



Wrap Around Care Policy

1. Introduction

This document outlines Warmington Schools organisational procedures to be followed within the wraparound care provided at the school. The policy aims to enhance the safety and wellbeing of all staff and children within the breakfast and after school club facilities.

At Warmington School we recognise the importance of consistency within the setting: all wraparound care staff are direct employees of the school. They are familiar with the routines of the school day and work within school policies. We know through experience that this supports transitions at the beginning and the end of the day for all involved.

2. What is Wraparound care?

In today's busy climate Warmington School fully recognises the need to support working parents and provision has to be made for the care of their children. This takes place within school and therefore limits the needs for extra transfers, allowing parents to have much needed contact with the school.

At Warmington Primary School we provide breakfast and after school clubs which welcome children from 7.50 until the start of the school day and then after school until 5.15. Each club is run by members of staff who provide food, activities and care for the children. The club leaders work with the Senior Leadership team and Headship Team to ensure that procedures and practices represents and reflects the mission, values, ethos and policies of the school.

3. Objectives for wrap around care

- To provide a welcoming, safe, secure environment for pupils before and after the school day
- To provide an affordable service
- To provide a relaxed and calm play environment
- To employ caring supervisory staff

4. Staffing

There will always be two members of staff running breakfast club and after school club, one of whom is a qualified first aider. All staff will have current Barring Disclosure Checks in place.

If a member of staff is absent alternative cover will be arranged to ensure the clubs take place.

5. Administration of Breakfast and After School Club

A copy of the registration agreement and child's reference sheet must be signed and given to the breakfast / after school club staff prior to any new child starting. Once the forms have been received these will be stored in the files belonging to the clubs.

Separate breakfast and after school club registers are kept by the club leaders. The register is updated weekly. Adhoc attendees and absentees are added in daily. The leader is responsible for ensuring that the number shown on the register tallies with the number of children present having taken into account absentees and those children attending another cross-curricular club prior to joining after school club at 4.15 / 4.30

6. Behaviour

Both clubs are expected to adhere to the school's behaviour policy although it is recognised that the atmosphere of the club will be more formal. Our behaviour policy is based on a whole school approach to positive reinforcement and modelling of good behaviour.

7. Fire Procedures

Should the fire alarm sound the club leader will take the children and the register through the nearest fire exit and onto the playground where the register will be re-taken to ensure all children are present.

8. PROCEDURES FOR BREAKFAST CLUB

- Greeting

The club leader is on duty every day to greet the children and parents / carers as they arrive and to complete the register. The children take their belongings to their respective classes. Children are then encouraged to get involved in the activities or to have breakfast.

- Toileting

Children are to ask an adult before going to the toilet.

- Eating

All food served meets nutritional standards. Food served includes toast including toppings of jam or marmalade, crumpets, a range of cereal and Weetabix.

Drinks provided are water, squash or milk.

Children are encouraged to keep the area tidy and clear up any spillages.

Whilst eating all children remain seated.

- Activities

- The club leader is responsible for planning, setting up and tidying away and evaluating the suitability of the activities provided. Children are reminded to reuse and recycle as much as possible and to look after resources.

- **Dismissal**

At the end of breakfast club 8.50am children are to line up outside of their respective classrooms and wait for their teacher to invite them in.

9. PROCEDURES FOR AFTER SCHOOL CLUB

- **Greeting**

The club leader will collect the children from their respective classes and take them to the after school club room where the register will be taken. Children are encouraged to place their belongings tidily and then be seated ready for snack.

- **Toileting**

Children are to ask an adult before going to the toilet.

- **Eating**

A snack is available to all after school club children and are encouraged to sit together to form social interactions.

All food served meets nutritional standards. Food served includes fresh fruit, fresh vegetables, cheese and crackers, dried fruit, yoghurts, breadsticks, malt loaf.

Drinks provided are water, squash or milk.

Children are encouraged to keep the area tidy and clear up any spillages.

Whilst eating all children remain seated.

- **Activities**

The club leader is responsible for planning, setting up and tidying away and evaluating the suitability of the activities provided. Children are reminded to reuse and recycle as much as possible and too look after resources.

- **Dismissal**

If children are collected prior to the club ending at 5.15pm the club leader must ensure that the child is signed out by the parent or carer collecting them. If a parent or carer is late collecting their child then additional charges may apply (see terms and conditions on booking form for charges)

To be reviewed September 2017, unless circumstances are such that earlier review becomes necessary.