



## **Platt C of E Primary School**

### **Wraparound Care Policy**

In-line with the school's vision that all children have the opportunity to flourish and grow and be nurtured and encouraged within our community, our school offers wraparound care before and after the school day. We recognise that the working day can be longer for parents/carers and so we endeavour to support the modern day family through extra childcare.

#### **Breakfast Club**

Team members will run our breakfast club and after school club and children who attend the school are able to attend.

Breakfast club will run from 7:30am until the opening of each class. Children will be fed a healthy breakfast of toast, cereal, yoghurt and fruit. Quiet activities as well as outdoor play will be available before school. Drop-off to breakfast club is between 7:30 and 8:10am.

Each session is £5.50

#### **After School Care**

Each day we have a variety of after school clubs from 3:15pm - 4:30pm. These are all bookable in advance via the Parentmail shop. Each session is £5 and a small snack will be provided.

From 4:30pm-6:00pm, we offer extended wrap around care priced at £7.50. The children will have calmer activities as well as snacks and a drink should they need it. Collection for wrap around care is between 4:30pm - 6:00pm.

A member of the team runs each group so that the children know and feel comfortable with the staff.

#### **Admission/booking**

Either club can be booked online via the ParentMail shop in advance. Wraparound care can only be booked if the relevant after school club is also booked. Places will be filled on a first come, first served basis. Payment is made at the time of booking. If you wish to use childcare vouchers – please email [clubs@platt.kent.sch.uk](mailto:clubs@platt.kent.sch.uk) to book.

Bookings for [breakfast club](#) must be made [by 5pm the day before](#).

Bookings for [after school clubs](#) must be made [by 9am that day](#).

**Children who are not booked via this system or after the deadlines will be unable to attend the sessions.**

#### **Arrival at clubs**

Drop-off to breakfast club can be between 7:30 and 8:10am. Parents/carers should ring the doorbell at the front entrance and wait for a member of staff to come and let their child in. At 8:35am, a member of the breakfast club staff will escort children to their classrooms.

For after school club, teaching assistants and/or teachers will escort children in Years R-4 to the hall for registration. Children in Years 5 and 6 can arrive by themselves.

Registers will be taken at all clubs and kept in a folder by the manager for a whole academic year. Registers will also be used to ensure all children are safely collected.

### **Collection from After School Club and Wraparound Care**

At 4:30pm, children will be brought to the main entrance and dismissed to you.

If you are collecting after this time, please ring the doorbell. Please note, if your child has left their belongings in the classroom or elsewhere in and around the school, the items will have to remain there until the next school day. Staff will not enter classrooms or playgrounds to allow children to collect belongings.

### **Late Collection of children**

Staff hours finish when wrap around care finishes at **6.00pm**. If a child is not collected, two members of staff have to wait on site until the child is picked up, this in turn incurs additional staffing costs. An additional charge of £10.00 per session per child will be made if collection is between 6.00pm – 6.30pm.

If the parent/carer does not contact the wraparound care staff and the parent/carer cannot be reached by phone, Social Services will be called if they still have not been collected after 30 minutes. It is at the discretion of After School Club staff to wait for longer than 30 minutes if they have spoken to the parent/carer concerned where the parent/carer has been delayed in exceptional circumstances and is unable to organise for another responsible person to collect the child(ren).

The club reserves the right to withhold children if the person collecting the child is not a named contact on SIMs or the parents have not informed the school of the identity of the person collecting.

### **Safeguarding**

The manager of the Wraparound care provision will have designated safeguarding leader (DSL) training and will be the named DSL. If they are not onsite, they will either be available by telephone or a member of school staff that is a DSL will be available. The school's child protection policy applies to breakfast club, after school club and wraparound care. There will always be two members of staff present even if the number falls below 20 children. Any concerns from staff should be taken to the manager in the first instance and then recorded on CPOMS (the school's safeguarding recording system) as soon as possible. The school's whistleblowing policy applies with any concerns about staff being brought to the attention of the Headteacher.

### **Behaviour**

The school's Positive Relationships Policy applies at breakfast club, afterschool club and wraparound care. Any incidents will be recorded on CPOMS. Sanctions may be given in-line with school policy. Serious incidents may result in refusal to attend clubs. Rewards such as House Points will be given for 'over and above' behaviour.

### **First Aid**

A First Aid kit will be kept in the Food Technology room for use at clubs. When play moves outdoors, a kit will also be taken for use by staff. If children require medication such as inhalers or Epi pens; these will remain in their classroom in the orange medical bag for quick and easy access and to avoid loss of medication at clubs.

Medication: The Wraparound Care provision is not permitted to possess, store or dispense medication such as Calpol, Junior Aspirin or other such general medications.

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 staff to be handed back to the parent / carer.

### Health and Safety (including Food)

After School/Breakfast Club considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times. The Club has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows the Club's **Health and Safety** requirements and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending the Club
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by the manager.

Any member of staff who disregards safety instructions or recognised safe practices may be subject to disciplinary procedures.

Should the fire alarm sound during clubs, normal school procedures apply of leaving the building through the nearest fire exit and assembling at the fire assembly point on the school field.

After School/Breakfast Club uses its risk assessment systems to ensure that the Club is a safe and secure place for children and staff. All staff are expected to undertake risk assessments as part of their routine tasks.

Under the Management of Health and Safety at Work Regulations 1999, the Club must carry out regular risk assessments and take any actions arising from these. It is the responsibility of the manager to ensure that risk assessments are completed, logged and monitored.

We will carry out risk assessments on a regular basis, whenever there is any change to equipment or resources, any change to the Club's premises, or when the particular needs of a child necessitates this. If changes are required to the Club's policies or procedures as a result of the risk assessment, the manager, in consultation with the Head Teacher, will ensure that the relevant documents are updated and that all staff are informed.

We will carry out a visual inspection of the equipment and the whole premises (indoors and out) daily, before any children arrive. During the course of the session, staff will remain alert to any potential risks to health and safety. If a member of staff discovers a hazard, they will firstly make sure that the any people likely to be affected are safe, and then notify the manager.

Food: Both Breakfast Club and After School Club provide food for your child unless directed otherwise by the parent or carer in writing. Our Wraparound Care manager is aware of the School Food Standards and has received the required training in Food Hygiene. Both the Breakfast Club and After School Club will provide food that meets the School Food Standards.

Allergies, Intolerances and other food requirements: The clubs 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.

## **Staffing and Ratios**

There will always be at least two members of staff running clubs. Our ratio is 1:12. Staff that run clubs are the school's own staff.

## **Concerns or complaints**

If a parent/carer is unhappy about anything relating to the clubs, they should contact the Wraparound Care Manager in the first instance. If this remains unresolved, the school's complaints policy should be followed.

## **Contact**

Both the Breakfast Club and After School Club can be contacted during club hours on the main school telephone number: 01732 886259

During normal school office hours (8:30am – 4:30pm) the school office staff will take your message and share it with the club staff. During out of school office hours please use the school mobile number: 07546698014

If you wish to contact either the Breakfast Club or After School Club in writing, please email [clubs@platt.kent.sch.uk](mailto:clubs@platt.kent.sch.uk). Please note this email account is monitored at the booking deadline times only.

### **This policy should be read in conjunction with the school's:**

Positive Behaviour Policy, Child Protection Policy, Health and Safety Policy, Food Policy, Complaints Policy, Whistleblowing Policy.

Date Reviewed: October 2023

Date approved: FGB meeting of 19<sup>th</sup> October 2023

Next review: October 2024

Current Manager: Chris Hall