

Wraparound Care Policy

Devoran School



Approved by:

Headteacher

Date: June 2023

Next review due by:

June 2025

Devoran School is pleased to be able to provide the children of our school the opportunity to attend Breakfast Club and After School Club. These clubs may be attended on a full time or a part time basis. The sessions can be booked in blocks over extended periods of time or as and when required, **however places are subject to availability.**

This childcare provision is an extension of Devoran School and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour. The wraparound care staff members have been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

It is the wish of everyone involved at Devoran School Wraparound Care Provision to provide a happy, stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded development.

THE SCHOOL will endeavour to:

- provide a safe, stimulating and happy environment
- provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child
- provide breakfast and/or afternoon snacks and drinks
- inform you of any concerns which may affect your child's progress or behaviour
- ensure equality of opportunity in all activities
- be open, welcoming, and available to discuss your child's individual needs
- contact you if there is a problem with your child's health, wellbeing or behaviour
- encourage children to take care of their surroundings and others around them
- keep you informed about the school events and activities through newsletters, email, website and Class Dojo
- be polite, friendly, kind and helpful to others
- demonstrate the school's Core Values and adhere to 'The Devoran Way'
- respect the feelings and beliefs of others
- be responsible for all resources and help to keep our school tidy and safe
- ensure a happy environment for all and HAVE FUN!

THE PARENTS will endeavour to:

- ensure that our child only attends sessions that are booked in advance online
- ensure that our child is dropped off and/or collected on time by an adult
- contact the Wraparound staff if our child is going to be absent from a session
- contact the Wraparound staff promptly if there is a change in adult arrangements or collection times
- support and demonstrate the school's Core Values, 'The Devoran Way' and Behaviour Policy
- support and adhere to the Wraparound Care Policy
- inform the school of any concerns or problems that might affect our child's wellbeing or behaviour

Admissions Policy for Wraparound Care

Devoran Wraparound Care is only available to children of school age who attend our school. Once a pupil leaves our school whether still in primary education or moving onto secondary education this childcare service will no longer be available to them.

Online Accounts

Parents will be required to use a ParentPay account to make and pay for bookings. Bookings can be made session by session or as block bookings once your account has been credited. Sessions can be booked up until midnight the day before the required session **and places are subject to availability. It is therefore, recommended that parents do not rely on 'same day' bookings unless in an emergency.**

Specific Individual Needs

Where a child has a specific need, including a disability, it is important that the admission is discussed and planned before booking your child in. At the meeting, we will discuss:

- All parties agreeing that the environment is appropriate for the child
- Liaison will be arranged with relevant professional support networks if applicable
- The staffing levels can support the needs of the child

Behaviour

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. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the School's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period deemed appropriate by the Senior Leadership Team and the Wraparound Manager.

Opening Hours and Fee Structure

Devoran Breakfast Club:

- Is open term-time only with sessions running from 7:45am
- Will be closed during the holidays including bank holidays and INSET days
- The fee for the full session (7:45-8:40) is £4 and is inclusive of breakfast and a cold drink, breakfast is not served after 8:15am
- Sessions must be booked in advance via our online service

Devoran After School Club:

- Is open term-time only with sessions running from 3:20pm to 6pm
- Will be closed during the holidays including bank holidays and INSET days
- The fee for each session is dependent on collection time
 - Session 1, 3:20pm-4:20pm £4.00
 - Session 2, 3:20pm-5:20pm £7.50
 - Session 3, 3:20pm-6:00pm £9.00

- Sessions must be booked in advance via our online service unless paying by childcare voucher and can only be booked if your account is in credit

Payments

Fees are to cover sessions booked in advance online using a ParentPay account. Fees cannot be paid in cash or by cheque at any time. Please note that the Wraparound Care staff are not permitted to receive cash or cheque payments for these clubs.

ParentPay Debt

We track the payments for Wraparound Care very carefully. If your ParentPay account goes into debt that exceeds £50 for Wraparound Care, we will not accept bookings for your child to attend Wraparound Care and your child will be unable to attend.

Childcare Vouchers

Childcare vouchers can be used for our Wraparound Care. Please contact our Wraparound Leader either by email on emmafoden@devoranschool.co.uk or via Miss Foden on Class Dojo to inform us of your provider so arrangements can be made and your bookings will then be taken via email on a weekly or half termly basis.

Arrival and Departure Policy and Procedure

Devoran Breakfast Club and After School Club will operate a rigorous procedure regarding the security and safety of all children within our care.

There is a clear procedure in place for both arrival and departure of all children attending these clubs.

Breakfast Club

Arrival to the Breakfast Club

Children must be dropped off at the back-hall doors, children in KS1 must be accompanied by an adult. Please remember the path up to the door is a working road. Pupils will be escorted to their classroom by a member of Wraparound staff where they will be registered at the start of the school day.

After School Club

Arrival to After School Club

Children attending extra-curricular clubs (either run by school or external staff) will be escorted to the After-School Club by the extra-curricular club leader.

At the beginning of each After School Club session children will be collected from their classrooms, only children pre-booked on the register will be collected from the classrooms, there will be a formal register taken. Pupils who have not booked into a session in advance will be billed and further attendance not allowed until the debt has been paid.

Non-Arrival for After School Club

In the event of a child not arriving during this time the following procedures will be put into place:

- The designated member of staff will contact staff from the relevant class, clubs and the school office to ascertain attendance at school that day.
- The office staff will contact the named Parent ascertain the whereabouts of the child.

The After-School Club has a procedure for collecting children that is agreed and known to the parents, children, staff and school staff.

Children must be collected promptly at the end of your booked After School Club session by either the parent or a person named on your collection permission form.

When collecting your child from the back-hall doors please use the knock to gain the attention of a member of staff, your child will then be brought out to you, please wait by the entrance for your child unless invited in by a member of staff.

For the safeguarding of your child the school reserves the right to refuse to release a child to someone apart from their parent/carerer unless a message has been received to confirm collection by someone else.

The last pick-up and hand over times for after-school care is 6pm.

Non-Collection of a Child from After School Club

In the event that a child is not collected from the After-School Club by the end of the session, the staff should:

- Establish if a message has been left by the parent/carerer
- Try to contact the parent/carerer. Appropriate messages must be left asking for them to contact the club immediately.
- A member of staff must remain near the telephone in order to receive the call after 6pm.

If the child has not been collected by the end of the Club's registered session and contact with the named parent has not been established the staff must contact other authorised collectors from the child's records.

The staff must inform the Head Teacher or one of the other designated safeguarding leads. After all avenues of contact have been exhausted and the Club has not received any contact from the parent or authorised collectors, the Head Teacher (or other designated safeguarding leads) will make the decision to contact the Local Authority's Designated Child Protection Officer. At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Local Authority Child Protection Officer or Head Teacher or a Designated Safeguarding Lead.

Late Collection from After School Club and Associated Fines

If your child is not collected at the end of their booked session, then you will be charged for the next session. If you are late picking up after 6pm you will incur a £5.00 charge for each 15mins you are overdue.

The school shall apply the following procedures for late collections and reserves the right to apply an additional charge where a child/ren are picked up late from the After-School Club. Children who are late to be picked up after the end of the school day at 3:20pm or late picking up from extra-curricular clubs, will be put into After School Club and a late fee may be charge.

Contacting the Breakfast Club or After School Club:

During normal school office hours (8am – 4:30pm) via phone the school office staff will take your message and share it with the staff in our wraparound care team.

By Email:

If you wish to contact either the Breakfast or After School , please email the Wraparound Leader on: emmafoden@devoranschool.co.uk or via Miss Foden on ClassDojo.

Food Provision

Both Breakfast and After School care provide food for your child unless directed otherwise by the parent in writing.

Our Wraparound Care staff are aware of the School Food Standards and have received the required training in Food Hygiene. Both the Breakfast and After School care team will provide food that meets the School Food Standards.

Allergies, Intolerances and other food requirements

The team will provide for those children who have food allergies, intolerances or other food requirements such as restricted diets, provided the parents/carers inform us beforehand on the child's school records

We are a 'nut & seed-free' school site and cannot serve or allow children to bring nuts, seeds or products containing nuts & seeds into the school.

If you wish to provide your child with their own breakfast food or packed snack, then there will not be any deduction in fees for any sessions that your child attends. Breakfast Club is likely to provide options such as:

- Bread/toast, crumpets pitta breads with assorted spreads
- Low-sugar cereal and semi-skimmed milk
- water, milk & juice

The After-School team will provide food options which may include

- Cheese and biscuits
- Crumpets
- Tea cakes
- Yoghurts
- Pitta
- Fruit

Water will be readily available along with squash.

Sickness & Medication

Sickness

All wraparound care staff members have paediatric first aid training. The priority is to provide an environment where children and adults are protected from the spread of illness and infection. This is achieved in the following ways:

- We do not provide care for children who are unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease.
- Parents are asked to telephone the main school line on the first day of their child being absent with illness and give the reason.
- Parents are asked not to bring their child to Wraparound Care if their child has been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack.

- Parents will be notified immediately to collect their child if they become unwell or they develop an illness whilst in Wraparound Care. Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is always carried out.
- The Breakfast and After School care staff follow the school's First Aid policy which includes the management of medical conditions and intimate care. This can be found on our school website.

Medication

Medication will be administered as per the school policy. Current Individual Health Care Plan details e.g. for asthma, etc will be shared by the school with the wraparound care team along with the written consent from the parent/carer.

All Wraparound Care operates under school-wide policies that are available on the Devoran School Website.