

St Anne's C of E Primary School

Rationale

The Wrap Around Care provision is organised by St Anne's C of E Primary School. It is an extended school activity designed to allow children to be in school from 8:00 am until the start of school for Breakfast Club and from the end of the school day until 5:30 pm for After School Club.

Children will have the opportunity to have a choice of healthy food and drink and to join in with activities on offer. Children are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

Objectives

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day and at the end of the school day.
- To enable pupils to eat breakfast or supper before the start or at the end of the school day in a pleasant, relaxed environment.
- To employ caring supervisory staff.
- To provide a calm play environment for those pupils.
- To provide affordable, regular child-care facilities for working parents.

Organisation

The Wrap Around Care Provision is open to pupils attending St Anne's C of E Primary School and takes place in the hall for Breakfast Club and the Key Stage Two shared area for After School Club. Children need to be booked on prior to attending via Arbor. This will enable school to calculate the number of staff to child ratio required. However, due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained. There will be no Wrap Around Care Provision on INSET days, bank holidays or during school holidays.

Breakfast Club

The club will be open from 8:00 am until 8:50 am, but children should arrive no later than 8:20 am in order to have a breakfast. Children arriving after 8:30 am will not be provided with a breakfast as the food will have been cleared away and the planned activities will already be in progress. Child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are accessed via Arbor. It is the responsibility of the parents to ensure that the office is informed of contact changes.

After School Club

The club will be open from 15:20 pm until 17:30 pm, Monday to Friday. There is a minimum booking requirement of one hour prior to the session starting. Please note the latest pickup time is 17:30 pm and persistent lateness will result in access to the club being taken away.

Children will be able to attend other school clubs and then join the After School Club – there is no difference in the rate charged. Supper is served just after 16:00 pm and is prepared by the club supervisor. Children might help prepare and clean up if appropriate. Children at the After School Club are to be collected from the main reception.

Use of Registers

Children are registered as they enter the Wrap Around Care Provision via our school MIS system, Arbor.

Arbor contains any information about food or allergies that the Wrap Around Care Provision staff need to know.

In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

At Breakfast Club, it is the responsibility of the parent to ensure that the children are handed over safely to the staff. Responsibility for the children is only taken if the children are correctly booked in and handed over to the staff by a parent or carer.

Safeguarding

In accordance with Whole School Child Protection Policy and procedure, all staff involved in the running of the Wrap Around Care Provision, will have a current enhanced DBS clearance. A record of the checks undertaken are held securely on the school's SCR. Staff will follow existing school policies and procedures with regard to Child Protection, the code of conduct and safeguarding concerns. Where ICT equipment are used by the children, they must also follow the schools e-safety policy and procedures.

Staffing and Supervision

The children are adequately supervised at all times with a minimum of two staff on duty that are DBS checked and appointed following safer recruitment procedures. At least one member of staff on duty holds a current paediatric first aid certificate and a Level 1 Food Hygiene certificate. All staff/pupil ratios will be followed in line with NCC guidance.

Food and Hygiene

Children will be offered a range of food for both Breakfast Club and After School Club. Healthy food such as cereal and toast will always be available for Breakfast Club. After School Club suppers may include beans on toast, pitta pizza's or sandwiches.

All food is stored in appropriate containers within a cupboard or fridge, as appropriate. Food is prepared on a work surface and served to the children at tables. Club staff check the 'best before' and 'use by' dates of products on a daily basis, and ensure that children are not given food that is past the use by date. If there are any concern about the quality or condition of a food product, it will not be given to the children. Club staff check the temperature of the fridge temperature daily, and report any anomalies immediately. The School Caretaker monitors the temperature of the fridge on a weekly basis and adjusts it accordingly to ensure the temperature is maintained at the recommended temperature of below 4-5 degrees centigrade, this is recorded in a log book. All children are required to wash their hands before eating, and tables are cleaned both before and after food is served. Staff are required to wear a tabard while serving food and need to keep long hair tied back.

Activities

A number of activities will be on offer for children to participate in e.g., crafts and games. These will be planned by the club supervisor and be suitable for the age and interests of the children attending. All resources for the club will be purchased through the school budget designated for such purchases.

Behaviour Policy

The expectations for behaviour during the clubs are the same as for the rest of the school day; club supervisors will follow the School Behaviour Policy. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then a member of the School Senior Leadership will be informed. Parents may be contacted by a Senior Member of staff to discuss this further. Ultimately exclusion from the Wrap Around Care Provision will be the final sanction when all possible strategies have failed.

Pricing Policy

The Breakfast Club fee is £3.50 per session and the After School Club fee is £11.00 per session.

This fee is to cover the cost of:

- Staffing
- Food
- Equipment and day-to-day running costs.

It may be necessary to change fees from time to time; however, Parents/Carers will always be given notice of this.

Staff Members with children at St Anne's C of E Primary School can access the club free of charge on the days they are employed for and if no food is to be provided.

Any remission arrangements will be at the discretion of the Governing Body however all Pupil Premium and Forever Six Children will be exempt from making any payments for Breakfast Club only.

Booking and Payment Arrangements

All sessions need to be booked and pre-paid on Arbor. Parents are able to make and cancel bookings, but will not be able to make any same day changes. Therefore, any same day cancellations will still need to be paid for. In the event of any emergency same day last minute After School Club booking requirement, parents need to contact the school office before 1:00 pm. Any children who are brought to Wrap Around Care Provision without booking cannot be guaranteed a place.

Refunds are not given in the case of absence.

Arrears – Payment should be made in advance. Any unpaid club fees will result in a telephone call, reminder text message and an email being sent.

Please note: If the debts are not paid within 7 days, the school reserve the right to refuse the place at the club until the arrears are cleared.

Contingency Arrangements for Staff Absences and Emergencies

Arrangements for cover due to staff absence is organised by the club supervisors or Senior Leadership Team.

Fire Procedure

In the event of a Fire Alarm, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school field in the designated area in a line. The club supervisor will be responsible for taking the register and all names are checked. Club staff will ensure that children are aware of the emergency procedures and practice evacuations when new children attend.

First Aid and Medication

If First Aid is administered, the treatment given is recorded in the school First Aid record book. A note and/or telephone call will be made to inform parents of what treatment the child has received in Breakfast Club. If First Aid is administered in After School Club then the adult collecting the child will be fully advised of the treatment administered.

Inhalers are kept in the child's classroom. If a child needs an inhaler, it will be obtained from the classroom by a member of staff.

Health and Safety

The Wrap Around Care is run by school, and all existing Health and Safety Policies and Risk Assessments will be followed, in accordance with NCC advice.

A separate Risk Assessment has been carried out for both Breakfast and After School Club and will be reviewed at least every year.

The Hall, Key Stage Two area and outside area will be checked by staff before the club starts to ensure that there are no hazards or dangers that might prevent the safety of children.

All electrical appliances used by the clubs e.g., toaster are PAT tested annually by a qualified electrician.

Club staff have access to the school telephone system, so that they are able to contact other staff and the emergency services in case of emergency.