



CAVERSHAM PARK PRIMARY SCHOOL

Wraparound Care Policy

The purpose of our Wraparound Care is to provide good quality affordable childcare in a safe, happy and caring environment. It is aimed at working parents/carers and to parents/carers that require childcare in 'exceptional circumstances'.

Aims

- To provide a happy, welcoming place at the start and end of the school day where children are valued.
- To provide activities that are fun, varied and stimulating.
- To be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is attending Wraparound Care.

Operating Hours

Wraparound Care will operate between 7.45 and 8.45 a.m. daily, Monday to Thursday 3.15 and 6 p.m. and 3.15 to 4.15 p.m. on Fridays, during term time only, excluding inset days. After School Club will not operate on the last day of term at Christmas, Easter and summer.

Admission/Bookings

Wraparound Care is for use by children attending Caversham Park Primary School only. An application for a place can only be made once a pupil has a confirmed place at the school. It is available to children from Reception to Year 6. Any parent/carer with a child that has any additional or special needs should record this on the application form so that their needs can be considered and any reasonable adjustments can be made wherever possible.

Breakfast Club

Parents/Carers can sign up to Breakfast Club by emailing/phoning the School Office who will add their child's name to the Breakfast register. Bookings can be made termly in advance. If the booking is made but not required, it should be cancelled by email by 4 pm the day prior to that booked. If the place in Breakfast Club is not cancelled, it will be charged for as it is preventing someone else from using the place.

After School Club (ASC)

Application forms are available from the School Office and the school website (www.cavershamparkprimaryschool.co.uk). If you would like your child to join the ASC, please complete an application form and return to the school office or by e-mail to bursar@cavershampark.reading.sch.uk.

For children currently attending ASC, parents are requested to advise the School Office by 30th June if they would like to withdraw their child from ASC in the September. This will ensure priority is given to current ASC attendees for the following academic year.

Any new applications to ASC, an application should be made to the school office before the closing date of 1st July for a place in the following academic year.

If places are not available, applicants will be added to a waiting list and if there is a high demand for places, a small panel will manage the allocation process.

Places will be given using the following criteria, applied in the order listed:

1. Applications received by the closing date.
2. Pupils already attending ASC with no outstanding payments.
3. Siblings of children already attending the ASC.
4. Pupils already on the ASC waiting list
5. First come, first served basis.

Once a place has been offered, this must be secured by an initial payment within fourteen days of notification. Once a place has been allocated, this can only be changed on an ad hoc basis if places are available. Two weeks' notice is required to request a regular change. Again, this will depend on availability of spaces.

If a place is offered whilst on the waiting list but is not taken, the child will be removed from the waiting list. Any future application will be considered as new and subject to the above criteria. Any applications received mid-year will be reviewed and a place offered if available. If a place is not available, the applicant will be added to the waiting list.

Pupils already attending the ASC with a history of late payment or late pick up may be refused a place. We also reserve the right to cancel Wraparound Care, where numbers are insufficient, fees in this case would be refunded.

Ad Hoc After School Club Sessions

After School Club offers an ad hoc system and these places will be available where there are spaces on the required day. If a child has not previously attended the ASC, a completed application form is required by the School Office. Short sessions (until 4.15 p.m.) or long sessions (until 6 p.m. Monday to Thursday) may be booked via the School Office, according to availability.

Record Keeping

Caversham Park Primary School is registered with the Data Protection Office. All records will be kept in school in a locked cabinet and stored electronically.

Children's records will be obtained from the ASC Application Form. It will be the parent/carer's responsibility to inform ASC or the School Office of any changes to the information contained on the Application Form. Current records and data relating to children attending Wraparound Care will be kept by the Wraparound Care staff. Records, data and previous registers will also be retained.

It will be the responsibility of the Parents/Carers:

- a. To ensure Wraparound Care is notified of any change of contact details immediately to ensure records held are accurate and up to date.
- b. To ensure Wraparound Care records contain current and accurate details of arrangements for delivering/collecting their child/children, to and from Wraparound Care.
- c. To ensure details of any special dietary needs or allergies are detailed on the application form.

Fees

Fees will be reviewed annually. Parents/Carers will be provided a minimum of four weeks' notice by letter/email detailing the new fees. Payment for Wraparound Care must be made electronically by childcare vouchers, bank transfer or ParentPay. Our details are shown on the invoice. It must not be given to Wraparound Care staff.

Breakfast Club

The weekly charges for Breakfast Club sessions will be added to ParentPay on the Friday following the first day of attendance. Payments should be made prior to your child attending their next session, possibly on the following Monday

After School Club

Invoices for After School Club are raised one month in advance for the following term and should be paid within 14 days of invoice date (pay due date). If a child's fees have not been paid within 14 days of the invoice date, a verbal or written reminder will be given to the parent/carer. If the amount is outstanding after 14 days, a reminder letter will be issued. If the amount is still outstanding 21 days after the 'pay by' date, parents will be given notice of withdrawal of their child's Wraparound Care placement. The place will then be offered to a child on the waiting list.

Ad Hoc After School Club Sessions

Any Ad Hoc After School Club sessions will be added to ParentPay on the Friday following attendance for immediate payment.

Late Collection Fee

A child attending ASC must be collected by 6.00 p.m. for session Monday to Thursday and by 4.15 p.m. on Fridays. For every ten minutes late after this time, or period up to ten minutes, the school will add £5 to the next invoice. If there is a second late pick up in the same term then an additional £10 will be charged, plus a letter warning that you are at risk of losing your child's place. A third late pick up in the same term and your child will lose his/her place. The Headteacher will be notified.

In cases of extreme lateness (after 6.30 p.m. Monday to Thursday, 4.45 p.m. on Fridays) additional staffing costs will be passed onto the parent or carer at the discretion of the school.

Late or Non-Payment of Fees

The School Business Manager will provide the Wraparound Care team with details of any unpaid invoices or sessions and will issue reminders.

1. Non-payment of invoices could mean your child's place is lost.
2. Two weeks' notice is required to withdraw your child from the After School Club.

Staff will not enter into any negotiation with parents about fees. Under exceptional circumstances rebates or staged payments may be considered. Please contact the School Office if you feel there are mitigating circumstances which should be considered.

Attendance

Registers will be compiled from the Application forms, booking sheets and Ad hoc booking forms.

It is the responsibility of the After School Club team to update the daily sheet and to check during the afternoon with the school office if they have been notified of any changes (a child is off sick or will not attend Wraparound Care for some other reason), to ensure that staff know exactly who is due to attend each day.

It is the responsibility of staff to sign the children in. It is the responsibility of the parents to ensure they notify the school office (a message will be passed to the Wraparound Care staff) if the child will not be attending Wraparound Care. This enables the relevant lists to be updated to reflect the child's attendance. Please note that contact with Wraparound Care mobile should not be via text message, and parents/carers must state the password when leaving messages to ensure their authenticity. It is the responsibility of the parent (or authorised adult) to sign children out.

Non – attendance

The more notice you can give us of a child's non-attendance, the more likely we are to be able to offer the place to another child on an ad hoc basis, which benefits everybody.

Arriving at Breakfast Club

Children should arrive from 7.45 am via the side gate to access the 'Back Classroom' where the Breakfast Club takes place.

Departing from Breakfast Club

KS2 children leave Breakfast Club at 8.40 a.m. to join the other KS2 children on the playground. Reception and KS1 children are accompanied by a member of staff to the KS1 playground, where they will wait together until classes line up to enter the classrooms.

Arriving at After School Club

At 3.15 p.m. when classes are dismissed, children attending After School Club will collect their belongings and go straight to the back classroom area where they will be registered by a member of staff. Reception and KS1 children will be accompanied by a member of staff. Children who attend a club will join ASC at 4.15 p.m. If a child named on the register does not arrive at 3.15 p.m., or after a club, enquiries will be made via the school office or class teacher. If there is any doubt as to the child's whereabouts, the parent will be contacted.

Departing from After School Club

Children may be collected from ASC any time before 6 p.m., Monday to Thursday and before 4.15 p.m. on Fridays by a parent or other person authorised by the parent(s) on the Application Form. Any person collecting a child must be 16 years or over. The person collecting the child, if not the parent, must know the password and sign them out.

If the person who arrives to collect a child is not listed on the contact sheet, the child will only be released once the main contact is contacted and the password process verified. No child will be released into the care of anyone not identified on the booking form without verbal communication from the parent/main contact. The person collecting is required to give the password.

Children will not be allowed to leave the ASC on their own. If a situation arises whereby a child is unhappy at Wraparound Care, the staff will talk to the child and take all possible measures to resolve the situation. This may include phoning the parent/carer, or emergency contact if the parent is unavailable, in order for them to talk with staff and child to overcome the problem. The parent/carer may be requested to collect the child.

Late Collection from After School Club

Emergencies may arise where a parent or carer is unable to pick up at the allotted time. It is essential that you let one of the ASC staff know if you will be late on 07733 884786 (after 3.30 p.m.) or ring the school office on 0118 9375433 before this time.

Child not Collected at Session End Time

Two members of staff must remain while there are any children on the premises. If no one has contacted the club regarding the collection of their child, staff will attempt to contact the parent or another authorised person on the list of contacts.

If a child arrives at Wraparound Care after their registration has been cancelled s/he is not the responsibility of Wraparound Care and will be handed back to the school office so parents can be contacted.

Child not collected 30 Minutes after the Session End Time

If a child is still not collected by 6.30 p.m. Monday to Thursday or by 4.45 p.m. on Friday, regardless of contact with a parent or other authorised person, staff will contact the Headteacher who will then contact Reading Social Services out of hours' team. The police may also be notified. If a child has to be removed from the premises, a notice will be left on the door indicating the child's whereabouts. Additional staffing costs will be passed onto the parent or carer at the discretion of the school

Late Collection Charges

When the child is collected, the time of collection will be recorded in the register. For every ten minutes late after the session end time, or period up to ten minutes, the school will add £5 to the next invoice/ParentPay. If there is a second late pick up in the same term, then an additional £10 will be charged, plus a letter warning that the child is at risk of losing their place. A third late pick up in the same term will result in the child losing their place.

Cancellation

The club reserves the right to withdraw the use of this facility:

- a. Should the parent/carer contravene any of the conditions contained within this policy document after sufficient notice has been served; sufficient notice being one verbal notification and one written notification for repeated misbehaviour.
- b. Where it is the opinion of the Manager and Head Teacher that the continued attendance would be to the detriment of either the child or other child(ren) attending.
- c. A parent/carer's notice to withdraw, or to cancel a regular session, must be given two weeks in advance, in writing by a parent/carer to confirm intention to cease using the Wraparound Care facility. No refunds will be given except in the case of long term (more than a week) sickness absence, however alternative sessions may be offered if available. Parents must inform the School Office as soon as possible if a child is unable to attend a pre-booked session.

Insurance

Covered by the school's Insurance Policy renewed each April

Health & Safety

Wraparound Care staff will be responsible for taking all reasonable steps to ensure the club offers a safe and healthy environment at all times. These will include:

- Processes to ensure and maintain the hygiene and cleanliness of the setting and equipment.
- Raising the children's awareness of good hygiene practices.
- Staff being informed about and able to carry out good hygiene practice.
- Activities being planned with the appropriate level of supervision and suitability of the age group of children kept in mind.
- Equipment being monitored to ensure it is continually safe and being used in the appropriate fashion.
- Damaged/unsafe equipment being removed immediately for disposal or safe repair.
- If outdoor play is scheduled, the appropriate staff level to monitor this activity being observed.
- Staff holding an up to date First Aid Certificate, which will be renewed upon expiry.

Administering Medication

Any medication brought by children to Wraparound Care must be labelled clearly and kept in a safe place. Staff will administer prescribed medication only:-

- 1) in its original container with dispensary label
- 2) where the necessary medical consent form (available in the school office) has been signed
- 3) where they are confident that they understand the instructions and have received any training, if relevant

It is the parent's responsibility to label medicines and to collect them at the end of the day. (Usually, the child will have received the relevant medication during the school day so it is unlikely that they will need more medication).

No medication for general use will be kept in the First Aid Box.

Some medication specific to a child that are kept in school e.g. EpiPen, inhaler is available in the classrooms. This medication will need a doctor's acknowledgement that the medication is meant for the child it is kept for and should contain details of dosage and administration

Staff will not be liable for any adverse effects/consequences of administering medication.

Staff **must** wear protective gloves when treating a child where there are any body fluids involved.

First Aid and Accidents

A first aid kit will be kept on site at all times along with an accident log book. These will be kept in a designated area.

Records will be kept of any children registered with Wraparound Care who suffer from asthma, epilepsy or any other form of illness/disability and be easily accessible.

All accidents will be dealt with by a qualified on-site first aider and will be fully recorded on an accident form. Parents will be informed of any accidents when children are collected and asked to sign the accident form. Emergency services will be called in cases requiring their assistance. The parent/carer will be contacted immediately.

Illness

It is our policy that if a child should present with any of the following symptoms, the person in charge will contact the parents as soon as possible to arrange for the child to be collected. In an emergency, the person in charge will seek medical advice for the child and inform the parent as soon as possible.

Symptoms and illnesses that require a child not to attend Wraparound Care:

- Diarrhoea
- Vomiting
- High Temperature
- Chickenpox
- Measles
- Meningitis
- Hepatitis

If a child becomes ill whilst attending Wraparound Care, a member of staff will contact the parent/carer.

Food and Hygiene

Wraparound Care will offer breakfast/tea to all children at a specified time within the schedule. A wide range of healthy food options are available, including sandwiches, wraps, toast, and sometimes hot dishes such as pasta and rice.

We are able to cater for any dietary requirements. This should be discussed with the parents prior to the child starting. Any dietary requirements must be stated on the application form as special dietary needs/allergies will be considered when planning what food to offer.

Children will not be permitted to bring food and drink from home to be consumed on the premises.

Wraparound Care observes local environmental health department guidance and regulations regarding food hygiene, registration and training. We will promote a healthy diet. No food containing nuts will be kept in the club as far as is possible to oversee. Drinking water will be available to children.

Equipment

Equipment will be checked on a daily basis as part of the Health and Safety checks to ensure that it is safe and suitable for children's use. Any equipment which is found to be unsafe or unsuitable will be repaired or disposed of.

Equipment purchased for Wraparound Care will aim to be fun; support children's development; provide challenges and stimulation and show positive images of people of all races, cultures, abilities and genders as well as avoiding stereotypes.

Staff

Staff will be appointed in accordance with rigorous recruitment procedures. All staff will be employed on the basis of **1:10** adult to child ratio. This ratio will be maintained at all times during the clubs operating hours.

The roles of both the supervisor and assistants can be held on a job share basis.

Volunteer helpers will be welcomed; their role, responsibilities and attendance will be agreed with the Wraparound Care management team. Volunteers may bring a specialist skill or interest which adds a variety to the range of activities. Volunteer helpers must operate under the guidance and supervision of supervisor.

The minimum age for volunteer helpers is 16 years and these will not be counted in the staff: children ratio.

Fire Drill

Staff will be responsible for carrying out our regular fire drill procedures to ensure awareness of the procedure for evacuation/emergency exits/fire extinguisher locations. In the event of a fire:

- A member of staff will raise the alarm to alert the children and other staff members.
- Staff will follow written fire evacuation procedures.
- Fire Services will be called.
- A register will be taken and an incident report written for records.

Behaviour

Staff will communicate with children on what is deemed acceptable/unacceptable behaviour within Wraparound Care. The school behaviour policy will apply. Copies of this policy can be obtained in school or via the school website.

Parents will be informed of any unacceptable behaviour in Wraparound Care. Incidents will be logged in the behaviour log.

The Wraparound Care management team reserves the right to exclude any child who persistently displays any form of behaviour deemed unacceptable following the procedure below:

- 1) Application of Caversham Park's behaviour management policy
- 2) Verbal communication of problem in attempt to resolve issue
- 3) Written communication of problem in attempt to resolve issue

- 4) Meeting with the Wraparound Care management committee to attempt to resolve issue
- 5) Exclusion from Wraparound Care

Fees will not be reimbursed in these circumstances. Staff will be consistent in applying agreed procedures. Staff will model good behaviour.

Equal Opportunities

We are committed to providing services that cater for all needs of the children. Wraparound Care recognises that children have wide ranging needs and will endeavour to meet those needs. Please refer to the school's Equal Opportunities Policy.

Special Needs (SEND)

Wraparound Care will support children with special needs, where this can be accomplished within Wraparound Care staff ratios and premises.

Staff will receive any necessary training on special needs. If additional staff members are required to meet specific special needs, provision will be subject to securing additional funding. Children who already receive additional support in school will be considered on an individual basis.

Safeguarding Policy

Caversham Park Wraparound Care recognises its legal duty to protect children from harm and respond to child abuse. Every child regardless of age has at all times and in all situations, a right to feel safe and protected.

Caversham Park Wraparound Care has a responsibility for the care, welfare and safety of the children that attend Wraparound Care. In order to achieve this, all staff in whatever capacity will, at all times, act proactively in child welfare matters, especially where there is a possibility that a child may be at risk of significant harm.

Please refer to the school Child Protection and Safeguarding policy.

Welfare

The general welfare requirements are as follows:

- SAFEGUARDING/CHILDREN'S WELFARE – Caversham Park Wraparound Care will promote the welfare of the child and good health. Children's behaviour will be managed effectively.
- STAFFING – Staff caring for children will have the appropriate qualifications, training, skills and knowledge.
- ORGANISATION – Wraparound Care will plan and organise their systems to ensure that every child receives enjoyable sessions, development, and their individual needs are met.
- PREMISES, ENVIRONMENT AND EQUIPMENT – Outdoor and indoor spaces, equipment and resources will be risk assessed and made safe and suitable for purpose.
- DOCUMENTATION – Providers will maintain records, policies and procedures required for the safe and efficient management of the setting to meet the needs of the children.

It is essential that children are provided with a safe and secure environment. Staff will conduct risk assessments and constantly reappraise both the environment and activities to which children are being exposed and make the necessary adjustments to secure their safety at all times.

Policy Date	Review Date
June 2023	June 2026