

# Laughton All Saints' C of E Primary School

## Wraparound Care Policy 2022-2024



Date of Policy: September 2022

Date of Review: September 2024 (or sooner if required)

## Laughton All Saints' C of E Wraparound Care Policy

In today's busy climate, Laughton All Saints' fully recognises the need to support working parents and aim to make full provision for the care of their children. This takes place within school and therefore limits the needs for extra transfers, allowing parents to have much needed contact with the school.

At Laughton All Saints' C of E Primary School, we are pleased to be able to provide breakfast and after school clubs which welcome children from 8:00am until the start of the school day and then after school until 5.20pm. Each club is run by members of school staff who provide food, activities and care for the children. The club leaders work with the Headteacher to ensure that procedures and practices represents and reflects the mission, values, ethos and policies of the school.

We aim to provide as much flexibility as we possibly can and so offer a range of after school clubs every day. Some of these are for an hour after school, and our extended after school club runs for two hours after school.

Our variety of clubs may be attended on a fulltime or a part time basis. The sessions can be booked in blocks over extended periods of time or as and when required, however places are subject to availability.

This childcare provision is an extension of Laughton All Saints' and therefore operates in line with the school's ethos, values and high expectations of pupil behaviour. The wraparound care staff members have been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

It is the wish of everyone involved in Laughton All Saints' wraparound care to provide a happy, stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded development.

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

- 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 PARENTS – We will endeavour to:

- ensure that our child attends sessions that are booked in advance online
- 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 adhere to the Wraparound Care Policy
- inform the school of any concerns or problems that might affect our child’s wellbeing or behaviour

### **Admissions Policy for Wraparound Care**

Laughton All Saints’ Wraparound Care is only available to children of school age who attend our school. Once a pupil leaves our school, whether still in primary education or moving onto secondary education, this childcare service will no longer be available to them. Children FS1-Y6 can attend Breakfast Club and children FS2-Y6 can attend after school clubs.

#### **Registration**

Parents and Carers will be required to complete registration forms including details regarding medical conditions, allergies, collection permissions and emergency contact details. These registration forms MUST be returned and updated at the start of each academic year, and whenever changes have been made.

#### **Making a Booking**

Bookings are made and paid for using Arbor, under the ‘clubs’ tab. Bookings can be made session by session or as block bookings and payment should be made at the same time. Sessions can be booked at any time online and places are subject to availability. It is therefore, recommended that parents do not rely on ‘same day’ bookings unless in an emergency.

#### **Maximum Numbers and Waiting Lists**

Currently our staff/pupil ratios allow for 30 children to attend Breakfast Club and 20 children to attend After School Club. Additional staffing may be considered if demand requires it. Wraparound Care will operate a waiting list once the maximum number of children has been reached. Places will be offered as spaces become available. We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list. Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by Laughton All Saints’ having regard to the age and needs of the children and the types of activities, referring to the relevant guidance.

#### **Specific Individual Needs**

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child
- Liaison will be arranged with relevant professional support networks if applicable.
- The staffing levels being able to support the needs of the child.

All cases are looked at on an individual basis.

### **Behaviour**

School policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the School's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period deemed appropriate by the Senior Leadership Team.

### **Opening Hours and Fee Structure**

#### **Laughton All Saints' Breakfast Club:**

- Is open term-time only with sessions running from 8:00am
- Will be closed during the holidays including bank holidays and INSET days
- The fee for the full session is £3.00 and is inclusive of breakfast and a cold drink
- Sessions must be booked in advance via Arbor

#### **Laughton All Saints' After School Clubs:**

- Are open term-time only with sessions running from 3:20pm to 4:20pm
- Will be closed during the holidays including bank holidays and INSET days
- The fee for each half-term is £15 (roughly equated to £3 per session, dependant on length of half term)
- Sessions must be booked in advance via Arbor service

#### **Laughton All Saints' Extended After School Club:**

- Are open term-time only with sessions running from 3:20pm to 5:20pm
- Will be closed during the holidays including bank holidays and INSET days
- The fee for each session is £7.50 and is inclusive of a snack, a drink and all activities
- Sessions must be booked in advance via Arbor service

### **Payments and Refunds**

Fees are to cover sessions booked in advance online using a Arbor account. Fees cannot be paid in cash or by cheque at any time. Please contact the school office if you require more information.

Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc. Refunds will be given if the school initiates an activity such as a school trip, sporting event, etc after you have already made a booking with either After School Club or Breakfast Club. In this instance a credit will be applied to your account. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities.

If you no longer require the use of Breakfast Club or After School Club e.g. you are moving away, your child changes school, etc. a four-week notice period will be required to qualify for a refund of any remaining monies.

Refunds will also be considered if your personal circumstances change significantly and you no longer require the service going forward. An appointment can be made to discuss this with the Headteacher.

## **Arrival and Departure Policy and Procedure**

Laughton All Saints' Breakfast Club and After School Club will operate a rigorous procedure regarding the security and safety of all children within our care. There is a clear procedure in place for both arrival and departure of all children attending these clubs. To ensure the safety of the children, it is not possible to make allowances which do not adhere to the policy and procedure outlined in this document.

### **Breakfast Club**

#### Arrival to the Breakfast Club

Children of all ages must be dropped off by an adult or person over 16 years of age. Children in Year 5/6 may arrive unaccompanied provided permission has been given and agreed with the school prior to their arrival.

Children will be handed over to the Breakfast Club staff at the Main Entrance from 8:00am. Children in class 1 should be walked down the office door to make the handover to school staff. At the beginning of each Breakfast Club session, a register is taken and children are recorded as present. This will subsequently be handed to the admin team who will cross-reference pupils in attendance at that session against the online bookings made. Pupils who have not booked into this session in advance will be billed. If payments are not made, school may take the decision to refuse a child admission to the club until debts are cleared.

#### Non-Arrival for Breakfast Club

The Breakfast Club is an extension of the school day and the child's absence could be considered a safeguarding concern. Monies will not be refunded for absence.

#### Departure from the Breakfast Club into the school day

Children will be released from the hall by the Breakfast Club staff at 8:40am to go and join their teacher in class.

### **After School Club**

#### Arrival to After School Club

Pupils will be escorted from their classroom to the Nurture Room by a member of staff where they will be registered. Children attending extra-curricular clubs (either run by school or external staff) will be escorted to the After-School Club by the extra-curricular club leader.

If a child has been booked into After School Club, parents/carers must inform the school by no later than 2:30pm if their child will not be attending that day. This is to ensure the safeguarding of your

child.

At the beginning of each After School Club session there will be a register taken. This will subsequently be handed to the administration team who will cross-reference pupils in attendance at that session against the online bookings made. Pupils who have not booked into a session in advance will be billed and further attendance may not be allowed until the debt has been paid.

#### Non-Arrival for After School Club

In the event of a child not arriving during this time the following procedures will be put into place:

- The designated member of staff will contact staff from the relevant class, clubs and the school office to ascertain attendance at school that day.
- The office staff will contact the named Parent to ascertain the whereabouts of the child.

#### Departure from the After-School Club

The After School Club has a procedure for collecting children that is agreed and known to the parents, children, staff and school staff. Children must be collected promptly at the end of your booked After School Club session by either the parent or a person named on your collection permission form. We will not release children to any siblings or children under the age of 16 years.

For after school clubs that finish at 4:20pm, parents should come to the main office to collect their children, where a member of staff will release the children directly to their parent.

For extended after school club that finishes at 5:20pm, please use the gate bell to gain the attention of a member of staff. Your child will then be brought out to you so please wait by the entrance unless invited in by a member of staff. For 'first time' pick up, an authorised person will be required to provide a suitable form of identification as After School Club staff will not necessarily know who adults are in the first instance. If a person is added to the authorisation list later, they must be introduced to the staff and their name added to the collection permissions form. For the safeguarding of your child the school reserves the right to refuse to release a child to someone who is not on the collection permission form unless we have had verbal permission via a senior member of staff or the school office or in written form e.g. a signed note or email to the school office on [office@las.dsat.education](mailto:office@las.dsat.education).

In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:

- The Supervisor must be contacted and a full description of the person including their name must be provided.
- When the person arrives, identification will be checked and confirmed.

The last pick-up and hand over times for after-school care is 5:20pm. If you would like to collect your child at an earlier time, this should be pre-arranged with either the school office or by calling after school club on 07546381554.

#### Non-Collection of a Child from After School Club

In the event that a child is not collected from the After-School Club by the end of the session, the staff should:

- Establish if a message has been left by the parent/carer
- Try to contact the parent/carer. Appropriate messages must be left asking for them to contact the club immediately.

- A member of staff must remain near the telephone in order to receive the call after 5:20pm.

If the child has not been collected by the end of the Club's registered session and contact with the named parent has not been established the staff must contact other authorised collectors from the registration form.

The staff must inform the Head Teacher or one of the other designated safeguarding leads.

After all avenues of contact have been exhausted and the club supervisor has not received any contact from the parent or authorised collectors, the Headteacher (or other Designated Safeguarding Leads) will make the decision to contact the Local Authority's Safeguarding Hub or the Police. At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Head Teacher or a Designated Safeguarding Lead.

#### Late Collection from After School Club and Associated Fines

If your child is not collected at the end of their booked session, then you will be charged an additional £1.80 (approximately 30 minutes cost). If you are late picking up after 5:50pm, you will incur a £5:00 charge for each 15mins you are overdue.

The school shall apply the following procedures for late collections and reserves the right to apply an additional charge where a child/children are picked up late from the After School Club.

#### Contacting the Breakfast Club or After School Club

During normal school office hours (8am – 4:30pm) the school office staff will take your message and share it with the staff in our wraparound care team. If your message is unexpected / during the after school club times, you can contact directly on 07546381554.

### **Food Provision**

Both Breakfast and Extended After School care provide food for your child unless directed otherwise by the parent in writing. Our Wraparound Care staff are aware of the School Food Standards and have received the required training in Food Hygiene. Both the Breakfast and After School care team will provide food that meets the School Food Standards.

Breakfast Club is likely to provide options such as:

- Bread/toast with assorted spreads and preserves
- Low-sugar cereal and semi-skimmed milk
- Fresh apple/orange juice and diluted cordial or water
- Brioche / pastries
- Yoghurts and fresh fruit

The Extended After School Club will provide food options, which may include:

- Sandwiches, with a selection of fillings to choose from
- Cheese and biscuits
- Breadsticks
- Fruit and/or vegetable sticks

- Toasties
- Water will be available along with diluted squash.

#### Allergies, Intolerances and other food requirements

The team will provide for those children who have food allergies, intolerances or other food requirements such as restricted diets, provided the parents/carers inform us beforehand on the registration form.

We are a 'nut-free' school site and cannot serve or allow children to bring nuts or products containing nuts into the school. If you wish to provide your child with their own breakfast food or packed snack, then there will not be any deduction in fees for any sessions that your child attends.

#### Sickness & Medication Policy Sickness

All wraparound care staff members have had first aid training. The priority is to provide an environment where children and adults are protected from the spread of illness and infection.

Wraparound Care follows the same policy as normal school times. 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 to telephone the main school line on the first day of their child being absent with illness and give the reason.
- Children with head lice are not 'excluded' but must be treated to remedy the condition.
- Parents are asked not to bring their child to the After School Club who has been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack.
- Parent will be notified immediately to collect their child if they become unwell or they develop an illness whilst at the wraparound care. 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 Breakfast and After School care staff follow the school's First Aid policy which includes the management of medical conditions and intimate care. This can be found on our website [www.laughtonallsaints.org](http://www.laughtonallsaints.org)

#### Medication

The schools' Medicine Policy is followed at all times. Wraparound Care provision is not permitted to possess, store or dispense medication such as Calpol, Junior Aspirin or other such general medications.

#### Prescribed Medication

The Wraparound Care provision is unable to administer any medication during sessions. 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 club supervisor with consent of the parent/carer.