

Wraparound Care Policy

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1. Introduction

South Tawton Primary School offers a wraparound childcare service for our families, providing high-quality care during out-of-school hours. This service delivers a wide range of stimulating activities in a safe, nurturing environment. The service operates from 7:45 am – 8:45 am and 3:30 pm – 6:00 pm during term time.

For information on costs and how to book, please visit our website or contact the Before and After School Childcare team via email. A copy of this policy is provided to all Parents/Carers of children attending and is available on the school website.

By making a booking, all Parents/Carers agree to the terms of this policy.

2. Admissions

- Only children attending South Tawton Primary School (YR-Y6) are eligible for wraparound childcare.
- All places are subject to availability.
- A completed registration form is required before a child can attend.
- Parents/Carers must review and agree to this policy before booking a session.
- Childcare staff will be informed of new registrations.
- Attendance will be recorded at the beginning of each session.

3. Arrival and Departure

Before School Care:

- Parents/Carers must bring their child directly to the Key Stage 2 playground and sign them in with a member of staff.
- Children must not be left to walk in independently.
- Reception and KS1 children will be escorted to their playgrounds at 8:35 am, where teachers will supervise them until school starts at 8:45am, while KS2 children will remain on their playground.

After School Care:

- Children will be escorted to the school hall by their class teacher after the school day ends.
- Childcare staff will take a register by 3:30 pm and communicate with the class teacher, school office, or Parents/Carers to account for any missing children.

Collection:

- Children must be signed out by a parent/carer or an authorised person at the end of a session.
- Parents/Carers must ensure that any person collecting their child is listed on the registration form and that contact details are kept up to date.

- Parents/Carers must inform staff if their child will be absent.

4. Collection by an unauthorised Adult

If an unknown adult arrives to collect a child, staff will:

- Require the correct password (provided at registration).
- Contact the parent/carer or another authorised adult for verification.
- If permission is given, the child will be signed out.
- If permission is not granted or contact cannot be made, the child will remain in childcare, and the uncollected child procedure will be followed.

5. Daily Routine

Before School Care:

- 7:35 am – 8:00 am: Parents/Carers drop off children at Breakfast Care, where activities are available.
- A breakfast is provided.
- At 8:35 am, Reception and KS1 children are escorted to their playground; KS2 children remain on their playground.

After School Session:

- 3:30 pm: Children arrive at After School Care.
- A snack is provided.
- Children will have access to outdoor play and a variety of activities, and staff will engage children in positive, fun activities.

6. Safeguarding

All staff are trained in safeguarding to an introductory level, with designated staff trained to an enhanced level.

Emma Goodwin is the designated safeguarding lead.

In their absence, other members of the school's safeguarding team will be contacted.

All staff wear ID badges on-site and follow the school's safeguarding and child protection policies.

7. Behaviour Expectations

Children attending Before and After School Care are expected to follow the same behaviour standards as they would during the school day, in line with the school's values.

Positive Behaviour:

- Staff will act as role models and encourage positive behaviour through praise and rewards.
- Individual achievements will be communicated to Parents/Carers.

Inappropriate Behaviour:

- Challenging behaviour will be addressed calmly and positively.
- If behaviour continues after warnings, children may be temporarily removed from the activity.
- Staff will work with children to resolve conflicts through discussion and mediation.
- Parents/Carers will be consulted to develop strategies for managing persistent inappropriate behaviour.

In cases of severe or ongoing inappropriate behaviour, exclusion from the provision may be considered, following consultation with Parents/Carers and the implementation of strategies to address the issue.

8. First Aid

All accidents are recorded on school systems and reported to Parents/Carers upon collection.

A qualified first aider is always on-site, and head bumps will be promptly reported to Parents/Carers.

If a child becomes unwell, Parents/Carers will be contacted immediately.

9. Bookings

- Bookings for Breakfast Care must be made by 6:00 pm the day before, though it is advisable to book early to avoid disappointment.
- Bookings for After School Care must be made by 8:00 am on the day, though it is advisable to book early to avoid disappointment.
- Bookings are managed via the Gateway app on a first-come, first-served basis.

Session Limits

- Before School Care: Maximum of 24 children per session.
- After School Care: Maximum of 12 children per session.

10. Refunds and Cancellations

Sessions are booked in advance to ensure proper staffing.

Cancellations or missed sessions will not be refunded.

If a child is absent for more than 10 school days (excluding holidays), a refund may be issued.

Requests for alternative sessions will be considered on a case-by-case basis.

11. Missing Children

In the event that a child goes missing, staff will immediately alert their line manager.

A register check will be conducted, and a search of the building will be carried out.

If the child is not located within 15 minutes, emergency services and Parents/Carers will be contacted.

12. Uncollected Children

If a child is not collected by the end of the session, the following steps will be taken:

Over 15 minutes late:

- Staff will contact the parent/carer and leave a message if necessary.
- Attempts will be made to contact alternative emergency contacts.
- The child will remain supervised

Over 30 minutes late:

- If no contact is made, a member of SLT will be called to decide whether to contact social services or the police.

Late Collection Fees:

- A fee of £5 per 15 minutes will apply from 6 pm for After School Care. This will be charged to the School Gateway account.

13. Payment of Fees

Fees must be paid on booking via the School Gateway App.

The contracting parent/carer is responsible for all fees.

Parents/Carers facing financial difficulties should contact Emma Goodwin for confidential support.

Payments can be made via BACS, card, or childcare voucher schemes.

14. Related Whole School Policies

- Child Protection and Safeguarding Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Administering Medication Policy

- Complaints Policy
- Emergency Plan and Procedures (Evacuation)
- Staff Code of Conduct
- Security Policy

Appendix 1

Parent/Carer's Agreement for Before and After School Childcare

Parents/Carers must:

- Book and pay for sessions via the School Gateway at the time of booking.
- Inform staff in advance if their child will be absent.
- Keep emergency contact information up to date.
- Notify staff if any adult other than the parent/carer will collect their child.
- Ensure their child adheres to the behaviour guidelines, as per the school rules.
- Ensure children are dropped off and collected by an authorised adult.

Cancellation and Swapping Sessions:

- Cancellations and missed sessions are non-refundable.
- Requests to swap sessions will be considered with at least one week's notice, subject to availability.
- A late collection fee will apply after 18:00 for After School Care.

I confirm that I have read and understood the above agreement

Signature (Parent/Carer)

Date

.....

Verified by a member of staff

Name:

Date:

Signature :

Position: