


<u>Responsible Body</u>	<u>Title of Policy</u>	
<u>Governing Body of Flyford Flavell Primary School</u>	<u>Wrap Around Care</u>	

Last reviewed on Date: 30th September 2023

Next Review Date: 30th September 2026

Signature..... (Chair of Governors)

Print Name.....

Introduction

This policy aims to enhance the safety and well-being of all staff and children within the breakfast and after school club facilities at Flyford Flavell Primary School. We recognise the importance of consistency within the setting. All Wrap Around Care staff during school time are direct employees of the school. They are familiar with the routines of the school day and work within school policies. This supports transitions at the beginning and the end of the day for all pupils, staff, parents and carers.

We offer an early morning breakfast club from 7.30am - 8.45am and an After-School Club from 3.25pm- 5.00pm for all pupils.

Aims

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day and after the school day ends, until 5.00 pm.
- To provide an affordable service to parents/carers
- To promote and develop further links between, school and home that focuses on the needs and development of the individual child
- To enable pupils to eat breakfast before the start of the school day/have an after-school snack in a pleasant, relaxed environment
- To provide a calm play environment for pupils
- To encourage physical activities to promote healthy living
- To recreate a homely environment which will offer similar experiences to children not attending wrap around care provision, e.g. support with homework, limited screen time, a range of activities that cater for all tastes

1 Staffing

Both the breakfast club and after school club are run by Play Supervisors and Learning Assistants. Teaching and support staff from school and specialist sports coaches also run activities as part of the After-School Club. All staff will have current barring disclosure checks in place and are registered on the single central register. All staff will hold a food hygiene certificate.

2 Breakfast Club

Children are to be dropped into breakfast club by their parent/carer and signed in using the breakfast club register. The wrap around care staff will then escort children into school at 8.45am ready to start their school day. Parents may choose whether they would like their child to be provided with a healthy breakfast.

3 After School Club

At school finishing time teachers or support staff will escort children from classrooms to the wrap around care facility and register pupils with after school care staff. Children will be signed out by staff upon collection. Clubs such as crafts, sports and music are run by school staff or specialist coaches. The planned clubs/activities alternate on a half termly basis. A club timetable is sent out to parents and detailed on our website. We provide a wide range of clubs, which cater to the varying interests of all pupils.

4 Collection

Parents should collect their children from the wrap around care facility or name an alternative person to collect their child who must be aged 16 years or over. If there is any change to this arrangement the wrap around care staff must be notified beforehand.

In the event that a child is not collected by 5.00 pm and no call has been made by the parents to inform they are going to be late, the staff member on duty will endeavour to contact all persons listed on the registration form as collectors /emergency contacts. If none of these persons are contactable after 60 minutes, then the DSL will contact the out of hours Local Authority duty social worker for guidance.

If concerns are raised by staff, in regard to poor time keeping at collection, following communication with parents, bookings for after school care may not be accepted.

5 Charging

The attendance fees are designed to cover all costs.

This includes:

Staffing

Food

Equipment

Day-to-day running costs.

The Governing Body will review fees annually. When it is necessary to increase fees, parents will be informed 4 weeks in advance.

6 Developing Links

All staff will have access to the medium-term curriculum map so that staff can respond to the current learning interests of pupils.

Concerns/worries highlighted by either staff or parents, will be shared as appropriate, with wrap around care staff.

7 Booking

Children should be booked into the after-school wrap around care in advance. This will ensure staff to children ratios are correct.

8 Fire procedures

Fire drills will be carried out and the clubs follow the evacuation procedures of the school.

9 First aid

There is a qualified First Aider available at all times. Any incident will be recorded in the school's accident book.

10 Insurance

Insurance cover is provided by Schools Insurance Policy.

11 Policies

The Breakfast/After School Clubs will follow the policies of Flyford Flavell Primary School. Please refer to the following policies:

Behaviour Policy

Safeguarding Policy

Anti-Bullying Policy

12 Equipment

Where children can safely tidy up, they are encouraged to do so. All toys and equipment are continuously checked for wear and tear and any equipment damaged during play is removed immediately. Children are taught to care for and respect the equipment and their surroundings and are encouraged to play constructively

13 Behaviour

The wrap around care follows the same behaviour policy as the school and children are expected to behave as they would in school.

14 Complaints

In the event of a parent wishing to make a complaint, this should be made in the first instance to one of the wrap around care leaders. If a parent is still concerned then the matter should be taken to the Headteacher.