



POLICY: Wrap Around Care
DATE APPROVED: July 2023
FREQUENCY OF REVIEW: Annually
DATE OF NEXT REVIEW: July 2024

WRAP AROUND CARE

FOR OXLEY PRIMARY SCHOOL

VERSION: JULY 2023

Aims and Vision

At Oxley Primary School, our vision for our wrap around care is underpinned by our shared vision and values:

Oxley Primary School aims to provide a caring, secure and stimulating environment in which all children can achieve the highest academic, personal, and social standards, reaching their individual goals through a close partnership between home and school.

Our school values:

Our whole school ethos, including within our wrap around provision, is firmly rooted in our values:



Introduction

The Oxley Wrap Around Care is run by Oxley Primary School.

Our aims are:

- To provide high quality out-of-school hours childcare for our families.
- To provide a range of engaging and exciting play activities in a safe, clean and welcoming environment.

To achieve our aims, we will:

- Provide wrap around care every day, before and after school.
- Regularly clean and inspect the premises and equipment used.
- Ensure that there is always a qualified first aider on site.
- Mirror policies and procedures in place during school hours in our wrap around provision. *Including, implementing regular fire drills and ensure that all staff and children are aware of and familiar with the procedure to follow in the event of a fire / activation of the fire alarm.*
- Encourage the children to “Be Kind. Be brilliant. Have an “I can” attitude”.

Wrap-Around Provision Offer

Our Wrap-around provision will be based in the school hall and consists of:

Breakfast Club - Monday – Friday from 07:35am – 8:35am

Cost £4.50 per day which includes breakfast. If you wish your child to attend without breakfast after 8:10am, the cost is reduced to £2 per day, per child.

After School Club – Monday – Friday 3:15pm – 5:30pm (5pm on Fridays)

1st session: 3:15-4:15pm £5.00 per day to include a snack and a drink

2nd Session 4:15-5:30pm £5.50 per day to include a light tea served at approximately 4:30pm
(reduced to £5.00 on Fridays).

Both sessions (3:15- 5:30pm) is £10.50 per day to include a snack, drink and a light tea (£10.00 on Fridays).

Admissions

- Only children attending Oxley Primary School are eligible to attend the wrap-around provision.
- All places are subject to availability.
- All parents/ carers will receive an electronic copy of this policy and it will be available to view via the school website.
- All wrap around care staff are made aware of medical/ dietary information relating to children attending the club.
- Children's attendance is recorded in a register and parents will be asked to pre book their child's place

How our Club Works

The emphasis for our Wrap-Around provision is on play and leisure rather than education but there is an opportunity to complete homework activities if the children wish to do so

Children have the opportunity to enhance their learning through a wide variety of activities and to promote their physical development. Wrap Around Provision will make links with yearly events and celebrations in the range of activities offered. E.g. Diwali, Christmas etc.

Arrival and Departure

Breakfast Club Arrival

- Parents / Carers are required to bring their child/ren to the school's main entrance. You will be greeted by a member of the breakfast club team who will register your child/ren.

After School Club Departure

- Parents / Carers are required to collect their child/ren from the school's main entrance.
- Parents/ Carers must ensure that any person who may collect their child is listed on the school system or a message has been sent to school in advance to detail a change in adults who are permitted to collect your child.
- Parents/ Carers must inform club staff (via email to the office) if their child is going to be absent from the club if the session is not cancelled within the notice period – see booking section.
- For After School Club Parents/ Carers are expected to ensure their child knows when they will be attending Afterschool Club so that confusion can be avoided at the end of the day.

Daily Routine

Breakfast Club

- 7:35am – 8:35am Parents drop children off, children are based in school hall where a range of activities are set out. From 7.35am breakfast is served, with children encouraged to wash their hands prior to eating.
- 8:30am tidy up time, encouraging the children to take responsibility for the club area and resources.
- 8:35am the children will be dismissed from the hall to join the other children entering school

After School Club

- 3:15pm – Any child attending after school club will be sent to the hall (younger pupils will be dropped off at the hall by class teachers/ support staff) .
- A member of the after school club team will greet the children, settle them into After School Club and complete the register. The after school club leader will liaise with the class teachers / office staff to determine any reason why a child is not accounted for or any children not booked on who are in attendance.
- 3:20pm Children begin activities, choosing from a range of play and planned activities, both indoor and outdoor.
- 3:30pm Children offered a snack and a drink.
- 4:15pm – Children booked on the 1st session to be collected from the school's main entrance.
- 4:15pm – Any children attending after school club following an Extra-Curricular session will be taken to the hall by the member of staff running the Extra-Curricular club.
- 4:30pm – At approximately 430pm, a light tea is offered to all children booked on the 2nd session for the after school club, with children encouraged to wash their hands prior to eating.
- 5:20pm - tidy up time, encouraging the children to take responsibility for the club area.
- 5:30pm – All children to have been collected (**5.00pm on Fridays**)

Behaviour Expectations in Wrap Around Provision

Whilst attending wrap around provision, children are expected to follow the Oxley school values:



We want the children attending Wrap Around Provision to enjoy their time at the clubs and to do this we expect them to:

- Choose and participate in a variety of activities
- Ask for help if needed
- Follow the Oxley values as detailed above.

Positive behaviour is encouraged and rewarded through:

- Verbal praise
- Tokens

Dealing with inappropriate behaviour:

- In the first instance, children will be given a gentle reminder of behaviour expectations
- The child will then be given a verbal warning and reminded that if their behaviour continues they will not be allowed to continue with the activity they are doing.
- The child is removed from the activity they were doing for a 'time out' and will reflect, supported by the Club Leader on their behaviour.
- If behaviour persists, a further time out will be given.
- Parents will be informed of any time outs given to their child/ren during Wrap Around Provision.
- Club Leaders will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- If after consultation with parents and the implementation of strategies, a child continues to display inappropriate behaviour, in discussion with the Headteacher, the club may decide to exclude the child from the provision. The reasons and processes involved will be clearly explained to the child and the Parent/Carer. This decision will only be taken as a last resort.

Bookings, Cancellations and Payment of Fees

- Bookings for both Breakfast and After School Club can be made up to the start of each session to allow for any short notice childcare needs - however spaces are limited and parents are advised to book at the earliest opportunity.

- Bookings must be made in advance of attending a session. *Please note that children who attend without booking may be turned away due to no places being available.*
- Booking slots are made available up to half a term in advance. The following half term will be made available a month in advance.
- All bookings should be made via WEDUC and you can add multiple sessions to your basket before making payment.
- Payment must be made to secure your booking otherwise your booking will be cancelled.
- Cancellations can be made up to 1 full working day before the day of the session (e.g. a Friday booking can be cancelled no later than Wednesday). You can do this by requesting a refund via WEDUC, a refund requested outside of this timeframe will not be authorised.
- No refunds/ credits will be given for unused sessions that have not been cancelled – this includes when children are absent from school due to illness/ attending appointments/ holidays etc .
- Your child must not turn up to Breakfast Club or After School Club on the day without having made a paid booking.
- On the rare occasion that wrap around care is required and it has not been pre-booked we ask that you contact the school as soon as possible and we will endeavour to help. However, spaces are limited and if the session you are wanting to book on is fully booked we will be unable to provide your child with a space.

Childcare Vouchers and Government Tax Free Childcare Scheme

We accept payment by childcare vouchers inc. the Government Tax free scheme , we will need to set this up in advance by crediting your voucher value to your account.

You will still need to book via WEDUC if using childcare vouchers or the Government Tax Free Childcare Scheme. Please then notify the school office that you intend to pay for Wrap Around Provision using Vouchers or Tax Free Childcare.

Please ensure you make arrangements for voucher payments in plenty of time. We aim to process these as soon as we can but we recommend that you allow at least 5 working days for your payment to be processed and appear in WEDUC once it reaches our account.

For each payment you will need to supply the information below:

- Which payment item (ie: which session – Breakfast, After School Session) you would like credited.
- Name of child
- Name of voucher provider
- Voucher amount

- Payment reference number (one for each child if more than 1)
- Payment date

Pupil Premium Funded places

If your child is eligible for Pupil Premium your child may be able to access some funded Wrap Around Provision sessions. Please speak to the school Office in the first instance.

Late collections

Late collection at After School Club will be recorded on the day. Any collections after your session booking (1st session: 4.15pm, 2nd session: 5.30pm Mon-Thurs & 5.00pm on Fridays) will be charged at £5 per 10 minutes per child and charges will be added to your child's WEDUC account.

Safeguarding Children

The nominated person for safeguarding in school is Mr Caldwell, as the school's Designated Safeguarding Lead. The school also has a number of Deputy Designated Safeguarding Leads. These are listed on our school website and within our safeguarding policy.

Following our Safeguarding Policy, our setting will work with children, parents and the community to ensure the rights and safety of children.

Maintaining children's safety and security on premises

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us. Entry and exit is through a the school's main entrance. Parents will be asked to wait in the foyer area between the main entrance school's when collecting their child/ren.

Uncollected child/ren at the end of the school day

In the event that a child is not collected by an authorised adult at the end of the school day within five minutes of the children being dismissed we put into practice the following agreed procedures. These ensure that any child is cared for safely by an experienced and qualified adult who is known to them. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for. Parent's will be charged via WEDUC for the length of session attended.

Procedures for Late/ uncollected Child/ren at the end of After-School Club

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child (not on the collection from school arrangements) parents must notify the office via email (during school hours 8:45-3:15pm) or call the After School Leader on the school mobile 07542777608 (after 3:15pm) to inform them who is collecting their child/ren or if they will be late collecting their child.

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.

We inform parents that we apply our child protection procedures in the event that their children are not collected from the setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.

If a child is not collected at the end of the session, we follow the following procedures:

- The school messaging system is checked for any messages
- If no information is available, parents/carers are contacted on the telephone numbers held by school.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting – and whose telephone numbers are recorded – are contacted.
- All reasonable attempts are made to contact the parents/carers.
- The child does not leave the premises with anyone other than those named on their ‘Collection from School Arrangements’ or that the After School Leader has been notified of.
- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children:
 - We contact our local authority children’s social care team: 0116 3050005.
 - The child stays at setting in the care of two members of staff until the child is safely collected either by the parents/carers or by a social care worker.
 - Social Care will aim to find the parent or relative; if they are unable to do so, the child will become looked after by the local authority.
 - Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
 - A full written report of the incident is recorded in the child’s file.
 - Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

Missing child whilst attending Wrap-Around Provision

Children’s safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures for a child going missing on the premises:

- As soon as it is noticed that a child is missing the Wrap Around Leader (Breakfast or After School) alerts other staff on site.

- The Wrap Around leader and other school staff will carry out a thorough search of the premises and outdoor area.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The Wrap Around Leader will call the police and report the child as missing.
- The setting leader will contact the Head teacher or Deputy Head teacher and report the incident. The Head teacher or Deputy Head teacher will carry out an immediate investigation.
- The Wrap Around Leader will then call the parent.
- The register is checked to make sure no other child has also gone astray.
- The setting leader will find out when and where the child was last seen and records this.

Supporting children with Special Educational Needs and Disabilities

Oxley Primary School provides an environment in which all children including those with special educational needs, are supported to reach their full potential. The nominated person for inclusion is the SENCO. This provision fully supports our SEND policy. We will work in partnership with parents to meet each child's individual needs whilst attending our Wrap Around Provision.

However, we are unable to guarantee 1:1 support for any child whilst attending our Wrap Around Provision and as such if the safety of the child or other children would be compromised due to this, school would work with parents to put in place measures as far as practically and reasonably possible for them to attend.

Toileting and Intimate Care

Our expectation is that young children should have achieved continence when they are admitted to Oxley Primary School; however, we recognise that young children vary widely in their levels of maturity and in achieving continence.

No child of any age is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. We also recognise that children of any age may have a lapse in their continence because of trauma, onset of sudden disability, emotional upset or health problems. We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained or who may need special provision.

Health and Safety

First aid

In our Wrap Around Provision staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current and appropriate first aid training is on the premises at any time. Additional training where practically possible, will be undertaken to allow access for children with particular conditions. First Aid provision complies with guidelines within school.

Fire Safety

All in school arrangements are mirrored in our Wrap-Around Provision. Including, implementing regular fire drills and ensure that all staff and children are aware of and familiar with the procedure to follow in the event of a fire / activation of the fire alarm.

Food and drink

Breakfast Club

The children can choose from a tasty selection of cereal or toast with butter and jam / marmalade. To drink the children have the choice of water, milk or fruit juice.

After School Club

At 3:30pm the children are offered a snack and a drink.

At approximately 4:30pm, the children are offered a light tea and a drink. The light tea offer will change daily but may take the form of the following but not limited to: beans on toast, pasta, pizza.

Oxley Primary School is a nut-free school.

Food Hygiene

Food provided at Breakfast Club and After School Club complies with all relevant guidelines, as outlined in Requirements for School Food Legislation (2014) and the Wrap Around Provision staff responsible for serving food have completed Food Hygiene and safety training and this is renewed every three years. In addition to this:

- Tables used for food and drink should be cleaned before and after use. Floors to be hoovered/mopped if any debris is on the floor.
- Children should be encouraged to wash their hands on a regular basis and before and after eating food.
- Children should not be allowed in food preparation areas.
- The kitchen area should be free of contamination, dust, flies, rodents etc. and all surfaces should be in good repair.

- All utensils should be kept clean and stored correctly.
- A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned on a morning and afternoon after session.
- All food and drink should be stored correctly and used within the recommended use by date.
- Staff preparing food will always adhere to personal hygiene recommendations.

Employment and staffing

Our staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring Service in accordance with statutory requirements and records are maintained on the Single Central Record. Staff recruitment follows guidelines laid out in the school policy.

Complaints Procedure

Complaints about any aspect of our Wrap Around Provision should be made verbally in the first instance to a member of staff the Head teacher. If not resolved, we ask that parents verbally speak to the Headteacher. After that we would request complaints follow the school's complaint policy which is listed on our school website.

If a complaint or concern is made by a child or parent against a member of staff, then the issues will be dealt with by the Headteacher and the Governing Body in line with school policy.

All complaints and comments will be recorded, and a written response of actions will be kept on file and provided to the complainant if requested.