



# **Bishop Loveday CE Primary School**

## **Wrap Around Care Policy**

Policy reviewed: September 2024

To be reviewed: September 2026

Shared at Governors: October 2024

Be kind, be honest and have courage to live 'life in all its fullness.' (John 10:10)

Our vision is to ensure pupils and adults experience growth and have a sense of self-worth, the confidence to be who they are and the resilience to persevere and overcome challenges. We aim for all members of our school community to feel inspired and be inspiring, making a positive contribution to the life of others.

At Bishop Loveday CE Primary School, we have due regard for our duties under the Equality Act 2010. Through the delivery of Health and Safety we will ensure that we: eliminate discrimination, advance equality of opportunity and foster good relations.

This Policy reflects our duties to; eliminate discrimination, advance equality of opportunity and foster good relations.

## **Purpose of Provision**

- To provide a range of services and activities - often beyond the school day, to help meet the needs of children, their families and the wider community.
- For our parents/carers to access affordable childcare at our school until 6pm.

## **Introduction**

We are proud to be able to offer 'breakfast club and after-school care' to our families at Bishop Loveday.

## **Objectives for our extended school**

- To provide a welcoming, safe, secure environment for pupils from 7:45am and after the school day ends, until 6pm
- To provide an affordable service to parents/carers
- To enable pupils to have an after-school light meal in a pleasant, relaxed environment
- To employ caring supervisory staff
- To provide a calm play environment for those pupils.

We believe that our wrap around care will:

- support improvement in standards
- enable our children to have fun and develop wider interests/new skills
- enhance support for vulnerable children and those most at risk
- provide additional opportunities for staff in our school
- enable our parents/carers to return to work and so reduce the number of children living in poverty

## **Staffing**

There will always be two members of staff running the after school Club, at least one of whom is a qualified first aider, has Specialist Safeguarding Training and Food Hygiene. During the busiest times, when there are more children, there will be an additional member of staff. We aim to make reasonable adjustments so that children with additional needs can enjoy wraparound care, but recognise that staffing ratios will not enable children to have 1:1 support. In addition to this, a member of the premises team will be on site until 7pm and usually a Senior Leader will also be on site. During breakfast club hours, there is always a member of the SLT on site and a caretaker and other staff members. All staff will have current Barring Disclosure checks in place and are registered on the single central register.

## **Head of Wrap Around Care Provision**

Head of School at Bishop Loveday CE Primary School

## **Play Leaders**

NVQ 3

Specialist Safeguarding Lead

Enhanced CRB

Paediatric First Aid

## Play Workers

Enhanced CRB  
Safeguarding trained  
First Aid  
Food Hygiene qualification

## Contingency Arrangements for staff absence and emergencies

If a member of staff is absent, a nominated and qualified member from the school staff will cover. If the member of staff covering is not specialist safeguarding trained, a DSL or deputy DSL will remain on site or arrange to be contactable.

## Organisation

A daily attendance register is kept, and each child is met by a staff member and registered. All medical details of the children attending the club are on the attendance register. A First Aid record folder is kept by the club leader.

## Fire Procedures

Fire drills are carried out regularly. The club follows the evacuation procedures practiced in school-time.

## First Aid

There is a qualified First Aider available at all times. If First aid is administered, a record is kept on the relevant form, a copy of which will be sent home with the child. First aid is administered in the medical room and staff should wear PPE.

## Medication

We would not expect a child in the after school club to need medication other than for chronic conditions, such as an inhaler. Most medication is located in the main Office/First Aid area. A record sheet will be kept showing date and time of any usage. Inhalers, insulin and epi-pens are kept in the child's classroom. Epi-pens and insulin (along with testing equipment) will be taken to WAC and returned to the classroom at the end of the session. Inhalers are kept in the children's classroom and children will be accompanied to get their inhaler, should they need it. All medication given is recorded on the medication sheet.

## Insurance

Insurance cover is provided by School's Insurance Policy.

## Policies

The wrap around clubs will fall within the usual policies and procedures of Bishop Loveday CE Primary School. These policies are regularly reviewed and updated by the Governing Body, in line with government requirements and legislation. Equal opportunities will be provided for all children regardless of gender, race, religion or special needs.

## Admissions Policy

- Children aged between 4 and 11, who attend Bishop Loveday
- Admission will be on a first come, first served basis, with exception of siblings of children already attending the club, who will have priority.
- Admission is conditional on the following undertakings by the parent/carer:
  - ❖ The child is booked via Arbor and fees are paid (childcare vouchers are accepted).
  - ❖ The behaviour of the child is acceptable for the safe and efficient running of the club. School policies, including Behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards.
- In the case of absence e.g. illness, parents should telephone the school on 01295 263157 to confirm the child's non-attendance to school, and that they will not be attending WAC.

Bishop Loveday CE School is not a profit-making organisation and all extra funds will be used for the benefit of the children. Absence from a booked place cannot be refunded. Where children arrive at WAC, having not been booked in, or the session not paid for, the Head of School or a member of the Inclusion team will liaise with parents.

The Head of School will liaise with the Inclusion team regarding children in receipt of PP funding who have extenuating circumstances.

## Pricing/Charging Policy

The After School Clubs are self-sufficient. The attendance fees are designed to cover all costs and this is managed by Bishop Loveday School. This includes:

- Staffing
- Food
- Equipment
- Day-to-Day running costs.

It may be necessary to change fees from time to time, however, parents/carers will be informed as to the reasons why such an increase is needed. Bishop Loveday School will inform parents/carers of any changes. Fees are still applicable if the child is absent.

Government Tax Free Childcare credits and Childcare Vouchers are accepted.

**(Bishop Loveday Wraparound Care Provision | Ofsted Number: 123182)**

If your child is absent for any reason (illness, attending an alternative club in school, residential trips, family holiday) it is your responsibility to cancel the booking before the cut-off time to ensure that you are not charged.

## Booking/Cancellation

No bookings/cancellations are available after these times.

Breakfast Club & Breakfast 'Drop Off' Session:

Bookings/Cancellations can be made up to 11pm on the day before the session is needed.

WAC: short session (until 4.15pm):

Bookings/Cancellations can be made up to 11am on the day that the session is needed.

WAC: long session (until 6pm):

Bookings/Cancellations can be made up to 11pm on the day before the session is needed.

## Costs

Type of service	M	T	W	T	F	No of weeks	Cost
Term Time Breakfast Club	7:45 - 8.45am	7:45 - 8.45am	7:45 - 8.45am	7:45 - 8.45am	7:45 - 8.45am	38	£5.00
Term Time Breakfast Club 'drop off'	8:30 – 8:45am	8:30 – 8:45am	8:30 – 8:45am	8:30 – 8:45am	8:30 – 8:45am	38	£1.00
Term Time After School Club	3.15pm-4:15pm	3.15pm-4:15pm	3.15pm-4:15pm	3.15pm-4:15pm	3.15pm-4:15pm	38	£4.50
Term Time After School Club	3.15pm-6.00pm	3.15pm-6.00pm	3.15pm-6.00pm	3.15pm-6.00pm	3.15pm-6.00pm	38	£12.00

## Behaviour

Both clubs are expected to adhere to the Bishop Loveday Relationships and Behaviour Policy although it is recognised that the atmosphere of the club will be more informal.

Our Relationships Policy is based on a whole school approach to positive reinforcement and modeling of good behaviour. The role of the parent in accepting responsibility for their child's behaviour will be an integral feature of the partnership between home and the Clubs.

Parents of children who refuse/cannot conform to an acceptable level of behaviour in either of the clubs' settings will be contacted. Removal of a child's place will be a final sanction from such provision when all possible strategies have failed.

### **Late Collection**

It is understood that occasionally parents/carers are unavoidably held up. However, please note that the door is locked at 6.15pm. Children who are not collected incur an overtime charge of £10 for every 15 minutes, or part thereof, after 6.00pm.

In extreme circumstances, children not collected with no adult contact available, after school closure, are considered abandoned and we are advised that the correct procedure is to place the matter into the hands of the Initial Contact Team (Social Services).