

Wrap Around Care Policy

Policy Agreed: July 2024
Review Date: July 2025

What is the purpose of this policy?

The purpose of this policy is to describe how the school delivers wraparound care which is affordable, sustainable and of quality.

Why has a policy been written?

The governing body of Gloucester Road Primary and Nursery School established the running of the After School Club in September 2022 . A Breakfast Club was already in situ. Any establishment presently needs to register with Ofsted if delivering childcare to children 7 years old and younger for 2 or more hours per day and as such will need to comply with Ofsted – Out of school childcare, *National standards for under 8's daycare and childminding*. The registered body is the governing body of Gloucester Road Primary and Nursery School.

What are the key principles that underpin the management and organisation of the After School Club?

We wish to ensure that the children of our school are provided with supervised play activities in a safe and stimulating environment. One need only look at our out of school provision to see how greatly we value this opportunity for our pupils in the development of personal, emotional, social and intellectual capabilities. Children are consulted on their preference for activities.

Who is responsible for the day to day running of the club?

An After School Club Manager is responsible for the day to day running of After School Club

A Breakfast school supervisor is responsible for the day to day running of Breakfast Club

How are these staff organised?

At least one member of staff holds a qualification appropriate to the post. Staff have their ongoing training needs met.

Which children attend?

Any child can make an application to attend. Children are dropped off by parents at Breakfast Club and taken to class at 8.35am or 9am if Nursery. Children are collected from their classes at 3.15pm and a register taken, or remain in Nursery from 3pm..

How are parents and carers involved?

Information is shared in a variety of ways: basic written information about admissions and hours, details of policies and procedures, contact information and activities. The school website holds ongoing information. We intend to consult parents and carers on a regular basis to ensure quality of service and to hear views and comments.

Staff treat parental concerns with discretion and confidentiality. Special arrangements are in place for sharing information.

Opening hours – Opening hours are 7.45am-9am and from 3 pm till 6 pm. Please ensure that you arrive on time to collect your child(ren)

Prices – As of the 1st September 2024 the standard rate is:

Breakfast Club (Capacity 30) 7.45-8.35 £3.50

Breakfast Club (capacity 30) 8-8.35 £3

Nursery Breakfast Club (capacity 8) 7.45-9 am £5.50

Nursery Breakfast Club (capacity 8) 8.00-9 am £5

Nursery Breakfast Club (capacity 8) 8.30-9am £2.50

Nursery After School Club (capacity 8) 3pm-3.15pm £2

Nursery After School Club (capacity 8) 3.00pm-5pm £11

Nursery After School Club (capacity 8) 3.00pm- 6pm £15

After School Club (capacity 30) 3.15-5pm £9

After School Club (capacity 30) 3.15-6pm £12

Booking

Please book all spaces in advance via the online booking service. A service of emergency ad hoc child care can be provided if the Manager is contacted by 1pm of that day and there is availability on that occasion.

Cancellations will be accepted for illness on the day of booking.

For other cancellations at least 48 hours' notice is required.

What activities can we offer?

Furniture, equipment and toys are provided for a range of activities. These include art, sports and games, board games and puzzles, music and drama, reading and storytelling, imaginative play and help with homework. The age of children is considered so that activities are appropriate.

Which resources do we have?

We ensure that the space is child and parent/carer friendly, well-lit and properly ventilated. Provision is made for a quiet area and activity area. We also have access to outdoor play space.

There are adequate toilet facilities available to the members of the club.

The facilities are welcoming and we offer a range of activities to promote child development through play. There is a balance of indoor and outdoor activities, weather permitting. We are also permitted to use the ICT equipment.

How do we ensure that we fulfill legal requirements?

We meet the requirements of current legislation pertaining to After School Clubs according to The Children's Act Regulations and Early Years Framework.

How do we safeguard the health and safety of everyone at the club?

The protection and safeguarding of the child is the first priority. At least one member of staff must hold a current Paediatric First Aid certificate. At least one member of staff must hold a Level 3 Early Years Qualification in accordance with 'Early years qualification requirements and standards' Dec 2023. The administration of medicines is carried out only under advice and according to school policy. A First Aid box is clearly identifiable and accessible. The registered person takes steps to promote safety and ensures precautions are taken to prevent accidents and procedures are in place for recording incidents in their eventuality. Actions are taken to minimise risks, and the premises are kept clean. This is particularly important in the area of food preparation where one member of staff must have possession of a Basic Food Hygiene Certificate.

Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively and will pass information to the member of staff responsible for this. The staff at Gloucester Road Primary and Nursery School already work closely with the children, know them and are therefore in a position to notice changes.

Children are secure and safe on the premises and children are not able to leave them unsupervised. Children are supervised at **all times**, the definition of supervision being ***within sight or hearing of a member of staff***. Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly, as per school policy. Access to the premises is controlled and visitors must sign in.

Are the children provided with food and drink?

Children need to bring their own snacks to after school club. At least one member of staff holds a Basic Food Hygiene certificate. We are a registered food business. Fresh drinking water is available to children at all times.

What is our policy on Special Needs and Disabilities?

We are proactive in ensuring that any appropriate action is taken when a child is identified as such. Their welfare and development is promoted so that they have equal access to the play provision. Staffing arrangements are considered to meet the individual needs of children who have special needs **but unfortunately we cannot offer 1:1 support for any child**. The environment is organised so that these children have equal access to the facilities and activities available.

The special needs of children whatever their nature is treated with discretion, sensitivity and confidentiality.

What is our policy on equal opportunities?

We value the cultural diversity of our children, parents and students. The governing body and staff actively promote true equality of opportunity and anti-discriminatory practice for all children. Every one of us should feel respected and valued, and special care should be taken to make sure that the more vulnerable members of our school community have their needs addressed. Resources, activities and at ground level the language and behaviour of staff positively reflect racial, cultural, gender, socio-economic and religious diversity and disability. We provide toys, games, displays and activities to challenge stereotypical roles.

What is our policy on behaviour?

Staff are confident in managing a wide range of children's behaviour including those more challenging children. This is currently a great strength at Gloucester Road Primary and Nursery School and our team utilise a range of strategies to reinforce good behaviour. The expectation will be that children will behave well. The environment and setting is such that good behaviour is encouraged and any negative behaviour is handled consistently and appropriately as per the school behaviour policy.

Late Collections

We reserve the right to charge for any late collections at the cost of £5 in 15 minute increments to cover staff wages.