



# Wraparound Care

September 2021

Lead person: Shelley Desborough

Date of revision: **Annually**

## Roosters Wraparound Care Policy

### **Our Core Aims:**

- To provide an affordable, childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils to have Wraparound Care before and after school hours.

### **Introduction**

Gamlingay Village Primary Wraparound Care Club Roosters is run by Gamlingay Village Primary and exists to provide high quality out-of-school hour childcare for our parents/carers. The children have the opportunity to extend their day within the school building and to join in a variety of activities on offer to enhance the curriculum and interests of the pupils.

The care operates term time only (excluding inset days) from:

- 7:30am – 8:45am
- 3:15pm – 6pm

Current costs for each session can be obtained from the School Office

A copy of this policy is provided to all parents of children attending the sessions and is also available on the school website. All parents must complete a registration form for each child attending the sessions and sign the parental agreement to adhere to the terms of this policy

The provision also operates a password system for pickups, if an unknown adult collects a child.

### **Admissions**

- Only children attending Gamlingay Village Primary are eligible to attend Wraparound Care sessions.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement of the sessions.
- Parents requiring ad hoc places are welcome to use the Wraparound Care provided there are spaces and parents/carers have previously completed the registration process.
- All Wraparound Care staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

### **Booking places**

- Places for Wraparound Care are to be booked via using Parent Pay and all payments must be made prior to the session attended.
- Priority for places will be given to those pupils that have pre-booked sessions.
- Subject to space, ad hoc places can be booked up to the actual day so long as payment has been made.

### **Pricing Policy**

- It may be necessary to change fees from time to time; however, Parents/Carers will always be given at least one month's notice of this.
- All bookings and fees are to be paid in advance
- Payment is due for all booked sessions if no notice is given for non-attendance.
- Refunds are only given in the case of long-term illness or COVID.
- Fees must be paid via our online payment system (Parent Pay).

### **Staffing**

- The Wraparound Care leader will have relevant qualifications to provide care for pupils
- At least one member of the team will also hold a Paediatric First Aid, up-to-date Designated Safeguarding Lead Training and Food Hygiene certificate.
- Staffing can vary due to numbers but there will always be a minimum of two staff on duty to comply with ratio requirements.
- At all times the Wrap Around Care leader will be present and in addition the one other staff member.

### **Arrivals and Departures**

Breakfast Club:

- Parents/ Carers are responsible for dropping off pupils for Breakfast Club (we will not accept pupils without an adult)
- Parents are to drop children off at the secure Small Hall door.
- At the end of the session, EYFS and KS1 pupils will be walked to their classes. KS2 pupils will go through the internal school route to their classes.
- Any information/ handover to the class teacher will take place at this time, and a member of Roosters will accompany to ensure this happens.

Registers will be emailed to all teachers in the morning

If a child is on the register but does not attend the Wraparound Lead phones the class teacher, to ensure they have been collected by their named adult.

### **After School Care:**

- Registers will be provided by the Wraparound Care staff each day to ensure staff know whether pupils have attended school that day.
- Parents must email the WAC email address if their child is going to be absent from any session using the usual absence reporting procedures but making it clear that it is absence from Roosters.

- Children will continue to stay within the school building once their class have been dismissed. EYFS and KS1 and KS2 will be dropped off at After School Care to ensure they arrive safely.
- Any information/ handover to the Wrap Around team will take place at this time.
- Parents are to collect pupils via the secure Small Hall door.
- Parents/ Carers are responsible for collecting pupils from after care (we will not release pupils without a named adult or have the pupils' password)

### **Provision:**

- A range of activities are planned for the pupils depending on their interests and needs.
- Our Wrap Around Care team and provides opportunity for pupils to complete homework, experience art and craft activities and ICT opportunities. They will also be offered a healthy snack at this time.

### **Food and drink**

Food and drink is prepared and handled in accordance with Food Hygiene Procedures. All staff have their Level 2 Food Hygiene certificate.

### **Breakfast Club**

- Food offered at Breakfast Club includes toast, cereal, fruit, milk and water.

### **After School Care**

- A light supper, fruit and drinks are offered to pupils

Prior to handling food, staff will wash hands thoroughly and supervise pupils as they do so.

### **Behaviour:**

Whilst attending The Wrap Around Care children are expected to follow the school behaviour policy.

Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Wrap Around Care Leader may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

### **Late collection**

If a parent carer is aware that they will be late to collect (after 6pm) they should call the After School Care phone (number 01767 849010) to notify staff. If staff have not received a message, they will call parents/emergency contacts at 6:10pm. Please note that late collection after 6pm may incur a charge of £8.00 per 15 minutes, as stated in the terms and conditions.

### **Procedure in the event After School Club is unable to operate**

It is extremely unlikely that the After-School Club is unable to operate and is only likely in extreme conditions when the school shuts early or does not open at all. If the After-School Club cannot operate but pupils remain on the premises at home time and a member of SMT will organise for staff supervision of pupils.

### **First Aid**

- All accidents will be recorded in the Wrap Around Care accident book, accurately reported to the parents/carer via a telephone call.
- Accident records will give details of the time, date and nature of the accident; details of the child involved; type and location of the injury; action taken and by whom.
- All incidents are dealt with by a qualified first aider. Parents of any child who becomes unwell during the session will be contacted immediately.

### **Medical conditions**

- It is the parent's/carers responsibility to inform the Wrap Around Care staff of any medical conditions/allergies that could affect the child during the session.
- Any prescribed medication needed should be provided to the main school office in line with school Policy.
- It is the parent's responsibility to ensure that all emergency medication is still within its usage date.
- It is the parent's responsibility to inform the main school office of any changes to medical information.
- Where a healthcare plan is in place and already held by the school, it will not be necessary for a new plan to be written, the original plan will be shared with Wrap Around Care staff.

Please refer to our Terms and Conditions and booking forms which ask for information regarding medical or dietary needs.

Related Whole School Policies:

- Behaviour Policy
- Safeguarding policy
- Equal opportunities policy
- Health and Safety policy and Fire Procedures
- Children with Medical Conditions Policy
- Lone Working Policy
- Complaints Policy

*This policy will be reviewed annually by a member of the Senior Leadership Team and presented to the Governing Board Annually.*

