

Here in the St. Polycarp's Family we follow in the footsteps of Jesus through playing, praying, loving and learning together.

# St. Polycarp's Catholic Primary School



## Wraparound Care Policy

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### **Our Mission Statement**

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### **Aims**

To provide high quality wraparound care on the school premises to reflect community demand and to meet the needs of parents and children wherever possible.

### **Policy Statement**

For the purposes of compliance with legislation Wraparound Care (also known as "The Hive", which includes Breakfast Club and After School Club) forms part of St Polycarp's Catholic Primary School and follows all school's policies and procedures. The setting or organisation is St Polycarp's Catholic Primary School. This policy is written in line with the school's Extended Schools Policy.

Wraparound Care is run by St Polycarp's staff and overseen by the Senior Leadership Team (SLT). The Wraparound Care Manager oversees the day-to-day running of the clubs. The SLTeam and/ or Headteacher are referred to as required and a member of the SLT is contacted in school or by phone in the event of an emergency.

### **Accessing Wraparound Care**

Wraparound Care accepts children aged 4 to 11 years who currently attend St Polycarp's Catholic Primary School. It runs during term time, Monday to Friday (except INSET and School Closure days).

Session Operating times:	Breakfast Club	7:30am to 8:30am
	After School Club	end of school day to 6:00pm

### **Bookings**

#### **Terms and Conditions of Booking**

For full Terms and Conditions see Appendix A – Wraparound Care Club Terms and Conditions.

#### **Booking Capacity**

There is a maximum number of children who can attend each session, as follows:

Breakfast Club	35 children
After School Club	75 children

These numbers will be regularly reviewed in line with demand and staffing levels.

### **Play**

Wraparound Care is committed to providing quality play experiences for children aged 4 to 11 years. The clubs endeavour to create a stimulating environment for children that foster their independence and self-esteem in line with our School Behaviour Policy.

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**Be ready**

**Be respectful**

**Be safe**

As playworkers, staff support and facilitate children's play by incorporating the following into the Wraparound Care Club's ethos:

- Children's comments and suggestions are listened to and responded to accordingly;
- The children have an element of choice from the resources available of what they would like to do, both indoors and outdoors;
- The children are allowed to choose toys and equipment, but also have the responsibility to put away any equipment they get out;
- We celebrate all cultures and diversities and incorporate this into our planning;
- We value every child and their achievements;
- A quiet area for homework is provided for children who wish to use it.

It is our policy to ensure all children feel welcomed and secure throughout their time at any Wraparound Care club.

### **Non-Attendance**

If a child on the register is not in attendance (where no absence has been communicated (see Wraparound Care Terms and Conditions – Absences)), The Club Leader will first establish the child's whereabouts with his/her class teacher and/or the office to establish if a message has been received from the parents/carers. If a message has not been received, the parents/carers will be contacted to ascertain the child's whereabouts.

If the parent is unaware of the child's whereabouts the Headteacher/member of SLT will be informed and a thorough search of the school grounds will be conducted. See Lost Child procedure (below) for further guidelines.

Where a child has left the classroom after being dismissed by their teacher to attend After School Club, but has not arrived at the club as expected, the same Lost Child procedure will be followed.

A full report of the incident will be recorded and filed.

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## **Lost Child**

At Wraparound Care clubs a child's safety is always maintained as the highest priority. In the unlikely event of a child going missing, the Lost Child procedure is followed, as follows:

### **Procedure**

- A lost child is defined as a child who has arrived and been registered at a Wraparound Care club but has since gone missing, or a child who has been dismissed by the class teacher to attend the After School Club but has not yet arrived at the club.
- The Hive Leader will immediately contact the school office to request assistance from a member of staff.
- A member of staff will attempt to find out where the child was last seen and then carry out a thorough search of the premises.
- Another member of staff will retake the register to ascertain if any other children are missing and reassure all remaining children.
- If the child is found but unwilling to return to the setting, a member of staff will remain with the child until the child's parents are contacted.
- If the child is still unaccounted for the school office and SLT will be informed and all available members of staff will help with the search.
- If the child isn't found the parents/carers will be contacted and alerted to the situation. With their agreement the police will be called and the child reported as missing.
- If parents/carers do not agree to the police being informed, they will be requested to attend the school premises immediately to help locate their child. If they cannot attend immediately, the police will be informed as a matter of course.
- The search will continue until the child has been found or until advised by the police to stop.
- If the parents/carers can't be contacted, the emergency contact number will be called. If they can't be contacted the police will be called immediately and the child will be reported as missing.
- The Headteacher (or other available SLT member) and Chair of Governors will be informed and will provide the point of contact for the parents/carers throughout the incident and immediately afterwards.
- The Chair of Governors will carry out a full investigation into the incident or nominate a panel of governors to carry out a full investigation.
- The Hive manager will record the incident in line with the school safeguarding policy and procedures.
- The Hive manager will conduct a full risk assessment and report to staff the findings and any additional changes which are to be made.
- If the situation warrants a police investigation all staff will fully co-operate.
- The incident will be reported under RIDDOR arrangements (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).
- The insurance company will be informed of the incident.

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### **Collection Password System**

It is the Wraparound Care Policy that all children are collected from the club by the appropriate, named, person.

However, the clubs operate a password system for collection by persons unknown to the club. A password is identified on the Registration Form (see attached document) for each child and kept securely at the club. If someone comes to collect the child who is not the known parent/carer, they will be asked for the agreed password by staff.

If staff have any doubts regarding the identity of the person collecting children, they will attempt to contact the parents/carers. If any issues arise, they will speak to the Club Manager or a member of the school's SLT and ask advice.

After School Club will refuse collection of a child if a parent/carer arrives and is deemed to be intoxicated with either drugs or alcohol. The decision will be made by the Club Leader/Manager to telephone the emergency contact number and to arrange for someone else to collect the child; the duty social worker will also be informed.

If the parent/carer becomes abusive or makes a nuisance of themselves, the police will be called. Wraparound Care has a duty to safeguard the welfare of the child, therefore no hesitation will be made when calling the police.

A full written report of the incident will be recorded and filed.

#### **Emergency contact numbers**

Surrey Safeguarding Single Point of Access	0300 470 9100
Out of hours service	01483 517898
Surrey Police	01483 571212
Emergency Services	999

### **Procedure in the event that the club is unable to operate**

Wraparound Care clubs will endeavour to always operate by using a bank of school support staff who will be able to cover staff absence at short notice. However, in unforeseen circumstances, it may be in the best interest of children's safety that the club does not operate. Also, if the school is not open, due to exceptional circumstances, then the Wraparound Care clubs will also be closed.

If Wraparound Care clubs cannot operate, as much notice as possible will be given to parents/carers to ensure adequate childcare arrangements can be made. If clubs cannot operate at short notice the Club Manager and Headteacher will instruct the school office to contact parents and advise them of the situation.

Fees will be credited if the club cannot operate.

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## **Fire Safety and Emergency Evacuation**

St Polycarp's Catholic Primary School premises present a low risk of fire by ensuring the highest possible standard of fire precautions. Staff are aware of current legal requirements and the school's emergency evacuation plan.

### **Procedures**

- Wraparound Care is part of St Polycarp's Catholic Primary School and is therefore covered by the fire safety risk assessments and procedures.
- In the event of a fire or fire drill:
  - The Club Leader will nominate a member of staff to go to the office to await the call from Central Office who will ring to clarify the situation. If it is a real fire or they receive no response from the school the emergency services will be called to attend site.
  - The Club Leader will gather the children and the register and proceed to the assembly point. The assembly points for children attending Breakfast Club and After School Club is in the KS1 playground.
  - Staff members are given Fire Marshal duties at the beginning of each session so that each staff member knows who is carrying out the following checks:
    - Sweeping the rooms to ensure all children and staff have evacuated;
    - Checking the toilets;
    - Picking up the Registration Form folder;
    - Taking out the mobile phone and a first aid kit.
  - On arrival at the assembly point the register will be taken by the Club Leader.
  - In the case of a fire drill, upon taking the register, where a child is not present at the assembly point, the Club Leader will use the walkie talkie to instruct the staff sweeping the rooms that a child is missing, so that the child can be located.
  - In the case of a real fire, the missing child will be reported to the appointed Fire Marshal on that day, who in turn will report this to the emergency services for further instructions.
  - Children will not be allowed back into the building until the Fire Marshal (in the case of a drill) or appointed Fire Marshal on the day (if false alarm) or the fire brigade have deemed it safe.
- If a member of Wraparound Care staff discovers a fire, the call point should be activated.
- All fire drills will be timed and recorded in the Fire Risk Assessment folder by the Fire Marshal.

### **Accident and Incident Reporting**

A trained First Aider will always be available on site at Wraparound Care clubs.

- Minor accidents and treatment given, including bumped head bands for head injuries. Head injuries will be communicated with parents/carers at collection from After School Club or will be recorded on head injury forms during Breakfast Club and communicated with teachers when the child joins the class at the start of the school day. A bumped head band will be given to the child so that all staff are aware throughout the day.

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The following incidents will be recorded using the school safeguarding and behaviour system (CPOMS):

- Forms for accidents which involve sending children for medical treatment.
- Accidents without injury and near misses.
- Behavioural incidents between children and/or child and staff member.
- Damage to property – this will also be reported immediately to the school Facilities Manager and a member of the SLT.
- Theft of personal or the setting's property.
- An intruder gaining access to the premises.
- Any attacks on members of staff or parents.
- Any incident relating to discrimination.
- Death of a child.
- A real or threatened terrorist attack.
- Any child protection issues including, but not limited to, those already mentioned above.

The following details will be recorded:

- The date and time of the incident.
- Nature of the event.
- Who was affected and what was done about it.
- If it was reported to the police and if so a crime reference number.
- Any follow up with parents.
- Any insurance claim made.

## **Health and Safety and Security**

Wraparound Care will follow the school's health and safety and security procedures set out in the relevant policies. Please note: this is with the exception of the administration of medicines.

In addition:

- Staff at Wraparound Care clubs will remain in communication when staff take groups of children outside.
- In the case of an emergency the school office/ Headteacher/ members of the SLT or available school staff will be called upon to attend immediately, unless already supervising children.
- A mobile phone number is available for parents to call during club hours.

The following school policies and documents contain further information, some of which are available on the school's website. Alternatively, a paper copy can be requested from the school office.

- *Behaviour and Anti-Bullying Policy*
- *Fire Drill and Emergency Procedures*
- *Safeguarding and Child Protection Policy*
- *Administration of Medicines Policy*
- *Online Safety Policy*
- *Xavier Staff Code of Conduct*
- *Xavier Health and Safety Policy*
- *Xavier Data Protection Policy*
- *Xavier Complaints Policy*
- *Xavier EYFS Policy*

## Appendix A

# ST POLYCARP'S CATHOLIC PRIMARY SCHOOL

## Wraparound Care Club Terms and Conditions

### 1. OBLIGATIONS ON THE SCHOOL

- 1.1 The school reserves the right to take individual circumstances into account and use discretion to allocate places on the basis of need.
- 1.2 The school will provide the agreed childcare facilities for your child at the agreed times (subject to any day where the school is closed).
- 1.3 A trained first aider will be on site at Wraparound Care clubs at all times.

### OBLIGATIONS ON PARENTS/CARERS

### 2. BOOKINGS

- 2.1 Parents/carers may only apply for a place at Wraparound Care clubs for new starters once they have accepted and the school have confirmed the offer of a place at the school.
- 2.2 Bookings must be made in advance using SCOPAY.
- 2.3 SCOPAY is a live system which updates in real time; therefore, bookings are made on a first come, first served basis.
- 2.4 Payment is made via SCOPAY by either Debit/Credit card, Childcare Vouchers or a Tax-Free Childcare Account.
- 2.5 Childcare Vouchers are accepted for schemes for which the school is registered.
- 2.6 Parents/carers who wish to pay using Childcare Vouchers or a Tax-Free Childcare Account must inform the Wraparound Care Manager prior to booking, in order for them to be used as payment. Parents/carers must ensure that the payment is sent from their Childcare Voucher provider as soon as bookings have been made. Payment is due by the end of each school week.
- 2.7 Credit or Debit card bookings cannot be made unless there is a positive balance on your SCOPAY account, as payment is due in advance.
- 2.8 The school reserves the right to suspend a child's place at Wraparound Care Clubs if payment is outstanding.
- 2.9 All records will be kept in line with the school's Data Protection Policy.

### 3. BOOKING CANCELLATIONS

- 3.1 If you have booked a place at a Wraparound Care Club which you subsequently need to cancel, this needs to be done within the specified cancellation periods (see below), during term time only, via SCOPAY.
- 3.2 Cancellation period: Breakfast Club up to 48 hours prior to the session  
After School Club up to midnight the night before the session
- 3.3 Parents/carers will still be charged if a cancellation is not made within these timeframes.



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#### **4. ABSENCES**

4.1 Where a child is booked into a Wraparound Care club but is then absent from school on the day they are due to attend, because of illness, parents must report the absence via the school absence telephone system in the normal way. They should also specify that their child was due to attend a Wraparound Care club, so that the club can be informed not to expect them that day.

#### **5. REFUNDS**

5.1 Refunds will not generally be issued unless you choose to cancel a pre-booked session, within the cancellation period (see above), or the club is cancelled due to exceptional circumstances. If either of these scenarios are the case, you will receive a credit on your SCOPAY account.

5.2 Refunds/credit of Childcare Vouchers cannot be issued in the final week of the academic year for a child leaving the school. However, Childcare Vouchers can be transferred to a sibling's Wraparound Care Club account, in the form of a credit.

5.3 Refunds will not be given in the case of absence due to illness.

#### **6. PAYMENT**

6.1 Fees must be paid in advance.

6.2 Fees may be paid via SCOPAY or registered childcare voucher schemes or tax free childcare accounts.

6.3 The school reserves the right to suspend a child's place at Wraparound Care if payment is outstanding.

#### **7. AD HOC BOOKINGS**

7.1 Emergency ad hoc bookings can be made on the day via the Wraparound Care email address, but are subject to places being available.

7.2 Payment for emergency ad hoc bookings made via Wraparound Care must be paid for on SCOPAY by the end of the school week.

#### **8. DROP OFFS AND COLLECTIONS**

##### **Breakfast Club**

##### **Arrival**

8.1 Parents/Carers can drop children at Breakfast Club between 7:30am and 8:15am, this is to ensure that all children have time to eat breakfast.

8.2 Breakfast is not served after 8:15am.

8.3 The Breakfast Club runs from 7:30am to 8:30am, when classes open.

8.4 Access to the club is via the school hall entrance.

8.5 Children MUST be escorted to the school hall entrance by a parent/carer, for safeguarding purposes.

8.6 Parents/Carers are asked to ring the doorbell on arrival, where they will be greeted by a member of staff.

8.7 Once greeted, the child will be registered into the club.

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## **After School Club**

### **Arrival**

- 8.8 EYFS and Year 1 children are taken to the club from their classroom by a member of the Wraparound Care staff. All other Year groups make their own way to the club from their classroom at the end of the school day.
- 8.9 Once greeted by a member of staff the child will be registered into the club.
- 8.10 Children attending extra-curricular clubs prior to attending the After School Club will be dropped off at After School Club by the extra-curricular club leader, once their club has finished. Upon arrival they will be registered into the club.

### **Collection**

- 8.11 Children must be collected promptly by the end of their booked session.
- 8.12 Children can be collected by the appropriate, named, parent/carer from the school hall entrance at any time between 3:30pm and 6:00pm.
- 8.13 A member of staff will sign out children as they are collected.
- 8.14 If the appropriate named, parent/carer is unable to collect the child, then prior permission for another adult to collect must be communicated to Wraparound Care by the parent/carer. Where this person is unknown to staff, the parent/carer should ensure they know the password (as identified on the child's Registration Form), as this will be requested on collection. Where the person is unknown to the staff, no permission has been given and no password has been communicated, the Wraparound Care club staff will refuse collection of a child.

### **Late Collection Procedure**

- 8.15 If a parent/carer is going to be late collecting their child from a session, this procedure should be followed:
  - 1. If a parent/carer is unexpectedly delayed and they are unable to collect the child by the end of the session, they must try and contact the Club Manager on 07526 720081, as soon as possible, to explain the reason and advise of the collection time or, alternatively, advise of another person collecting and confirm the agreed password.
  - 2. If no contact is made, the Club Manager will phone the parent/carer's contact numbers provided on the child's Registration Form.
  - 3. If there is no reply, the Club Manager will telephone any other Emergency Telephone Contact numbers on the Registration Form. Any person unknown to the club will be asked to provide the agreed password when collecting the child.
  - 4. If no contact has been made by 6:15pm the Headteacher will be contacted for further advice.
  - 5. A message will be left advising the parent of all action taken.
  - 6. The incident will be recorded and filed.
- 8.16 If a parent/carer is regularly late to collect their child a written warning will be issued by the school, encouraging them to collect their child on time. If late collections persist, bookings will not be accepted for the following half term.

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## **Uncollected Children**

8.17 If a child is not collected by an authorised adult at the end of a session, Wraparound Care will put into practice the agreed procedures above. These will ensure the child is cared for safely. If possible, the child will be cared for at school in order to cause as little distress as possible.

## **Late Collection Fees**

8.18 If a parent/carer is late collecting their child a late collection fee of £5.00 will be applied to their account per child. After 15 minutes an additional late collection of £10.00 will be applied to their account per child. The time the parent/carer collects the child will be noted on the register.

8.19 Payment of late collection fees is due within 14 days, via SCOPAY.

8.20 If a parent/carer fails to pay late collection fees on time or fails to contact the club to come to an agreement about when they will pay, the school has the right to refuse a place at any Wraparound Care clubs.

8.21 It is not the school's intention to penalise parents who regularly collect on time and penalties may be waived for exceptional circumstances, if a parent/carer has communicated with the club.

## **9. GENERAL**

9.1 Wraparound Care reserves the right to exclude a child if he or she consistently misbehaves or if any of the Terms and Conditions are not adhered to. Prior to exclusion, any problems will be discussed with the parent/carer and a member of the SLT in order to attempt to resolve the difficulties amicably. Wraparound Care clubs follow all relevant school policies, including the Behaviour Policy.

9.2 Any accident or incident and resulting action will be recorded on an accident and incident form and will be communicated to parents/carers when the child is collected.

9.3 By making a booking parents/carers give consent for a trained member of staff to administer first aid or to seek emergency medical advice or treatment for the child and on behalf of the parent/carer in the event of an accident.

9.4 Wraparound Care clubs do not accept responsibility for the loss or damage of any personal belongings.

9.5 Wraparound Care clubs form part of St Polycarp's Catholic Primary School and will be inspected as part of the school's Ofsted inspection. They also follow the school's Child Protection and Safeguarding Procedures as laid out in the respective school policies.

# Registration Form and Declaration of Consent to the Terms and Conditions for

## St Polycarp's Catholic Primary School Wraparound Care Clubs

*Please complete and return this form to the school office*

Child's Name .....Class.....Birth Date.....

Parents' Name/s.....

Home Address.....

Parent's Contact number: (Home/Mobile).....

### Emergency Contact Telephone Numbers:

1: Name..... Telephone numbers .....

2: Name..... Telephone numbers .....

3: Name..... Telephone numbers .....

For security reasons, please provide a password. Authorised adults will be required to give the correct password before they will be allowed to collect your child. Please do not share the password with your child.

Password:

Please list any allergies or other medical information for your childcare plans should be emailed separately to [hive@stpolicarps.surrey.sch.uk](mailto:hive@stpolicarps.surrey.sch.uk):

I wish to pay for Wraparound Care using Childcare Vouchers **Yes/No**

Name of Childcare Voucher provider ..... Name on Account .....

I certify that the child I am enrolling is allowed to attend Wraparound Care clubs and in the event of an accident I hereby give my consent for a trained member of staff to administer first aid or to seek emergency medical advice or treatment on my behalf. Sessions can be booked via SCOPAY and payment should be made in advance or within a week where Childcare Vouchers are used as payment. Please refer to the Wraparound Care Policy for full details of cancellation policies and payment terms.

**I confirm that I have read and will adhere to the Terms and Conditions relating to St Polycarp's Catholic Primary School Wraparound Care clubs.**

Signed..... Name ..... Date .....