Club Register

The Club register is kept by the club leader during club and locked away securely when club finishes. The Office Team will check the club register against the payments made.

In case of an emergency during a club session (where children have to be evacuated from the building and taken to the back playground), the register will be taken by the leader and the children checked against the register to ensure that they are present and safe.

Staffing & Supervision

The children attending Wraparound Care are adequately supervised at all times following ratio guidelines. The club leader has appropriate first aid training. Other staff are also on-site while the club is running in case additional support is needed.

Food & Hygiene

- The Breakfast & Lunch Club leaders have a Food Hygiene certificate (Level 2).
- At Breakfast Club, children will be offered cereals, toast and fruit.
- At Afterschool Club, children will be offered squash and biscuits.

- All food is stored in appropriate containers within a cupboard or fridge, as appropriate.
- Club staff check the 'best before' and 'use by' dates of products on a regular basis, and ensure that children are not given food that is past the use by date. If there is any concern about the quality or condition of a food product, it will not be given to children.
- Club staff check the fridge temperature daily, and report any anomalies. The temperature is maintained at the recommended temperature of below 4-5°C.
- All children are required to wash their hands before eating, and tables are cleaned both before and after food is served. Staff are required to wear an apron and gloves while serving food, and need to keep long hair tied back.
- Children or staff who have had sickness or diarrhoea will not be allowed to attend Wraparound Care for 48 hours after the last incident of illness. All staff must be judged fit for work by the Headteacher.

It is extremely important that you complete and return the annual data collection forms and update us of ANY changes with regard to food allergies.

Behaviour

The expectations for behaviour during Wraparound Care are the same as for the rest of the school day; Club supervisors will follow the School Behaviour Policy. Our Behaviour Policy is based on a whole-school approach to positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times.

If there are ongoing and/or significant concerns with a child's behaviour during a Club, staff will inform a member of School Senior Leadership. Parents might be contacted by a senior member of staff to discuss this further.

Exclusion from a Club will be the final sanction when all possible behaviour strategies have failed.

Breakfast Club

- Breakfast Club is held in the School Hall and is open to all pupils attending Christ Church CoE Primary School aged 4 years and older. The club will not run on school INSET days, bank holidays or during school holidays.
- Opens at 7.30am. If breakfast is required, children need to arrive before 8.15am.
- Children arriving after 8.15am will not be able to receive breakfast and will be charged a lower rate accordingly (*see Pricing Policy / Charges section below*).
- A member of staff will come to meet the children at the main hall door – please knock when you arrive.
- Children will wash their hands when they arrive, as directed by the club leader.
- Breakfast Club staff will ensure that the children are taken to their classrooms at the start of the day.
- Breakfast Club is limited to 20 places per day.

Lunch Club

- Children can either bring a packed lunch from home or can pay for a school dinner. School dinners are charged at £2.55 each.

Afterschool Club

- We aim to provide an afterschool childcare club & an extra-curricular afterschool club each night. Both clubs are chargeable at the same rate.
- Sessions run from 3.30pm until 4.30pm.
- Extra-curricular clubs may have limited places or be available only to specific age groups. We will try to have a variety of these clubs throughout the academic year, which may run seasonally or termly.

Contingency arrangements

We will endeavour to staff the Wraparound Care clubs every day. This may mean that other appropriate staff have to cover in exceptional circumstances. On some occasions, (eg. Sports Day, School Fayre, Performances etc.), we may need to cancel clubs. Parents will be notified of this in advance.

Safeguarding

In accordance with whole-school Child Protection Policy and procedure, all staff involved in the running of clubs will have current DBS clearance. Club staff will follow existing school policy and procedure with regard to Child protection and safeguarding concerns. Club staff will follow the NCC Staff Code of Conduct and receive regular updates/appropriate training.

Fire Procedures

In the event of a fire alarm, children and staff will follow the normal school procedures, leaving the building calmly via the hall corridor exits. The Club register will be taken and all names checked. Club staff will ensure that children are aware of the emergency procedures.

Health & Safety

All existing school Health & Safety Policies and Risk Assessments will be followed, in accordance with NCC advice.

A separate Risk Assessment has been carried out for the Breakfast Club and will be reviewed annually.

All electrical appliances used by the Clubs (e.g. toaster) are PAT tested annually by a qualified electrician.

First Aid

First aid equipment is available from the hall kitchenette. The club leader has First Aid training.

Accidents during Wraparound Care clubs will be treated and recorded as appropriate.

If any First Aid is administered, the treatment is given in line with School Policy.