

Wraparound Care Policy

(Treehouse Breakfast and After-school)

OUR TRUST'S PRAYER

Heavenly Father

Let peace, friendship and love grow in our schools

Send the Holy Spirit to give:

Excellence to our learning

Love to our actions and

Joy to our worship

Guide us to help others

So that we may all

Learn, Love and Achieve, Together with Jesus.

Amen

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Introduction

Rainford CE Primary School provides wraparound childcare for children between the ages of 2 and 11 term-time only. The clubs are held on the school site and staffed by school appointed play workers. The club is run and led by Mrs A Dolan. Only pupils who attend Rainford CE Primary School and Little Garden Nursery are eligible to access the clubs and allocation of places is on a first come first served basis.

A copy of this policy is available on the school website. The Wraparound sessions follows this and all other school policies.

Aims

We are committed to working in partnership with parents and carers to provide high-quality wraparound care in a safe, welcoming and stimulating environment where all children feel valued and supported.

We aim to:

- Support working families through the provision of Breakfast Club and After School Club.
- Provide a safe, caring and inclusive environment for all children.
- Promote children's wellbeing, happiness and personal development.
- Offer engaging, enjoyable and age-appropriate activities.
- Encourage children's participation in planning and evaluating activities.
- Maintain high standards of safeguarding, health and safety.
- Promote positive behaviour through the school's Pupil Code of Conduct.
- Encourage healthy lifestyles through nutritious food and drink choices.

Breakfast Club

- Operates from 7.30am–8.50am during term time.
- Breakfast is available until 8.20am.
- Charges are outlined in the school's Charging and Remissions Policy.

After School Club

- Operates from 3.30pm–6.00pm during term time.

- Healthy snacks are provided throughout the session.
- Charges are outlined in the school's Charging and Remissions Policy.

We do this by:

- Placing safeguarding and health and safety at the heart of our provision.
- Providing positive role models through caring and professional staff.
- Encouraging staff to actively engage with children through play and activities.
- Listening to children's views and responding to their interests.
- Planning a wide range of fun, stimulating and age-appropriate experiences.
- Gathering children's feedback termly to inform future developments.
- Providing healthy breakfast and snack options.
- Ensuring fresh drinking water is available at all times.

Admissions

Only children attending Rainford CE Primary School or Little Garden Nursery are eligible to attend Wraparound Care. Prior to attending, parents/carers must complete and sign a Parental Agreement and an Emergency Contact and Authorisation Form for each child. These forms must be submitted before a child can start attending the provision and are available from the school office or from the Wraparound Care Leader, Mrs A. Dolan.

Booking Policy

Places at Breakfast Club and After School Club must be booked in advance using the SchoolMoney app. Places are allocated on a first-come, first-served basis, subject to available capacity and staffing ratios.

The deadline for making bookings is 6.00pm on the Friday prior to the week required. Requests for additional bookings after this deadline will be considered on a case-by-case basis and may be accommodated if places remain available.

Cancellations must be made by 3.30pm on the Friday prior to the booked session. Cancellations made during the week of the booking will be charged at the full rate unless the cancellation is due to the child's absence from school because of illness.

As the school must comply with statutory staff-to-child ratios, places cannot be guaranteed. Emergency bookings may be accommodated where staffing ratios and available places permit.

Collection and Payment Expectations

Parents/carers are expected to collect their child promptly at the end of the session.

- Children must be collected by 6.00pm.
- Collections after 6.00pm will incur an additional charge of £5 per child per 5 minutes.
- This charge is intended to discourage late collection and should not be viewed as a paid extension to the session.
- Repeated late collection may result in the withdrawal of a family's access to the provision.

Parents/carers are also expected to ensure that all fees are paid promptly. Failure to keep payments up to date may result in the withdrawal of the wraparound care service.

Behaviour

Children attending Breakfast Club and After School Club are expected to maintain the same high standards of behaviour that are expected throughout the school day. Behaviour within the provision is guided by the school's **Behaviour Policy**, including the school rules of **Be Ready, Be Respectful, Be Responsible and Be Yourself**, and the school's **Pupil Code of Conduct**.

As children of different ages attend the provision together, older children are expected to act as positive role models and show consideration, kindness and respect towards younger pupils.

All children are expected to:

- Treat others with kindness, respect and courtesy.
- Follow instructions from staff promptly.
- Use appropriate language and behaviour at all times.
- Take care of school property, equipment and the environment.
- Play safely and cooperatively with others.
- Show honesty and take responsibility for their actions.
- Try their best and contribute positively to the club environment.

Behaviour Management

We recognise the importance of positive and effective behaviour management in promoting children's wellbeing, enjoyment and personal development. We aim to create an environment where children:

- Feel safe, secure and valued.
- Develop positive relationships with others.
- Respect differences and celebrate individuality.
- Learn to manage their own behaviour.
- Demonstrate the school's Christian values in their interactions with others.

Staff will encourage positive behaviour through praise, encouragement and recognition of good choices. Where behaviour falls below the expected standard, staff will respond calmly, consistently and fairly, following the principles and procedures outlined in the school's Behaviour Policy.

- Incidents of unacceptable behaviour will be dealt with on an individual basis.
- Parents/carers will be informed if it has been necessary to apply behaviour sanctions.
- Serious incidents will be recorded on CPOMS and reported to the Headteacher or a member of the Senior Leadership Team.
- Where appropriate, restorative conversations will be used to help children understand the impact of their behaviour and repair relationships.

The school reserves the right to withdraw a child's place at the provision where there is persistent inappropriate behaviour or where a child's behaviour presents a risk to the safety, wellbeing or enjoyment of others. Parents/carers will be informed and involved throughout this process.

Complaints/ Concerns

Any concerns or complaints relating to the Breakfast Club or After School Club should, in the first instance, be directed to the Headteacher, **Mrs Emma Shawcross**, via the school office. Correspondence should be clearly marked '**Private and Confidential**'.

The school will seek to resolve concerns informally wherever possible. Where a formal complaint is made, it will be managed in accordance with the school's **Complaints Procedure Policy**, which is available on the school website or from the school office.

Parents and carers are encouraged to raise concerns as soon as possible so that they can be addressed promptly and effectively.

Confidentiality

To ensure the safe and effective operation of the wraparound care provision, the school is required to collect and maintain certain information about the children who attend Breakfast Club and After School Club. This information is used for purposes such as maintaining attendance registers, contacting parents/carers in an emergency, and ensuring that staff can meet children's individual needs safely and appropriately.

All information will be treated confidentially and managed in accordance with the school's **Data Protection Policy**. The school complies with the requirements of the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

Information will only be shared with those who need access to it in order to fulfil their professional responsibilities. However, where there are concerns relating to a child's safety or welfare, confidentiality cannot be guaranteed. In such circumstances, the school's **Child Protection and Safeguarding Policy** will take precedence, and information may be shared with relevant agencies in order to safeguard a child.

Further information about how personal data is collected, stored and used is available in the school's Data Protection Policy and Privacy Notices.

Equal Opportunities

We recognise that children have different backgrounds, experiences, strengths and needs. We are committed to removing barriers to participation and ensuring that all children are able to access and enjoy our provision. We understand that equality does not always mean treating everyone in exactly the same way; some children may require additional support, reasonable adjustments or tailored approaches to help them succeed and fully participate.

We will not tolerate discrimination, harassment or less favourable treatment on the basis of any protected characteristic, including:

- Age
- Disability
- Race, ethnicity, colour or national origin

- Sex or gender identity
- Marriage or civil partnership status
- Religion or belief
- Sexual orientation

Through our values, policies and daily practice, we promote respect, understanding and positive relationships and seek to ensure that every child feels safe, included and valued within our wraparound care provision.

This commitment is supported by the school's Equality Policy and related safeguarding and inclusion policies.

Heath and Safety

The safety and wellbeing of children is our highest priority. Staff take all reasonable steps to minimise risks, ensure appropriate supervision and maintain a safe environment in which children can learn, play and thrive.

First Aid

The school is committed to ensuring that appropriate first aid provision is available at all times.

- First aid will be administered by trained staff in accordance with their level of training.
- A qualified Paediatric First Aider will always be available on site during wraparound care sessions.
- All first aid treatment will be recorded in accordance with school procedures.
- First aid supplies will be checked regularly and replenished as required.
- Parents/carers will be informed of any significant injury or first aid treatment administered to their child.

Accidents and Safety

The school encourages children to take responsibility for their own safety and the safety of others.

- All accidents involving children will be recorded in accordance with the school's accident reporting procedures.
- Children are expected to follow the school's behaviour expectations and safety rules at all times.
- Children must follow the instructions of staff, particularly in emergency situations.

- Staff will ensure that activities, equipment and learning environments are regularly monitored to minimise potential risks.
- Any health and safety concerns or incidents will be reported and addressed promptly.

Further guidance can be found in the school's Health and Safety Policy, First Aid Policy and Child Protection and Safeguarding Policy.

Administering Medication

Wraparound Care staff do not routinely administer medication to children attending Breakfast Club or After School Club.

Where a child has a prescribed emergency medication, such as an **adrenaline auto-injector (EpiPen)**, inhaler or other emergency medication detailed within an agreed healthcare plan, trained members of staff will administer the medication in accordance with the child's medical needs and the school's **Supporting Pupils with Medical Conditions Policy**.

Parents/carers must ensure that the school is informed of any medical conditions, that all relevant healthcare plans are up to date, and that any required medication is provided and maintained within its expiry date.

In the event of a medical emergency, staff will follow the school's emergency procedures and contact parents/carers and emergency services where appropriate.

Medical Needs

It is the responsibility of parents/carers to inform the school and wraparound care staff of any medical conditions, allergies, dietary requirements or health needs that may affect their child whilst attending Breakfast Club or After School Club.

Parents/carers must ensure that all relevant medical information is kept up to date and that any changes are communicated to the school promptly.

The wraparound care provision follows the school's **Supporting Pupils with Medical Conditions Policy**. Where a child has an identified medical condition, allergy or healthcare need, staff will follow the agreed healthcare plan and any guidance provided by parents, healthcare professionals and the school.

Appropriate arrangements will be made to ensure that children with medical conditions or allergies can safely access and participate in the provision, and all staff will be made aware of any significant medical needs relevant to their role.

Fire Safety

- In the event of an emergency, the safety and wellbeing of children, staff and visitors will always be the school's primary concern. Wraparound Care staff will follow the school's emergency procedures to ensure that all children are evacuated quickly, safely and calmly where necessary.

In the event of the fire alarm sounding:

- Children will be escorted from the building under the direction of staff.
- Staff will take the register and conduct a roll call at the designated assembly point.
- Any child who is not accounted for will be reported immediately to the emergency services upon their arrival.
- Staff will remain with the children at the assembly point at all times to provide supervision, reassurance and support.
- No one will re-enter the building until permission has been given by the Fire and Rescue Service or another authorised person.

The school regularly practises emergency evacuation procedures to ensure that children and staff are familiar with the actions required in the event of an emergency. All staff are trained in the school's emergency procedures and are responsible for ensuring that these are followed at all times.

Curriculum Safety

To ensure activities are carried out safely:

- All tools and equipment that may present a potential hazard are stored securely and out of children's reach when not in use.
- Tools and equipment are only used under the direct supervision of an adult and following appropriate safety guidance and instruction.
- Children are taught how to use resources safely and are made aware of any potential risks associated with an activity.
- All glues, paints and craft materials used are appropriate for children's use and, wherever possible, are solvent-free and non-toxic.
- Activities involving scissors, tools or specialist equipment are supervised carefully and organised according to the age, ability and experience of the children participating.

- EYFS children receive close supervision and support to help them develop safe working practices and appropriate skills.
- Protective clothing or equipment will be provided where necessary.
- Staff carry out visual checks of indoor and outdoor areas, equipment and resources before activities begin to identify and remove any potential hazards.
- Children are expected to use equipment responsibly and follow staff instructions at all times.

All activities are conducted in accordance with the school's Health and Safety Policy and risk assessment procedures.

Inclusion

We strive to create an environment where every child can flourish socially, emotionally and personally. Children are encouraged to:

- Embrace new experiences and opportunities.
- Value themselves as individuals with unique qualities, strengths and talents.
- Show kindness, respect and consideration towards others.
- Celebrate and appreciate differences between individuals, cultures and communities.
- Develop positive friendships and relationships.
- Contribute positively to the wraparound care community.

Our provision promotes equality, inclusion and mutual respect, ensuring that every child has the opportunity to participate fully in all activities regardless of their background, ability or individual needs.

Bullying, discrimination, unkind behaviour and exclusion are not tolerated within the wraparound care provision. Any concerns will be addressed promptly and appropriately in line with the school's **Anti-Bullying Policy**, Behaviour Policy and Child Protection and Safeguarding procedures.

Through positive relationships, adult role models and a caring Christian ethos, we aim to ensure that all children feel happy, secure and valued during their time in Breakfast Club and After School Club.

SAFE ARRIVAL AND DISMISSAL OF CHILDREN

The safety of all children attending Breakfast Club and After School Club is of paramount importance. Clear procedures are in place to ensure that children arrive safely, are supervised appropriately and are collected only by authorised adults.

Breakfast Club

Arrival

Parents/carers are responsible for bringing their child(ren) to Breakfast Club and must ensure that they are handed over safely to a member of staff. Children must not be left unattended at the school gates and should not arrive before **7.30am**.

Access to Breakfast Club is via the **Treehouse gate**, located to the left of the school car park. Parents/carers should use the doorbell at the gate to alert staff of their arrival. A member of staff will welcome the child, ensure they are safely admitted onto the premises, secure the gate and register the child's attendance.

Dismissal

At the end of the Breakfast Club session:

- Nursery children will be collected by a member of the nursery team.
- Infant children will be escorted to their classrooms by a member of staff.
- Junior children will be directed safely to their classrooms through the school building.
- Staff will ensure that all children are accounted for before the start of the school day.

After School Club

Registration

A daily register of children attending After School Club is shared with class teachers to ensure that all staff are aware of which children are expected to attend.

At the end of the school day, children are escorted by staff to the designated collection point where attendance is checked and recorded.

If a child is expected to attend After School Club but does not arrive, staff will immediately investigate their whereabouts. This may include checking with:

- The child's class teacher.
- Staff supervising dismissal.

- Leaders of extra-curricular activities.
- The school office.

If a child's whereabouts cannot be confirmed:

- Staff will implement the school's missing child procedures.
- A thorough search of the premises and surrounding areas will be conducted.
- Parents/carers will be contacted without delay.
- If the child cannot be located, the police will be informed.
- Staff will continue to supervise and support the remaining children attending the provision.

Collection from After School Club

Children will only be released to an adult who:

- Is named on the child's authorised collection list; or
- Has been authorised in advance by the parent/carer and can provide the agreed password.

Children will not be permitted to leave the provision unaccompanied unless specific written arrangements have been agreed by the Headteacher.

Where an adult is not known to Wraparound Care staff, identification and/or the agreed password may be requested before the child is released.

Staff will record the time each child is collected and maintain an accurate signing-out register.

Changes to Collection Arrangements

If parents/carers are unexpectedly delayed or need to make alternative collection arrangements, they should notify the school as soon as possible.

- Before 4.30pm, parents/carers should contact the school office.
- After 4.30pm, parents/carers should contact the Wraparound Care provision directly.

Where an alternative adult is collecting a child, parents/carers must inform staff in advance so that appropriate authorisation procedures can be followed.

Uncollected Children

If a child has not been collected by the end of the session and staff have been unable to make contact with parents/carers or named emergency contacts, the school's safeguarding procedures for uncollected children will be followed.

This may include contacting Children's Social Care if all reasonable attempts to contact parents/carers and emergency contacts have been unsuccessful.

All procedures relating to the safe arrival, supervision and collection of children operate in accordance with the school's **Child Protection and Safeguarding Policy**.

Review Schedule

Policy Author	Anne Dolan/ Emma Shawcross
Policy Approver	Governing Body
Current Policy Version	1
Policy Effective From	September 2026
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Revision Schedule

Version	Revisions	By whom