



## **Wrap Around Care Policy**

**This Policy applies to the entire setting including the EYFS.**

***Staff Responsible for policy review: Head, Deputy Head & Business Manager***

***Next Review: 1<sup>st</sup> May 2025 (or before if legislation requires it)***

<b>Last Review</b>	<b>Updates made</b>
Sept 2022	Changes to reflect new timings for before school care (7:30am)
May 2023	No changes made

## **Introduction**

The Mead is committed to offering quality out of hours school care, and supervision for children, including those in the EYFS, both before and after school. Our service runs between the hours 7:30am- 7:45am, 7:45am – 8:20am and 3:45pm - 5:30pm each school day. The School's wrap around care is run by employees of the school with appropriate experience and expertise and external club providers.

Staff are covered by the School policies, including but not exhaustively: Behaviour Policy, the Safeguarding Policy, Equal Opportunities Policy, Health and Safety Policies and are subject to the School's complaints procedures. A minimum of 2 members of staff will remain onsite at all times.

## **Activities and Facilities**

The School will provide spaces with appropriate activities for the children's use. The before school club takes place in the Reception area and then the dining room and for EYFS and KS1, the after school care takes place in a classroom. For KS2 children, the after school care is in the form of a prep session, for the children to complete their homework and then a wide variety of clubs offered by both teaching staff and external providers. The external provider clubs are charged for a term once a space has been allocated (whether or not they are attended) and half a term's notice is required for withdrawal. The children are also offered the opportunity to play outside for some of the session if appropriate. Children will not be taken off the school premises unless for a specified club. All children are offered a tea in the dining room, prepared by our catering team and ensuring that all dietary requirements are met.

All staff running our wrap around care will be salaried members of staff employed by the school or external club providers. All will have been subjected to the usual clearance procedures and given authority by the school to work in this setting. Among the school staff, there is a designated Head of Learning Strategies (HoLS) and a fire safety officer to advise should this be necessary. In addition at every session, there is:

- At least one first-aider holding the Paediatric Care First Aid qualification;
- Qualified staff;
- All staff have attended safeguarding and radicalisation training;

Staffing ratios will not exceed 1:8 (1 adult to 8 children) for EYFS pupils in line with the EYFS Statutory Framework, DfE 2012.

Staff running our wrap around care remain responsible for the children attending the activity until they are allowed to make their way to their classroom to find their form tutor, at the beginning of the school day, or collected by parents or a named adult, at the end of the day. Under no circumstances will children be allowed to wait outside the school unsupervised or be sent home with an unauthorised adult. If a parent delegates responsibility for collecting their child to another adult, they MUST have told the School office during the day or ring the school prior to pick up. If an unknown adult arrives to pick up a child, the parents will be contacted before releasing the child.

## **Health and Safety**

The School will take steps to ensure that hazards to children on the premises, both inside and outside, are minimised through providing suitable spaces for the children to play. The Health and Safety Policy outlines the steps that will be taken and the procedures that operate.

Staff are trained to have an understanding of Health and Safety requirements.

Risk assessments are conducted as detailed in the Health and Safety Policy. Fire safety procedures are detailed in the Health and Safety and related policies.

All staff, including those in our wrap around care are expected to adhere to the school's policies in relation to administering first aid.

Children who are ill, or who have infectious diseases, are not permitted to use the before or after school facilities. Parents will be informed immediately if children are ill and they must be collected straightaway in this circumstance.

## **Equal Opportunities**

A separate Equal Opportunities Policy details the School's procedures and is consistent with current legislation. All activities before and after school, are open to all pupils of the school. However, in extreme instances where pupils are exceptionally tired or poorly behaved at the end of the day, and this impacts on other pupils, or on supervision requirements, the Headmistress may discuss this with the child's parents.

## **Behaviour**

Behaviour management procedures are detailed in the Behaviour Policy. There is a separate Anti-Bullying Policy.

## **Safeguarding & Child Protection**

A separate Safeguarding Policy details the School's policy and procedures. There is a guidance within this policy regarding the expectations of staff in instances when a child is considered to be 'at risk' or makes a disclosure to a member of staff during a before-school or after-school activity.

## **Communications to Parents**

Communication with parents follows the School's usual procedures and parents may contact the school via the school office 01892 525837.

## **Registration for Wrap Around Care**

Children need to pre-book for wrap around care. An online form is sent to parents prior to the start of each term, or sooner if required. A register will be maintained of both staff and children in attendance. Children will be registered on arrival.

Children will be registered as being in attendance if they arrive at any point between 7:30am and 8:20am or are present at 3:55pm and are left in the care of the staff. If this is the case, they must stay until 5:30pm unless prior permissions to leave earlier has been granted by the Headmistress. The children in KS2 will be taken to a club where there is space and EYFS/KS1 children will be taken to Munch Bunch or No.1 as appropriate where a charge will be made. This register will form the main reference for recharges for the service.

### **Uncollected Children**

After School Care supervision closes at 5:30pm. We do understand unexpected and unavoidable delay but ask that parents are prompt at all other times. If parents find that they will be delayed, we ask that they please contact the school office as soon as possible and then keep the School informed of expected arrival times as much as possible. If a child remains uncollected after 5:30pm, at least 2 members of staff will remain until the child is collected. In this instance, parents will be contacted immediately if none has been made prior to this time. If *no contact* can be made with the parents, all known emergency contact numbers will be used. If all these known contact numbers, including emergency contact details have proved unfruitful, the Head/ Deputy Head/ Designated Safeguarding Lead should be alerted. Attempts to make contact should continue but after 6pm Social Services may be contacted, if still no contact has been made with either parent or emergency contact, and advice sought.

If late collection occurs on many more than one occasion, the Head will meet the family to discuss the situation, following which access to after school care may be withdrawn.