



# WRAP AROUND CARE POLICY

THIS POLICY WAS APPROVED: NOVEMBER 2023

POLICY VERSION: VERSION 1.1

THIS POLICY WILL BE REVIEWED: NOVEMBER 2024

MEMBER OF STAFF RESPONSIBLE FOR REVIEW: MARC TROMAN

## **Purpose of the policy**

To describe how the Company delivers a Wraparound Care service which is affordable, sustainable and of quality.

## **Aims**

Through our Wraparound Care we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.

## **Hours**

- Wraparound Care runs during term time Monday to Friday excluding INSET days.
- After school club starts at the end of the school day, 3.30pm, and closes at 5.30pm.
- Children can be collected at any time during the hours the club runs, but regardless of this, payment is based on pre-bookings to either 4.30pm or 5.30pm.  
The club is open to all children from Reception to Year 6.
- Reception & KS1 children must be escorted to the club at the end of the school day. Pilton Bluecoat children will be escorted by a member of Pilton Bluecoat staff, Pilton infants' children will be escorted to the hall by a member of Pilton infant's staff.

## **Admission, booking procedures and payment of fees.**

- Places can be booked via the Primary Sports and Education website and confirmation will be given via email.
- Places are allocated on a first come first served basis.
- Waiting lists will be run for over-subscribed days and a note of the list will be on the notes list on the register with contact details.
- To ensure a place, the required day(s) must be reserved and paid for before the session is due to begin.
- Parents will pay for the club when they book via the Primary Sports and Education website.
- If ad hoc days are required, parents should purchase a number of extra days for the upcoming half-term and use these as and when necessary. There is more likelihood of a space being available if as much notice time as possible is given.
- Should you no longer wish your child to attend Wraparound Care, notice must be given at the time of booking for the upcoming half-term. Parents will be charged unless informed 48 hours before session.
- 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 lead member of staff of the wrap around provision as soon as possible.
- Pupil premium and benefit related free school meal children will receive 50% off on booking and lead coach will invoice the school at the end of every month

### **Absence and cancelled sessions**

- If your child does not attend a session for any reason, other than set out below, cancellations or refunds will not be possible. (This is because we aim to provide places at as low a cost as possible and without intended profit, therefore staffing and other costs are calculated based on expected numbers of children).
- There will be no charge if the child misses a session due to an educational or residential trip or the school closes due to unforeseen circumstances

### **Venue**

- Wraparound Care is based in its own room, which has free-flow access to one of the outside play areas. Different activities may be carried out in other supervised locations within the school premises.
- Should Wraparound Care will be in the hall or in a classroom, collection is at the main gate of the school.

### **Register and Collection**

- A register of children who attend Wraparound Care is taken at the start of each session. This register is filed in the Wraparound Care folder which is kept in a locked cupboard in the Wraparound Care room.
- If someone other than a nominated adult is collecting a child, the Wraparound Care staff must be informed by telephone. The parent will be given a number of the lead coach at each venue in which they will need to inform the adult collecting, this is to be used by adults collecting children who are unknown to staff.

### **Late Collection**

- If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have been provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Care will be informed, in line with the Primary Sports and Education 'Uncollected Child Policy.'
- If a child is picked up late, a charge of £5.00 will be made for every 10 minutes, beyond the collection time up to £20.00 and a strike will be against their name. If a child gets 3 strikes in the academic year the parent won't be able to book for any more sessions within that academic year.
- We follow the Primary Sports and Education Safeguarding Policy and Procedure for Primary Age Children not collected from school at the end of the school day, which could result in Children's Services involvement. We also follow the Primary Sports and Education Uncollected Child Policy for the same reasons provided above.

### **Snacks**

- After school, children will be offered a snack. This will consist of items such as fruit, vegetables, toast and/or crackers
- Parents must inform members of staff of any dietary requirements or allergies when booking their child onto our wrap around care.

### **Activities/Provision**

- A range of activities are planned each session for the children in Wraparound Care. These may include games, role-play, creative, reading, cooking, computers/iPads, learning & discovery, outdoor activities, movies as well as an opportunity to complete homework.
- The age of the children is considered when planning activities to ensure they are appropriate.

### **Behavior**

- Children and staff are expected to follow all relevant company policies whilst attending Wraparound Care. This includes the Safeguarding and Child Protection Policy and Positive Behaviour Policy.
- Only in extreme cases will a child be suspended for a fixed-term or excluded permanently. This will be the decision of the Managing Director and Headteacher, but is very unlikely to be necessary without prior and escalating conversations with parents.
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### **Health and Safety**

- Staff will follow the Primary Sports and Education Health and Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- In the event of a fire or similar emergency, staff will follow the evacuation Procedures, ensuring all children are accounted for at the evacuation point.
- All staff will make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) the Lead Coach will be informed immediately and procedures followed.

### **First Aid**

- There will be a qualified pediatric first aider on site during sessions.
- All accidents will be recorded in the Wraparound Care's accident book as well as the Primary Sports and Education accident book and medical form will be completed.
- The accident will be reported to the parent/carer when collecting their child. Parents/ Carers of any child who becomes seriously unwell during their time at the club will be contacted as soon as possible.

## Staffing

- Staff will always adhere to the staffing to children's ratios which is 1:15
- All Wraparound Care staff will have an enhanced DBS checked through Primary Sports and will also be Level 2 Safeguarded trained. All staff will attend annual safeguarding training provided by Primary Sports.
- Staffing arrangements are considered to meet the needs of children who have special needs; however, funding will not be available to provide 1:1 support, including for those who may access this during the academy day.
- Whilst the club is growing and numbers of children attending wrap around-care are increasing, we will carefully monitor ratios and places available, increasing numbers of staff as soon as possible to meet increased demands when they occur.

## Safeguarding

- All staff will follow Primary Sports and Education Safeguarding and Child Protection Policy, and related policies and documents, including Keeping Children Safe in Education, Guidance for Safer Working Practices, and the Intimate Care Policy.
- Lead coach will be Level 3 Safeguarded trained.
- Any safeguarding concerns will be logged on our chronology sheet, in this way, passed on the Designated Safeguarding Lead, as soon as possible.
- If a child is in immediate danger our lead coach will call MASH or police.
- Any safeguarding referral to MASH or the police will result in the DSL of the school being informed by the lead coach.

Signed – Marc Troman

Date – 30<sup>th</sup> of November 2023