

Breckon Hill Primary School



Wraparound Care Policy

	Term	Year
Last Review/Policy Adopted	Spring	2025
Next Review Date	Spring	2026
Lead	Mrs J Smith	

Contents:

Statement of intent

1. **[Updated]** [Legal framework](#)
2. [Wraparound and holiday childcare](#)
3. [Roles and responsibilities](#)
4. [Dealing with requests from childcare providers](#)
5. [Admissions and fees](#)
6. [Extracurricular clubs and activities](#)
7. [Arrivals and departures](#)
8. [Involving parents](#)
9. [Missing child procedure](#)
10. [Uncollected children](#)
11. [Health and safety](#)
12. **[New]** [Safeguarding](#)
13. [Illness and injury](#)
14. [Medication](#)
15. [Behaviour](#)
16. [Anti-Bullying Policy](#)
17. [EYFS](#)
18. [Emergency evacuation/closure](#)
19. [Monitoring and review](#)

Statement of intent

Breckon Hill Primary School believes in creating a safe, welcoming and stimulating environment for all the children in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence.

In order to help and support parents, the school aims to provide an affordable and convenient wraparound service. Breakfast and Tea clubs are made available to children aged **Reception to Year 6**, allowing parents more flexibility with their working hours.

The school also provides numerous extracurricular clubs and activities as a method of developing children's social, behavioural and academic skills. All clubs and activities are conducted to the same high standard as that of the educational provision.

Extracurricular clubs and activities, may include provision by external providers – appropriate safeguarding procedures will be followed with regards to these.

1. [Updated] Legal framework

[Updated] This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- **[Updated]** DfE (2022) 'Health and safety: responsibilities and duties for schools'
- **[Updated]** DfE (2022) 'Keeping children safe in education'
- DfE (2016) 'Wraparound and holiday childcare'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Attendance and Absence Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Anti-bullying Policy
- Complaints Procedures Policy
- Health and Safety Policy
- Behaviour Policy
- Fire Safety Policy

2. Wraparound and holiday childcare

Wraparound childcare is defined as childcare provided by a school that runs outside of normal school hours, e.g. breakfast clubs.

Holiday childcare is defined as childcare which is provided during school holidays.

Parents have the right to request that the school considers the provision of wraparound childcare for children in Reception up to Year 6.

Any profit that the school makes from providing these services will be reinvested in the service or in the school.

Parents are advised to submit written requests or emails describing the type of service they require, the times of day when the provision is required and the age of their children.

All requests from parents are recorded and dated, and stored in the main office in accordance with the school's Data Protection Policy.

The school is permitted to refuse to provide the service only under the following circumstances:

- There is a lack of a suitable space

- There is a lack of demand from parents

3. Roles and responsibilities

The governing body will:

- Provide support to the headteacher in deciding whether the school should provide new childcare services.
- Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school.
- Hold the headteacher and SBM to account for the performance of the childcare services.

The Headteacher will:

- Discuss with the Trust and consult with the governing body about the viability of any new childcare service.
- Recruit any additional staff required for the childcare service and line manage the childcare service's staff.
- Report to the governing body on the performance of the childcare service.
- Manage any complaints relating to the childcare service.

The Finance Manager and HR Manager will:

- Determine the financial viability and practicalities of any new childcare service and offer evidence-based recommendations to the headteacher as to whether the school should provide the service and how it should be delivered i.e. in-house, blended or externally-run.
- Ensure that employment contracts are revised for school staff working at the childcare service.
- Ensure that the appropriate risk assessments have been undertaken in respect of the childcare service.
- Ensure that the appropriate insurance is in place for any new childcare service.
- Ensure that any reasonable adjustments are made to allow disabled children access to the childcare service.
- Implement an appropriate payment system for the childcare service.
- Purchase materials and equipment for the childcare service.
- Maintain financial records for the childcare service.
- Review and update facilities management policies and procedures to ensure that they cover the childcare service, e.g. cleaning, maintenance and security.

The SENCO will:

- Review and update existing equal opportunities policies to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that providers have clear equal opportunities policies and procedures in place.

- Ensure that staff working at the childcare service consider the needs of children with SEND when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations.

The DSL will:

- Review and update existing child protection and safeguarding policies and procedures to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that providers have clear policies and procedures in place to safeguard children.
- Ensure that any additional staff (both paid and volunteers) recruited for the childcare service complete an enhanced DBS (with barred list) check before they care for children.
- Obtain written confirmation from the external provider confirming that enhanced DBS (with barred list) certificates have been obtained for staff working at the childcare service.

4. Admissions and fees

The school has a first come, first served policy for admissions to wraparound services. When all the places have been filled, new applications are placed on a waiting list.

The pupil premium may be used to enable disadvantaged pupils to access wraparound after school Tea club childcare.

Before registration, parents are given the following information:

- **The availability of places**
- **Admissions and Fees**
- **Expectations**

Parents are required to complete and return the following forms before children attend the clubs:

- **Registration form and Booking arrangement information**

The standard daily fee for attending the breakfast club is £**0**, the after-school care club is £**7.50**
The following conditions are also in place:

- All fees must be paid **weekly**
- Fees **must** be paid by electronic transfer
- No place will be given without prior payment
- There is a fee of £**10** per **hour** for the late collection of children

5. Extracurricular clubs and activities

A wide variety of extracurricular activities are offered with the aim of developing pupils' life skills, such as clubs – these are not the same as wraparound care.

Extracurricular activities are also used to prepare pupils for further education and professions, as well as give pupils the chance to explore things which they've never encountered by exploring beyond the national curriculum.

A range of opportunities are provided to pupils to promote a healthy lifestyle and support pupils' wellbeing, such as drama club to develop pupils' confidence and sporting activities to encourage team work.

All clubs are available to a mix of age groups, ensuring that pupils are given the opportunity to interact with others who have similar interests, rather than always being with classmates or small groups.

Extracurricular clubs and activities are provided **free of charge**, except for the cost of personal or specialist equipment.

All clubs and activities follow a first come, first served policy.

Pupils partaking in the club/activity are registered at the beginning of the session.

Whilst clubs and activities are being conducted, the designated member of staff leading the extracurricular club is responsible for the safety and welfare of all pupils.

Extracurricular clubs do not discriminate against pupils with SEND.

6. Arrivals and departures

The school is fully committed to the safety and security of all the children in its wraparound, holiday and extracurricular clubs; therefore, several procedures are in place for when children arrive at a breakfast or after-school club:

Breakfast clubs

- Parents drop their child off at the breakfast club.
- Attendance is recorded in the breakfast club's register.
- A member of the school staff will collect younger pupils from the breakfast club and escort them to their respective classes.

After-school clubs

- The collection point is the **hall**.
- **Two** members of staff from the after-school club will wait at the collection point until **15** minutes after the school day ends.
- **Reception**, **Year 1** and **Year 2** pupils will be escorted to the collection point by **their class teachers** and recorded in the after-school club's register upon arrival, whilst older pupils will find their own way. If a pupil arrives at the collection point, but is not on the register, a staff member will check with the school and the parent.

- Where there are children booked to attend the club, but they have not arrived, the club lead or admin staff will call the children's parents immediately.

7. Missing child procedure

If at any time a child cannot be located, the following steps are taken:

- All members of staff are alerted that a pupil is missing.
- Members of staff conduct a search of the premises and the surrounding area.
- At least **one** member(s) of staff stays with the other children involved in the club, in order to prevent further problems and keep a calm atmosphere.
- If the child is not located quickly, the police and the parents of the child are informed.
- The search for the child continues until the police arrive.
- The headteacher liaises with the police and the parents of the child.

8. Uncollected children

- If a member of staff has not reached the parent or an emergency contact, they contact the local social care team for advice
- The child remains on the premises with a member of staff, or is placed with the local social care team
- If the child has left the premises with the local social care team, a note is left on the door to the club informing the parent of the child's location. A contact number and address is displayed.
- A late collection fee may be charged.

9. Health and safety

All members of staff at the school are aware of their responsibilities and duties in regards to the Health and Safety Policy. All members of staff are responsible for:

- Recording incidents, accidents and near misses.
- Maintaining a safe environment for children and adults.
- Taking part in any relevant health and safety training.

10. Safeguarding

All members of staff and volunteers are suitable to be working with children in wraparound care – anyone without the appropriate checks will be supervised by a member of staff who is permitted to undertake regulated activity with children.

All staff employed to work with children in wraparound care, up to the age of 8, are permitted to work with children and are not disqualified from working in a school, in accordance with the Childcare Disqualifications Regulations 2018.

Child protection and safeguarding extends to all wraparound care provision and the school expects all staff and volunteers involved in the provision of wraparound care to read and adhere to the Child Protection and Safeguarding Policy.

The Child Protection and Safeguarding Policy is provided to all staff and volunteers involved in wraparound care upon induction.

Any safeguarding matters are raised with the DSL or deputy DSL as soon as possible. In the event that the DSL or a deputy are not available before or after school hours, safeguarding issues are raised with a named nominated person, e.g. the headteacher, who then informs the DSL as soon as possible.

11. Illness and injury

In the event of illness or injury, the school will act in accordance with the Health and Safety Policy and the First Aid Policy.

All members of staff are trained in first aid and are aware of their duties if a child is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:

- If a child becomes ill, the parents are contacted and asked to collect their child
- If a child is complaining of illness, but the member of staff does not believe it is serious, they monitor the child until the end of the session
- If a child suffers a minor injury, first aid is administered and the child is closely monitored for the rest of the session

If a child suffers a major injury or becomes seriously ill, the following procedures are implemented:

- If a child needs to go to the hospital, an ambulance is called and a member of staff accompanies them
- The parents of the child are notified immediately
- Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future

12. Medication

Members of staff are aware of the importance of administering prescribed medication to children. The school and its clubs understand that parental consent is crucial and follows the Medicines in School policy.

13. EYFS

Reception-aged children are unable to partake in the school's extracurricular clubs and activities until the Summer term.

Once the Summer term has commenced, Reception-aged children are only able to participate in one extracurricular club.

14. Emergency evacuation/closure

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed. The clubs do not run on the last week of term and the Tea Club is closed on the last day of each half term.

In the case of an emergency, the following procedures are followed:

- Emergency services are contacted
- All children are evacuated from the building and taken to the designated emergency assembly point – currently, this is outside of the community centre-through sports hall doors.
- A member of staff collects the register and checks that all the children are at the emergency assembly point
- If a child is missing from the emergency assembly point, the emergency services are immediately informed
- Parents are contacted to collect their children
- All children remain at the emergency assembly point until they are collected by their parent

15. Monitoring and review

This policy is reviewed annually by the headteacher and the DSL.