



St White's Primary School

Wrap Around Care

Date of Review: June 2024

Date of Next Review: June 2027

Signed, Head Teacher:

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Introduction – St White’s School Wrap Around Care Policy

At St White’s Primary School we are very proud to be able to offer ‘Wrap Around Care’ to our pupils and parents. Wrap Around Care offers early morning breakfast club from 7.30 am – 8.40 am and after school club from 3.15 pm – 5.30 pm. Both clubs are currently run in school by members of our support staff. The service is run in line with the requirements of the Early Years Foundation Framework guidance “Keeping children safe in out-of-hours provision”.

Objectives

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day and after the school day ends until 5.30 pm.
- To provide an affordable service to parents/carers.
- To enable pupils to eat breakfast before the start of the school day/have an after school tea snack in a pleasant, relaxed environment.
- To employ caring supervisory staff.
- To provide a fun environment for those pupils. This includes opportunities for craft activities, indoor and outdoor games and calm play. Pupils are also given an opportunity to do their homework with support from staff.

Staffing

- Any member of staff running the Wrap Around Care will have a current Disclosure Barring Service (DBS) check in place, and are registered on the school’s Single Central Record.
- The school has agreed that the ratio of adults to children will be 1: 13.

Contingency arrangements for staff absence and emergencies

- There are relief assistants on standby, should the permanent member of staff be unable to attend.
- In the event of emergency cover being required, members of the senior leadership team or other staff, who are on site at times that wraparound care operates, will cover.
- An emergency plan is in place (Appendix 1. This includes special instructions for the children on what to do in the case of an emergency. These instructions are explained to the children and the procedures are practised.

Organisation

- Contact and medical details for children using the service will be kept in a locked drawer in the lower Kitchen area where the clubs are based.
- A daily attendance register is kept, and each child is delivered to their class teacher for registration.
- Accident forms are completed and handed to the office to be kept with school records.

Fire Procedures

- Fire drills will be carried out regularly.
- The club follows the evacuation procedures displayed in school.
- The Fire Assembly Point is the MUGA during daylight hours, or after dark the Fire Assembly Point is the area outside the library.
- The Wrap Around Lead should take a walkie-talkie outside with them to communicate with staff who are still in the building.

First Aid

- There is a qualified First Aider available at all times.
- If First Aid is administered a record is kept on the relevant form, and parents will be informed.

Medication

- The school would not expect a child in either the breakfast/after school clubs to need medication other than for chronic conditions, such as an inhaler.
- All medication is located in the First Aid area/in class. A record sheet will be kept showing date and time of any usage.

Risk Assessment

- Refer to the attached Risk Assessment.

Insurance

- Insurance cover is provided by the school's insurance policy.

Policies

- Wrap around care will subscribe to all policies at St White's Primary School.
- Equal opportunities will be provided for all children regardless of gender, race, religion or special needs.

Admissions Policy

- Wrap around care is open to all children who attend St White's Primary School.
- The age of admission will be from 4 – 11 years of age.

Pricing Policy

- The wrap around care is self-sufficient. The attendance fees are designed to cover all costs and this is managed by St White's Primary School. The fees include:
 - ✓ Staffing
 - ✓ Food
 - ✓ Equipment
 - ✓ Day to day running costs
- It may be necessary to change fees from time to time. Changes however will only be made at the start of a term, with parents being given at least one month's notice of any change.
- As the aim of wrap around care is to provide a service for children and parents, charges will be set to cover costs and break even. However, the charges should be set to cover the costs of utilities, extra administration time and the wear and tear to school equipment and resources.

Booking and Terms and Conditions of Payment

The school will issue the following terms and conditions with the invoices sent out to parents at the beginning of each term.

Places should be booked in advance and confirmed with the Administrator in the two weeks before the end of term, for the following term. If bookings are not made in advance, the school cannot ensure the availability of sufficient qualified staff to meet the required ratios.

Wrap around care charges will be invoiced on a termly basis, in advance. All invoices should be paid within the first three weeks of that term, for the whole term, based on this invoice. Payment must be made using Parentpay:- payment by cash or cheque will not be accepted. Where payment is not made within the first three weeks of that term, the school reserves the right to withdraw a child's place in the Wrap Around Care facility until payment has been made.

Parents will not be able to reserve places for the next term, if any charges are outstanding for the previous term.

Refunds

*We can only refund charges where **school** events/trips mean that the Wrap Around Care is no longer required. Unfortunately, we cannot offer a refund in other circumstances, for example sickness, ad-hoc changes to parents' working patterns, as the school will already be committed to staffing based on reservations made.*

Where parental working patterns change permanently and significantly during a term, and a parent wishes to amend their Wrap Around Care booking, the school will try to accommodate this. However, the school cannot guarantee that they will meet these requests to change due to commitments to staffing levels. Where the school cannot accommodate this change then amounts invoiced for the term will still be owed.

Additional ad-hoc sessions

It is recognised that there may be occasions where a parent needs to book their children into Wrap Around Care on an ad hoc basis. Such bookings will be accepted where there is space, but priority will be given to children who already use the Wrap Around Facility on a regular basis. If it is found that parents are frequently booking their children in on an ad hoc basis rather than making a regular booking, then the school will ask parents to make a termly booking (as per the conditions above). Unfortunately the school does not have the resources to book, invoice and administer a large number of ad hoc bookings.

Code of Behaviour

- Wrap Around Care is expected to adhere to the school's code of behaviour, as stated in the school's positive behaviour policy, although it is recognised that the atmosphere of the club will be more informal.
- The school's Behaviour Policy is based on a whole school approach to positive reinforcement and modelling of good behaviour.
- Parents of children who refuse/cannot conform to an acceptable level of behaviour in Wrap Around Care provision will be informed.
- The role of the parent in accepting responsibility for their child's behaviour will be an integral feature of the partnership between home and the Wrap Around Care.
- It may be necessary to remove a Wrap Around placement on a temporary basis to consider whether there are any reasonable adjustments that might help.
- The most important aspect of our Wrap Around provision is that it should provide a welcoming, safe, secure environment for pupils. If, despite any possible reasonable adjustments being made, a child cannot behave in such a way that enables this to happen for themselves and others, their place in Wrap Around can be withdrawn on a temporary or permanent basis.

Appendix 1 – Emergency Plan for Wrap Around Care

Wrap Around Care		
Health and Safety Document		
Risk	Response	Responsibility
Wrap Around Lead becoming unwell during session in break out area during morning session	<p>For each session:</p> <ul style="list-style-type: none"> • The wrap around care lead designates responsibility to oldest two children attending at the start of a session • Make a record of who the children are • The wrap around care lead shows the children the notice and reminds the what to do to seek support • The children are made aware of who the 'go to' adult is that they communicate with and how to locate them quickly • Practise the procedures and keep a record of how the drill went 	<ul style="list-style-type: none"> • Wrap Around Lead • Senior Lead on site in the mornings on 201,203,204
Wrap Around child becoming unwell during session in break out area during afternoon session	<p>For each session:</p> <ul style="list-style-type: none"> • The wrap around care lead designates responsibility to oldest two children attending at the start of a session • Make a record of who the children are • The wrap around care lead shows the children the notice and reminds the what to do to seek support • The children are made aware of who the 'go to' adult is that they communicate with and how to locate them quickly • Practise the procedures and keep a record of how the drill went 	<ul style="list-style-type: none"> • Wrap Around Lead • Designated cleaner on site in the afternoons • (Mrs Self and Mrs Pendrey)
Wrap Around Lead becoming unwell during session in during afternoon session on the MUGA	<p>For each session:</p> <ul style="list-style-type: none"> • The wrap around care lead designates responsibility to oldest two children attending at the start of a session • Make a record of who the children are • The wrap around care lead shows the children the notice and reminds the what to do to seek support • The children are taught to use the Walkie Talkie and use this in the first instance, to call for help • In the event the Walkie Talkie is not functioning, the children are made aware of who the 'go to' adult is that they communicate with and how to locate them quickly • Practise the procedures and keep a record of how the drill went 	<ul style="list-style-type: none"> • Wrap Around Lead • Designated adult in office suite and cleaner on site in the afternoons on channel 3
Stranger approaching children/Wrap Around Lead during indoor sessions	<ul style="list-style-type: none"> • Children are reminded that all adults around school should be wearing identify lanyards • Children are reminded that if an adult approaches that DOES NOT have a lanyard, that they should NOT SPEAK WITH THEM but TELL THE WRAP AROUND CARE LEAD IMMEDIATELY • The wrap around care lead will take charge and will tell designated children to find the 'GO TO' person or nearest MEMBER OF STAFF immediately and take all the children who are attending wrap around care with them. 	<ul style="list-style-type: none"> • Wrap Around Lead • Designated adult in office suite and cleaner in situ in the afternoons

	<ul style="list-style-type: none"> • The children will be reminded to do this quickly and calmly and must tell 'go to' person that the lead needs help because there is a stranger in school. • The children will be told NOT to LEAVE THE BUILDING! • The wrap around care lead shows the children the notice and reminds the what to do to seek support • Practise the procedures and keep a record of how the drill went 	
Stranger approaching children/Wrap Around Lead during outdoor sessions	<ul style="list-style-type: none"> • Wrap Around Lead immediately uses walkie talkie to contact designated lead in school • The wrap around care lead will, when it is safe, direct all children to make their way to the building and to do so quickly and calmly • They must tell 'go to' person that the lead needs help because there is a stranger on site. • The children will be told NOT to LEAVE THE SITE but go straight into the building. • The wrap around care lead shows the children the notice and reminds the what to do to seek support • Practise the procedures and keep a record of how the drill went 	<ul style="list-style-type: none"> •Wrap Around Lead •Designated adult in office suite and cleaner in situ in the afternoons on channel 3
Fire Alarm goes off during wraparound	<ul style="list-style-type: none"> • Follow the evacuation procedures displayed in school – leave the building immediately to the Fire Assembly Point. One staff member to lead the children out, the other to check the toilets and then follow. • The Fire Assembly Point is the MUGA during daylight hours, or after dark the Fire Assembly Point is the area outside the library. • The Wrap Around Lead should take a walkie-talkie outside with them to communicate with office staff. • Practice the procedures and keep a record of how the drill went 	

What to do if you need help when you are at wrap around in the afternoons at school

- Check quickly, who the designated 'GO TO' adult is for your session
- Take your friend to the classroom to find the 'GO TO' adult, who is the cleaner on duty in the KS2 classrooms, Heron, Peregrine or Woodpecker
- Tell the adult that you need help quickly, where you are and what has happened
- Wait with the person who needs help and stay calm
- If the cleaner is not there, take your friend with you, and find the nearest **MEMBER OF STAFF** in the building to help you
- **DO NOT LEAVE THE BUILDING!**



What to do if you need help when you are at wrap around in school during the mornings

- Check quickly, who the designated 'GO TO' adult is for your session
- Use the phone on the wall by the computers to call the designated person on 204, 201 or 203
- Tell the adult that you need help quickly, where you are and what has happened
- Wait with the person who needs help and stay calm
- If there is no answer when you call, take your friend with you, and find the nearest **MEMBER OF STAFF** in the building to help you
- **DO NOT LEAVE THE BUILDING!**



What to do if you need help when you are outside

- Use the 'walkie talkie' to call the 'GO TO' adult **IN THE OFFICE SUITE**
- Check quickly, who the designated 'GO TO' adult is that you are speaking to
- Tell the adult that you need help quickly, where you are and what has happened
- Wait with the person who needs help and stay calm
- **If there is no answer when you call, take your friend with you, GO BACK INTO THE BUILDING and find the nearest MEMBER OF STAFF in the building to help you**
- **DO NOT LEAVE THE SITE!**



What To Do If A Stranger Comes To Wrap Around Care

- All adults around school should be wearing identity lanyards
- If the adult that approaches you **DOES NOT** have a lanyard **DO NOT SPEAK WITH THEM** but **TELL THE WRAP AROUND CARE LEAD IMMEDIATELY**
- The wrap around care lead will take charge
- They may tell you to find the **'GO TO'** person or nearest **MEMBER OF STAFF** and take all the children who are attending wrap around care with you.
- Do this quickly and calmly and tell them you need help because there is a stranger in school.
- **DO NOT LEAVE THE BUILDING!**

