

Steelstown Primary School & Nursery Wraparound Care Policy

A copy of this policy is provided to all parents of children attending Wraparound club.

Steelstown Primary School & Nursery is pleased to be able to provide the children of our school the opportunity to attend a brother and sisters club daily from 2pm-3pm and a Wrap round service 3pm- 4.55pm. These clubs may be attended on a full-time or a part time basis. The sessions must be booked in advance to ensure correct staffing arrangements are made. This childcare provision is an extension of Steelstown Primary School & Nursery and therefore operates in line with the school's ethos and 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 at Steelstown Primary School & Nursery's Wraparound Care Provision 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.

Steelstown Primary School & Nursery Wraparound

- Is open term-time only with sessions running from 3pm to 4.55pm.
- Will be closed during the holidays including bank holidays and INSET days.
- The fee for each session is £5 per day.
- Sessions must be booked in advance via our online service and can only be booked if your account is in credit.
- Booking must be made and paid in advance by 12pm on day required.

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 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 and adhere to the Community Code
- 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 only attends sessions that are booked in advance and paid 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 demonstrate the school's Core 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.

Currently our staff/pupil ratios allow for 20 children to attend 2-3PM afterschool and 24 children to attend After School Wrap around Club. Additional staffing will be considered if demand requires it. We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios.

Provisions are organised for the maximum number of children in accordance with the risk assessment carried out and 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 can support the needs of the child.

Arrival

Children will walk to the main hall when their classes are dismissed. The club staff will take a register of all children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

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. 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. If 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, and identification will be checked. The last pick-up and hand over times for after-school care is 4:55pm.

Non-Collection of a Child from After School Club:

If 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 to receive the call after 4:55pm.

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 Mrs Doorish or one of the other designated safeguarding leads.** After all avenues of contact have been exhausted and the Club has not received any contact from the parent or authorised collectors, the designated safeguarding leads will make the decision to contact the Local Authority's Designated Child Protection Officer. At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Local Authority Child Protection Officer or 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 this may affect future bookings if this is ongoing. Exceptional circumstances will be reviewed on a case-by-case basis.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of Wraparound club staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- If the child has a head bump, parents will be notified promptly alongside an accident form completed.
- Parents of any child who become unwell during their session will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

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.

The After School team will provide food options which may include cheese and biscuits, breadsticks, fruit and/or vegetable sticks. Water will be available along with squash.

Medication

The 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/care.

This agreement forms part of the admission forms and must be signed and returned to After School club.

Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy

Parent/Carer's Agreement It is the parent/carer's responsibility to:

Book sessions and pay for the fees in advance via School Gateway

Inform the Club Managers of any changes to your contact details or the details of anyone on your child's emergency contact form as soon as possible.

Inform the school or a member of staff (either personally or by telephone) if anyone – other than yourself or the person/s named on your child's emergency contact form - will be collecting your child from Wraparound Club.

Appropriate staff numbers, spaces and provisions are arranged in advance. Therefore, we ask all parents/carers to book sessions by 12 noon.

I confirm that I have read and understood the above agreement and have read the Wraparound Policy

Child Name: Class:.....

Signature (Parent/Carer) Date.....

Verified by a member of staff.

Name Signature