

High Flyers Wrap-around Care Policy

This document is a statement of the aims, principles and strategies for our wrap-around care provision which is called 'High Flyers'.

Shrewton CE Primary School is delighted to be able to offer 'Wrap-around Care' to our pupils and parents. We offer an early morning breakfast club from 7.45am to 8:15am and an After School Club from 3:15pm to 5:15pm Monday to Thursday and 3:30pm – 4:30pm on a Friday. Both clubs are run by members of Shrewton CE Primary School staff.

Shrewton is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We recognise that every child is an individual and aim to promote their happiness, self-confidence and well-being as members of a caring community. We do not discriminate against anyone, be they staff or pupil, on the grounds of their sex, race, colour, nationality, ethnic or national origins. Our Equal Opportunities Policy applies to wrap-around care.

Objectives for wrap-around care:

- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day and after the school day ends until 5:15pm
- To provide ample opportunities for children to socialise with siblings, friends and children from across school age groups.
- To provide opportunities that invite exploration, creativity and discussion
- To provide a calm environment for both pupils and staff
- To provide an affordable service to parents/carers
- To enable pupils to eat breakfast before the start of the school day/have an after school snack in a pleasant, relaxed environment
- To employ caring, committed qualified staff
- To ensure our commitment to our equal opportunities
- To provide a varied programme of stimulating activities

Bookings

In order to plan the best care it is helpful to have advanced bookings. For this reason we encourage families to make bookings weekly or half termly. Should places be limited, priority will be given to families who have booked for a whole half term. Of course we can cover unexpected delays but for staff ratios to be secured we do require 24 hours for ad hoc bookings. Spaces may be available on an ad hoc basis but places cannot be guaranteed. No refunds can be given unless due to illness on the day. Bookings must be made via Arbor.

Procedures for the Breakfast Club

The Breakfast Club will be take place in the school hall, where a member of staff will greet the children and parents/carers as they arrive at the main entrance on Tanners Lane. A register will be taken on arrival. This will normally be by the club leader, who may delegate this responsibility to another member of the team on occasions. Children are than encouraged to choose their own breakfast and drink before participating in table top activities. At 8:45am children will be walked to their classroom by a member of staff.

Children eat at the table. Food served includes cereals, toast, fruit and a drink of milk or water. Children will be encouraged to keep the area clean and tidy and clean up any spillages. While eating, all children will remain seated and reminded that this is the expectation. Staff are also entitled to eat a breakfast of their choice and older children can have a mug of tea, provided that they also sit with the

children whilst they eat, encouraging social interaction and modelling appropriate behaviour and etiquette.

Procedures for the After School Club

The After School Club will be held in the main school led by a member of school staff. Children will be collected from their classes or other after school clubs and registered upon their arrival. Parents/Carers will collect their children from the main school entrance at which point they will be signed out.

Activities

Drawing, colouring and simple table top activities will be available for children attending the Breakfast Club and a range of free choice and planned activities will be on offer each day from 3:30pm for children attending the After School Care Club following a drink and a snack.

Each term the After School Club will have a theme. Children will have fun exploring, creating and socialising. Children throughout the year will be able to enjoy the wide range and variety of activities on offer, which include board games, arts and crafts, quizzes, puzzles, construction toys, needlework, drawing and colouring, mosaic work, gardening, reading, IT, modelling and ball games.

The After School Care Manager is responsible for the day to day planning of the after school care club. Breakfast Club staff are responsible for the planning of activities for the breakfast club. All relevant staff will take responsibility for helping to set up and tidying away at the end each morning or day. Children will be encouraged to help with this. All After School Care Staff will take responsibility for evaluating the activities provided. Evaluations are recorded directly onto the daily planning sheets. Children are reminded to look after resources and re-use or recycle as much as possible.

A dedicated area will be provided for children who wish to complete homework. iPads will be made available under existing school policies to help aid children with their studies. We do not watch TV at After School Club.

Ample opportunities will be provided for children to relax after their busy day and they will be able to play with their friends, siblings and children from across all age groups.

Snack

Children will be given a small snack and a drink. Preparation of food: lead staff have completed a basic food hygiene course level 2 and must follow agreed hygiene protocol and keep the area clean and tidy at all times. Snacks will be stored appropriately.

Hygiene, Health and Safety

Children will be escorted to the toileting area to wash their hands prior to eating a snack. Children will wash their hands thoroughly after using the toilet. Tables will be wiped down with anti-bacterial spray before and after eating their snack. All relevant risk assessments are completed. All members of staff are responsible for observing health and safety matters and reporting any matters of concern. See whole school Health & Safety Policy.

Staffing

Both sessions will be adequately staffed and wrap around care staff will be supported by class teachers. All staff will have current Disclosure and Barring Service checks in place. All staff will have the correct qualification for the job or will be working towards the appropriate training under the supervision of outside agencies and the guidance of the After School Care Manager.

If a member of staff is to be absent, they must ring the After School Care Manager or Breakfast Club Leader, Head Teacher or Deputy Head as soon as possible who will then arrange appropriate cover.

Contact details

A copy of each child's registration document containing contact and medical details will be kept in a locked cupboard. A daily attendance register will also be kept in the same cupboard.

Medication

All medication needs to be administered by a parent or carer. A log of use of inhalers/prescribed treatments will also be kept to ensure that frequency of use is recorded for possible medical follow up. Should a child need their inhaler during the After School Club this will then be recorded onto the log as well as the settings dismissal sheet for communication to the parent or carer on collection.

First Aid

There will be a qualified First Aider available at all times. If First aid is administered a record of the incident is recorded a) in the accident book and a copy given to the parent/carer and b) It is noted and logged on the register. A record of children who have experienced any medical issue during the school day that requires communicating to After School Club staff is communicated to them by the class teacher or a member of the class teacher.

Behaviour

All children are expected to follow and model 'The Shrewton Way'. The Shrewton School behaviour policy will be followed and adhered to and any behaviour incidents will be recorded in the same way as the main school. All staff members of the Breakfast and After School Club should be supervising and/or playing alongside the children at all times. We encourage outside time if the weather permits.

Fire safety and emergencies

Should the alarm sound, all staff should assemble the children as quickly as possible; the assembly point for the After School Club and Breakfast club is located in the car park on Tanners Lane. The school's Fire policy and Fire Safety procedures can both be viewed on the school's website. The Breakfast/After School Club registers must be taken to assembly points by staff members in charge. Toilets will, if needed, be checked and internal and external doors should be shut by the last member of staff to leave the building to prevent fire spreading and to verify that the room has been visually checked and no child has been left inside a room. In the event of a lock down, all pupils will be escorted to the Pre-school building and follow the lock down protocol. Separate drills will be conducted to reflect this.

Policies

The Breakfast and After School Club will adhere to all current policies set out by Shrewton CE Primary School. This includes our Child Protection and Uncollected Child Policy. If a staff member has a safeguarding concern regarding a pupil attending the provision, they are to record it on a school safeguarding form and pass to the DSL or DDSL (Designated Safeguarding Leads) on the main site immediately.

Monitoring

Wrap-around care will be monitored by senior leaders in accordance with Shrewton School's monitoring and evaluation cycle to ensure high quality provision for all attending. Staff will also be offered a programme of professional development.

Insurance

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

Dismissal at end of session

Parents can collect their children at any time during the clubs opening time. It is the responsibility of the member of staff who answers the bell to make sure that parents have received their children and all relevant information has been passed on to the parent/carer.

It is the responsibility of Parents/Carers and Children to make sure that all their personal belongings have been collected from the After School Club and taken at the end of the day. It is the responsibility of the staff on duty to ensure that any finished work goes home with the child at the end of the day.

Parents/Carers need to exit the school via the external door, which leads to Tanners Lane. In the event that the After School Club is not in the building when a parent comes to collect their child, a member of our admin team will be on hand for collection. It is the responsibility of the After School Care Manager when leaving the building to make sure that all relevant information is taken with them including:

- Contact details
 - Inhalers/ prescribed medication
 - First aid kit
 - Dismissal sheets
 - Accident book
 - Mobile phone
 - Children's belongings if near their collection time.
- There is a late collection fee for every 15 minutes of lateness.

Parents should:

- Make sure that the Parent information is updated with the correct emergency contact details.
- Make sure that all medical and allergy information is current and updated when necessary.
- Collect children promptly at the end of each session/day.
- Communicate clearly with staff, keeping them informed of any changes in arrangements.
- Be aware that payment is still required for all sessions booked even if their child/children are absent.
- Understand that late collections incur additional charges.
- Make arrangements for a family member, friend or designated person on the contact list to collect their child in the event that they are unable to do so.

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