



Hornsea Burton and Skipsea Primary Schools

Wraparound Care Policy

September 2023

Created by:	Victoria Hart	
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Statement of intent

Hornsea Burton and Skipsea Primary school federation (HBSfed) 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 childcare service. Breakfast and after-school clubs are made available to children aged **4** to **11**, allowing parents more flexibility with their working hours.

The clubs cater for up to 15 children at a time, ensuring that there is a staff to child ratio of 1:15 at all times.

The school also provides 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.

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

1. Legal framework

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
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- 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 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**.

Where there is demand, the school may provide wraparound childcare services for children under the age of 5 years old, but it is not obliged to do so.

The charges for wraparound childcare will be broadly cost neutral but will be needed to ensure staffing and resources are to a high quality. Any profit that the school makes from providing these services will be reinvested in the service or in the school.

The process for handling requests from parents is as follows:

- Parents are informed of their right to request wraparound childcare, the timetable for the process and the correct process they are expected to follow when making requests
- The demand for a childcare service is calculated
- Parents are informed of the days the school can accommodate.

Parents may exercise their right to request that the school considers the provision of childcare in the week before they need the school place; requests made outside of this time period may not be able to be considered. Parents/Carers need to reserve and pay for places in advance. All sessions requested by parents/carers are subject to availability. Places are paid for in advance to secure your place. Unfortunately, refunds cannot be given and days may not be able to be swapped. Staff are not permitted to accept children where payment has not been made. The clubs are unable to take payments at the door.

Parents are advised to complete the booking form or slip describing the type of service they require, the times of day when the provision is required and the age of their children. Payment will be made through the 'School Money App' where possible.

All requests from parents are recorded and dated, and stored in a locked cupboard 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
- The school is unable to make arrangements with partner organisations

3. Roles and responsibilities

The governing board will:

- Maintain strategic oversight of how the 'right to request' process is working.
- 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 LA and consult with the governing board 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 board on the performance of the childcare service.
- Manage any complaints relating to the childcare service.

The SBM 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.
- Where requested, report to the governing board on the financial performance of the childcare service.

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 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 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.

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 childcare.

The staff to child ratio for our school's wraparound services is **1:15**.

The standard daily fee for attending:

- the breakfast club is **£4 for the first child and £3 for other siblings** which includes breakfast (cereal with milk or toast, juice/water).
- the after-school care club is **£4 per hour** which includes a drink and snack.

The following conditions are also in place:

- All fees must be paid **weekly**
- Fees **should where possible** be paid by electronic transfer
- No place will be given without prior payment

- Fees are charged if attendance is booked and the child does not attend

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 choir 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 in relation to admissions. When all the places have been filled, new applications are placed on a waiting list. Extracurricular clubs are organised, managed and conducted in accordance with the school's existing policies.

The staff to pupil ratio for extracurricular clubs and activities is **1:15**. When activities involve leaving the school premises, this ratio changes to **1:10**. Pupils partaking in the club/activity are registered at the beginning of the session.

All extracurricular clubs and activities follow the same procedures and protocols as the school's extended services. 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.

Appropriately trained members of staff partake in clubs and activities where SEND provision is needed. 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 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; the parents of any pupil who was booked to attend, and is not present when the register is called, are contacted immediately.

- School staff running the club will take pupils from the breakfast club and escort them to their respective classes at 8:45am.
- The staff member taking the pupils will inform the class teacher of any pupils that did not attend the breakfast club as expected; the school will follow its Attendance and Absence Policy if the whereabouts of those pupils remain unknown after registration is called.

After-school clubs

- The collection point is the [assembly hall](#).
- [The class teacher or Teaching Assistant will take the children who are due to go to the](#) after-school club to the hall at the end of the school day.
- 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 before turning the pupil away.
- Where there are children booked to attend the club, but they have not arrived, the club will call the children's parents immediately.
- Where parents cannot be contacted, and the whereabouts of any children remains unknown, the club will follow the procedures outlined in [section 9](#) of this policy.

7. Involving parents

The school aims to achieve effective communication with parents; therefore, it has the following protocols in place to ensure effective information sharing:

- Parents are invited to visit the facilities before their child attends.
- All the club's policies are available on the school's website, and hard copies are also available upon request.
- All members of staff take note of information from parents that could affect the happiness and wellbeing of their child.
- Parents are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.
- An annual survey is conducted to collect feedback and improve services.

8. Missing child procedure

The school has procedures in place to ensure the safety and wellbeing of all the children in the school's care. The school ensures it holds at least two emergency contacts for each pupil registered at the club. All staff are informed of the missing child procedure as part of their induction.

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 within **10** minutes, 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.

9. Uncollected children

Staff members do their best to ensure effective communication between clubs and parents. If a parent is up to **15** minutes late, the following procedures are followed:

- The parent is reminded that they must notify a member of staff if they are running late
- The parent is warned that repeated late arrival will result in penalty fees

If the parent is over **15** minutes late, the following procedure is followed:

- A member of staff attempts to contact the parent using the details provided on the registration documents
- If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts listed on the registration form
- For the duration of the wait, the child is supervised by **the** member of staff
- When the parent arrives, they are issued with a penalty notice of **£5** per **hour** that they were late collecting their child.
- If a child is collected later than the club's finishing time on a regular basis, we reserve the right to withdraw the child's place at the after-school club in the future.

If the parent is more than **30** minutes late, the following procedures are followed:

- 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.

10. 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.

11. 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.

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.

12. 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

13. Medication

Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy.

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 has the following rules in place for administering medication to pupils:

- Before any medication is given, the child's medical forms are checked to see if the medication has been approved by the parent.
- When a member of staff administers medication, another member of staff witnesses the process.
- Details of the process are recorded on the child's medication form.
- If a child refuses to take the medication, the member of staff does not administer it. The parent is notified immediately.
- If a certain medication requires training to administer medication, only members of staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, the changes are recorded on the medical forms. Parents are required to sign the forms again before any change in procedure.

14. Behaviour

The school's wraparound childcare services are subject to the existing Behaviour Policy and Positive Discipline Policy; disciplinary issues are reported to the parents of the child. If a child's behaviour gives cause for concern, a warning letter will be sent home. Repeated breaches of the Behaviour Policy may result in the child being barred from attending the clubs.

Any outstanding fees paid by the parent are returned if a child is barred from attending the clubs.

15. Anti-bullying Policy

The school has a strict Anti-bullying Policy which is implemented at all times. Any child who is the victim of bullying is supported in a sympathetic and friendly manner. If bullying is reported, it is noted and investigated by a member of staff and the parents of both children are informed.

The school defines bullying as repeated harassment of others, including psychological, physical, verbal or emotional abuse.

If it is discovered that bullying has taken place, the following procedures are adhered to:

- Incidents are dealt with in a sensitive and thorough way
- Victims have the chance to discuss what happened with a member of staff
- Victims of bullying are reassured that the case will be taken seriously
- Victims of bullying are monitored to ensure further incidents do not occur
- If another pupil reported the incident, they are reassured that they did the right thing
- The child who is accused of bullying is made to understand why their behaviour was wrong
- If the bullying persists, more serious action, such as exclusion, is considered
- All incidents are reported to the headteacher, and incidents are recorded and investigated.

Bullying of a sexual nature will **never** be tolerated and will be addressed according to the procedures outlined in the school's Child Protection and Safeguarding Policy.

16. Emergency evacuation/closure

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.

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 **in the large playground.**
- 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

17. Monitoring and review

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

The scheduled review date for this policy is **September 2024**.

Appendix I

The full policy is on our website but here is a summary of procedures

Intent:

Hornsea Burton and Skipsea Primary school federation (HBSfed) 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 childcare service. Breakfast and after-school clubs are made available to children from Reception to Y6, allowing parents more flexibility with their working hours.

All clubs and activities are conducted to the same high standard as that of the educational provision. Wraparound childcare, and extracurricular clubs and activities, may include provision by external providers – appropriate safeguarding procedures will be followed with regards to these.

The charges for wraparound childcare will be broadly cost neutral but will be needed to ensure staffing and resources are to a high quality. Any profit that the school makes from providing these services will be reinvested in the service or in the school.

Parents are advised to complete the booking form or slip describing the type of service they require, the times of day when the provision is required and the age of their children. Payment will be made through the 'School Money App' where possible.

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 childcare.

The staff to child ratio for our school's wraparound services is **1:15**.

The standard daily fee for attending:

- The breakfast club is **£4 for the first child and £3 for other siblings** which includes breakfast (cereal with milk or toast, juice/water).
- The after-school care club is **£4 per hour** which includes a drink and snack.

The following conditions are also in place:

- All fees must be paid **weekly**
- Fees **should where possible** be paid by electronic transfer
- No place will be given without prior payment
- Fees are charged if attendance is booked and the child does not attend

Breakfast clubs

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After-school clubs

- The collection point is the **assembly hall**.
- **The class teacher or Teaching Assistant will take the children who are due to go to the after-school club** to the hall at the end of the school day.
- 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 before turning the pupil away.
- Where there are children booked to attend the club, but they have not arrived, the club will call the children's parents immediately.
- Where parents cannot be contacted, and the whereabouts of any children remains unknown, the club will follow the procedures outlined in section 9 of this policy.

Uncollected children

Staff members do their best to ensure effective communication between clubs and parents. If a parent is up to **15** minutes late, the following procedures are followed:

- The parent is reminded that they must notify a member of staff if they are running late
- The parent is warned that repeated late arrival will result in penalty fees

If the parent is over **15** minutes late, the following procedure is followed:

- A member of staff attempts to contact the parent using the details provided on the registration documents
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- If a child is collected later than the club's finishing time on a regular basis, we reserve the right to withdraw the child's place at the after-school club in the future.

If the parent is more than **30** minutes late, the following procedures are followed:

- 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.

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.

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.

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