



WRAPAROUND CARE POLICY

Oct 2024

Approved by:	Headteacher / Governing Body	Date: Nov 2024
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North Wheatley C of E Primary School



Wraparound Care Policy

This document was formulated to meet the requirements of the Equality Act 2010.

The Governing Body recognises its legal responsibilities under the Equality Act 2010. This policy will ensure equality and fairness regardless of race, sex (gender), sexual orientation, religion or belief, gender re-assignment, pregnancy and maternity, marriage and civil partnership, disability or age.

BELIEVE * ACHIEVE * THRIVE

Our Vision and Values

At North Wheatley C of E Primary our vision and values are:

The journey through North Wheatley C of E Primary will give every member of the school community the courage and faith to: **'Believe, Achieve and Thrive'** to encourage them to **'be the best me that they can be'** so that they **'Shine as lights in the World'** - Philippians 2:15.

Christian Values are the heartbeat of our school.

Believe

Believe in yourself, your faith and others

Achieve

Achieve your goals, your dreams and your future

Thrive

Thrive through a love of yourself, your faith, your values, your love of learning

Wrap-around Care Objectives

- To support working parents by providing regular child-care facilities before and after school.
- To provide a welcoming, safe, secure environment for pupils at the beginning and end of the school day.
- To provide a healthy breakfast or after-school snack in a pleasant, relaxed environment.
- To provide an inspiring play environment for pupils and ensure a positive start and end to their day.

We strive to provide:

- A well organised, creative and safe environment meeting the needs of children aged 3 to 11 years.
- Memorable learning experiences.
- Promotion of excellent relationships with children, staff and parents.
- The highest quality provision, through continuous monitoring and evaluation.

ORGANISATION

Our Wraparound Care – **Early Bird Breakfast Club** and **Night Owls After-school Club** – is run and managed by the school and is part of the wider enrichment offer we have here at North Wheatley.

- Both clubs are open to all pupils attending North Wheatley C of E Primary School.
- Children's details (including medical conditions, emergency contact details, and additional emergency contact name, address and telephone number) are kept on Scholarpack and also in the school office, which are accessible to Club supervisors. It is the responsibility of the parents to ensure that the office is informed of any changes.
- The clubs will not run on school INSET day, bank holidays or during school holidays.

BREAKFAST CLUB

- Is open from 7.45am to 8.20am, when we open the school gates.
- Parents and children come to the main school entrance and press the club door-bell; a Breakfast Club Leader will let them in.
- The Breakfast Club staff will ensure that the children are taken to their classrooms at the start of the school day.

NIGHT OWLS

- Runs from 3 – 5pm except for a Friday when it finishes at 4.15pm
- Children can attend other school clubs/activities until 4pm and join Night Owls when that activity finishes.
- Children might help prepare and clean-up their snack, if appropriate.
- Children at Night Owls can be collected from the school front door or from the side gate near the village hall. We request that parents only collect on the hour and half-hour (e.g. 4pm, 4.30pm, 5pm).

This is subject to change should there be insufficient parental interest to make running of sessions viable.

PREMISES

Our Wraparound Care provision operates within the school building and grounds of North Wheatley C of E Primary School. The school staff are passionate about the environment and seek to offer incredible opportunities to children, opening the door to endless possibilities and the journey into joyful and memorable learning. Time is taken to teach children to respect the resources and play spaces. Outdoor provision plays an important role in the overall ethos of the school and can impact on an individual's mood, emotional wellbeing, learning and behaviour. The provision of magical enchanted spaces enables children to develop their imagination and ignites the passion for learning and excitement in children and adults alike.

REGISTERS

The Club registers are managed by the School Admin Team and used to check attendance at clubs. Registers also contain any information about food or other allergies that Club leaders need to be aware of. Admin staff will ensure that Club Leaders are aware of children with food allergies attending each session.

In case of an emergency during a club session (where children have to be evacuated from the building), the register will be taken by the Club Supervisor and the children checked against the register to ensure that they are present and safe.

BEHAVIOUR

The expectations for behaviour during our wraparound provision are the same as for the rest of the school day; club supervisors will follow the School Behaviour Policy. Our Behaviour Policy is based on a whole school

approach to positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times.

If there are ongoing and/or significant concerns with a child's behaviour during Club, staff will inform a member of School Senior Leadership. Parents might be contacted by a senior member of staff to discuss this further. Exclusion from a Club will be the final sanction when all possible behaviour management strategies have failed.

STAFFING & SUPERVISION

MRS HOLLAND is the lead supervisor of Breakfast Club.

MRS BENNETT is the lead supervisor of Night Owls.

They work with SLT to ensure both clubs are run and managed in line with school policies.

The children attending our wraparound care are adequately supervised at all times following ratio guidelines. It is the responsibility of the parent to ensure that the children are handed over safely to the staff for Breakfast Club. Night Owl staff will ensure children are collected by a known adult.

Dependant on the number of children, either two or three staff members will be on duty at all times and other staff are on-site while clubs are running.

All members of club staff are DBS checked and have been appointed in line with NCC safe recruitment guidance. There is always a member of staff on site during clubs who has a current First Aid certificate.

Our Wraparound staff will:

- Ensure every child is valued and encouraged
- Celebrate achievement and uniqueness
- Work collaboratively with the whole school community
- Be empowered and courageous - to laugh, be silly, pretend and have fun!
- Ensure all children are directly supervised and that in each activity area all children are within sight of the staff leading the activity.
- Plan and provide a range of activities that provide children with choice. These will take into account the different ages, interests and abilities of the children and, where appropriate, the weather conditions.
- Ensure the activities happen in a safe and appropriate place.
- Provide a selection of healthy food and drink, taking account of dietary needs where applicable.
- Ensure that at the end of each session, equipment is tidied away safely and securely, with areas left tidy.
- Contribute to observational assessments, informing the class teacher as appropriate of pupil successes and areas of need.
- Encourage parental involvement and support through the development of effective working relationship

FOOD PROVISION

We are required to abide by the school food standards (2014).

All meals will be healthy and nutritious.

We endeavour to have a nut free environment – no products containing nuts will be served during our wraparound care provision.

Breakfast Club Sample Menu

- Choice of cereal: rice pops / cornflakes / wheat biscuits / wheat squares served with semi-skimmed milk (or allergy-free alternative)
- Warm option: unflavoured porridge
- Plain yoghurt / fruit yoghurt / fromage frais
- 50:50 bread, sandwiches or toast
- Crumpets, bagels or toasted muffin may be available as an occasional treat
- Reduce fat spread / Jam (reduced sugar if possible)
- Occasional hot options might include: boiled eggs with soldiers, scrambled eggs on toast, baked beans on toast
- Drinks - milk or water
- Fresh fruit will also be available at every breakfast club
- Occasional themed / special breakfast might be served for special occasions (e.g. pancakes on Shrove Tuesday)

Night Owls Sample Menu

Fresh fruit, salad and vegetables should be available or included with all snacks (*e.g. cucumber and carrot sticks, cherry tomatoes, red pepper sticks*)

Possible snacks include:

- Savoury sandwiches or wraps (cheese / ham / cheese spread)
- crackers or low salt rice cakes with cheese spread
- Baked beans or spaghetti hoops on toast
- soup with bread or toast
- Wholemeal pasta with tomato sauce and grated cheese
- Houmous with pitta and veg sticks
- Fish finger sandwich / fish fingers & baked beans
- Cheese & tomato pizza (muffin / pitta / wrap base)
- Jacket potato with cheese / beans

Ice-pops can be available during hot weather, as a treat, in addition to a normal snack.

Ice cream may be served as an occasional summer treat.

We will not serve: *crisps, biscuits, cakes, deserts or other high sugar / salt items*

Food & Hygiene

All Club staff have a Food Hygiene certificate (Level 2), and will follow their training to meet regulations.

- All food is stored in appropriate containers within a cupboard or fridge, as appropriate. Food is prepared on a work surface and, at breakfast club, is served to the children at the tables.
- Club staff check the 'best before' and 'use by' dates of products regularly, and ensure that children are not given food that is past the use by date. If there is any concern about the quality or condition of a food product, it will not be given to children.
- Club staff check the fridge temperature every morning, and report any anomalies immediately. The Site Manager monitors the temperature of the fridges on a weekly basis, and adjusts it accordingly to ensure that the temperature is maintained at the recommended temperature of below 4-5°C.
- All children are required to wash their hands before eating, and tables are cleaned both before and after food is served. Staff wear a tabard or apron while serving food, and need to keep long hair tied back.
- Children or staff who have had sickness or diarrhoea will not be allowed to attend Breakfast Club for 48 hours after the last incident of illness. All staff must be judged fit for work by the Headteacher.

NIGHT OWLS

We believe the children at Night Owls should receive active, exciting learning opportunities which extend and enrich the school curriculum. Our children are able to access the outdoor and indoor learning environments, and we adhere to a timetable to ensure pupil safety and security. Careful monitoring and observation of pupils is essential, and we ensure that staff are strategically placed to monitor behaviour and support learning.

Our provision is inclusive in its approach and caters for children across the primary age range. The resources that we offer within our school are well-considered and include authentic resources, many being natural objects. Such resources invite the children to explore, be curious and deeply reflective.

The activities at Night Owls are designed to extend the school curriculum and contribute towards the way the school addresses its priorities and expectations.

Night Owls offers many benefits for children – we aim to enhance their social and emotional development, their capacity to learn, their desire to play and investigate. These benefits are framed within a belief that each child has a right to enjoy their childhood (UNESCO Rights of the Child). It is the deep well-being of each child that is the overarching principle of Night Owls.

Activities:

Getting the learning environment right at Night Owls will help children make significant leaps in their learning skills - including perseverance, imagination, resourcefulness and communication. We provide a canvas for creativity and innovation.

Within Night Owls we aim to provide thoughtful invitations and provocations to learning!

Most of our learning opportunities are kinaesthetic enabling children to find out for themselves, explore and be physical. Creativity and problem solving are intertwined in the learning challenges.

Night Owls will offer the following range of challenges and experiences, whilst respecting each child's unique learning style:

- Art and design
- Mindfulness
- Small world and dramatic play
- Outdoor sports and play-based team games
- Scientific
- Food technology and food activities.
- Forest schools
- Design and Technology

On a half termly basis the children will be offered the opportunity to indicate their preferred activities. Where possible and practicable, these will be planned into the provision by staff. It is expected that the majority of activities will be covered by school risk assessments.

CONTINGENCY ARRANGEMENTS FOR STAFF ABSENCES/EMERGENCIES

Arrangements for cover (e.g. due to staff absence) will be organised by the School Business Manager who keeps a register of staff available for cover. The Headteacher will be contacted if cover cannot be found and parents informed as soon as possible. We will endeavour to staff wraparound care every day that there are advanced bookings.

We will occasionally need to cancel Night Owls due for staff training / school events, but will always give prior notice of this.

SAFEGUARDING

In accordance with whole-school Child Protection Policy and procedure, all staff involved in the running of the Club will have current enhanced DBS clearance. Club staff will follow existing school policy and procedure with regard to Child protection and safeguarding concerns. Club staff will follow the whole-school Staff Code of Conduct.

When ICT equipment (e.g. laptops) are used by the children, Club staff will ensure that whole-school policy about safe internet use is followed to ensure appropriate use.

FIRE PROCEDURES

In the event of a fire alarm, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school MUGA in a line. The Club register will be taken and all names checked. Club staff will ensure that children are aware of the emergency procedures and practice evacuations when new children attend.

HEALTH & SAFETY

Both our Breakfast Club and Night owls Club are run by the school, and all existing Health & Safety Policies and Risk Assessments will be followed, in accordance with NCC advice.

A separate Risk Assessment has been carried out for the Clubs and will be reviewed at least every year.

The library and outside area will be checked by staff before the Club starts to ensure that there are no hazards or dangers that might prevent the safety of the children.

All electrical appliances used by the Clubs (e.g. toaster) are PAT tested annually by a qualified electrician.

Club staff have access to the school telephone system so that they are able to contact other staff in case of an emergency.

FIRST AID

Accidents during wraparound care will be treated by a trained First aider and the accident will be recorded. If any First Aid is administered, the treatment is given in line with School Policy.

A First Aid kit is available and staff will ensure that this is kept stocked.

Club leaders will have had relevant and appropriate First Aid Training.

This policy will be reviewed at least every three years; more frequently if there is a change to procedures or organisation of our wrap-around care provision.