



Wrap Around Care Policy

This policy applies to all pupils in the school, including EYFS

Created **January 2018**

Revised **January 2019**

Date for revision **January 2020**

Introduction

At Sherborne House School we are very proud to be able to offer “Wrap around care” to our pupils. We offer an early morning breakfast club from 7:30am - 8:30am and an After School Club 4:00pm-6:00pm. These are both available to pupils attending Sherborne House School. We also offer a three week holiday club during the summer holidays, offered by an outside agency. This is open to children in the surrounding area as well as children attending Sherborne House School. These three wrap around services are currently available to children aged between 3 and 11 years old.

Aims

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day and after the school day ends until 6pm
- To enable pupils to eat breakfast before the start of the school day /have an after school snack in a pleasant, relaxed environment
- To provide an environment so Key Stage 2 can complete their homework.
- To provide a calm play environment for pupils.
- To encourage physical activities to promote healthy living.

Staffing

The Before School Club (Breakfast Club) is run three experienced members of staff, and is overseen by Miss H Watson (NVQ3). All members of staff are also paediatric first aid trained and hold current Food Hygiene certificates.

Teaching staff from school and specialist sports coaches also run activities as part of the after school club provision.

All staff have current Barring Disclosure (DBS) checks in place and are registered on the Single Central Register.

Organisation

Breakfast Club - Children are to be dropped into Breakfast Club by their parent and signed in using the Breakfast Club register. The wrap around care staff will then escort children to their classes at 8.30am ready to start their school day.

Children dropped off between 7.30am and 8.15am will be given a breakfast (choice of cereal, toast and a drink).

Children dropped off from 8.15am onwards will not be entitled to breakfast.

After School Club - At school finishing time (4.00pm) teachers or support staff will escort children from class rooms to Lakewood Club (the wrap around care facility in Bowes Block) and check with the relevant member of staff that the children are signed in. The members of the Lakewood Club are:

Sally Hughes (Supervisor) NVQ3

Kerry Kenley NVQ3

Sharon Seagar OCR2

Abigail Nixon NVQ3

Christine Pyle BA Hons

Rebecca Wareham NVQ3

If you think you are going to be late collecting your child from school please notify the School Office on 02380 252440 and your child will be placed in after school (Lakewood) club until collection. Any children who are not picked up by 4.05pm will be placed in Lakewood Club (the wrap around care facilities.) Parents who are consistently late in collecting children from school will be charged for using the wrap round care facility, as detailed below.

All children MUST be signed out of after school clubs by the adult collecting them.

The after school clubs run by teaching staff continue until 5.00pm and then children are escorted into Lakewood Club (the wrap around care facility) for food before collection by 6.00pm.

Procedures for Collection of Children After School

On admission to the school, parents are asked to provide specific home, work and emergency contact information and to ensure that this remains current. When someone other than a parent is nominated to collect a child, the school agrees with the parents how to verify their identity.

In EYFS a record of children's pertinent collection information is kept on iSAMS. A password is issued should an unfamiliar person come to collect a Pre-Reception child. These passwords are kept in a secure place and are only available to staff working with Pre- Reception children. The Reception class teacher regularly meet the parents at the beginning of the morning session and details are given of any changes for the collection of their child. If a parent is knowingly going to be using other people to collect their child, then information is supplied including a password and the same procedure as Pre-Reception is followed. If any changes occur during the school day information is relayed by the School Office. In the event that the EYFS staff were still unsure and no information had been supplied, to indicate a collection change, then the parent/carer would be called.

Parents are informed that, if they are not able to collect their child as planned, they must inform the school office without delay so that we can make necessary arrangements to look after their child until an authorised adult arrives. A child who is not collected within 10 minutes of the normal end of their school day will join the school's late-stay/after school care facility, for which a charge is normally payable.

If a child is not collected by the expected time at the end of the school day, the following procedures will be followed

- All information regarding normal collection routines will be checked by the class teacher, school office, Head of Early Years', Head of Lower School, Director of Teaching and Learning, Deputy Head or Head Teacher
- Parents will be contacted, using the contact information provided on admission and as subsequently amended
- Should the school be unsuccessful in contacting the parents, the school will attempt to contact the next person in the child's contact information. All reasonable attempts will be made to contact parents or nominated carers.
- The child will not be allowed to leave the school with anyone other than those for whom the school has received written or electronic authorisation.
- If there is no contact from the parents or nominated carers after an hour, or at the published end of the school's late-stay/after school care facility, the school will apply the procedures for uncollected children.

- The child will stay at school with two members of staff, one of whom will normally be a member of the school's management/leadership team.
- Social services will aim to find the parents or a relative and, if they are able to do so, the child will be admitted into the care of the local authority.
- Staff from the school will not look for the parent or guardian, take the child home, or take the child to their own home.
- A full report of the incident will be placed on the pupils' file
- If regulations so require, ISI will be informed of the incident.

Charges

	Start	Finish	Price
Breakfast Club	7.30am	8.30am	£3.00
Lakewood Club	4.00pm	4.30pm	£2.75
	4.30pm	5.00pm	£2.75
	5.00pm	5.30pm	£2.75
	5.30pm	6.00pm	£2.75
Lakewood Club late charge	After 6.00pm		£5 per 15 minutes

Booking

Wherever possible, children should be booked into the after school wrap around care in advance. This will ensure staff to children ratios are correct and sufficient food can be provided.

Fire procedures

Fire drills will be carried out and the clubs will follow the evacuation procedures of the school.

First aid

There is a qualified First Aider available at all times.

Any incident which occurs in either Before or After-School Club, must be recorded on an Accident Form, as per the usual school policy.

Insurance

Insurance cover is provided by the school's Insurance Policy.

Policies

The Breakfast/After School Clubs will follow the policies of Sherborne House School. Please refer to the following policies:

- Behaviour Policy
- Safeguarding Policy
- Anti-Bullying Policy
- First Aid Policy
- Non-collection of a child

The club is also covered by the school's risk assessments

Health and Hygiene

It is the responsibility of the Before and After-School Club staff (wrap around care staff) to clean work surfaces at the end of each club session. They should also sweep any obvious debris from the floor and mop any spillages up as they occur.

The school's cleaner will mop and vacuum thoroughly at the end of each day and clean the toilet facilities.

Outdoor Area

Children have access to the main playground during wrap around care. If children are outside, the wrap around care staff member will be supervising them. If some children are inside and some are outside the door MUST be kept open and the staff member will position themselves so they can supervise both areas.

Equipment

Where children can safely tidy up, they are encouraged to do so.

All toys and equipment are continuously checked for wear and tear and any equipment damaged during play is removed immediately.

Children are taught to care and respect the equipment and their surroundings and encouraged to play constructively.

Behaviour

The Before School and After School clubs follow the same behaviour policy as during the main school day, and children are expected to behave as they would during normal school hours, adhering to the usual school rules and expectations.

Complaints

In the event of a parent wishing to make a complaint, this should be made in the first instance to one of the wrap around care leaders. If a parent is still concerned then the matter should be taken to either the Head Teacher Mrs Heather Hopson-Hill or the Deputy Head Teacher Marc Bennet.

End