

Itchen Abbas Primary School Wraparound Policy



Why has a policy been written?

Itchen Abbas Primary School began running a Wraparound Club from September 2024. The registered body is the governing body of Itchen Abbas Primary School. As the club is part of the school's extended day, it will be inspected at the same time as the school is inspected by Ofsted. The school does not need to register the club separately with Ofsted.

Aims and Principles

- To provide a safe and nurturing environment for children before the school day from 8am – 8.15am and after the school day from 3pm until 5pm.
- To ensure that children feel secure and valued.
- To provide children with play activities that are based on their choice and interests.
- Staff will respond to each child's needs and interests through positive interaction.
- To provide a snack for the children attending the second hour of wraparound (4-5pm).

Who is responsible for the day-to-day running of the club?

A club leader is responsible for the day-to-day running of the provision. The Headteacher oversees the running of the provision. The Admin officer organises the booking and payment procedures.

How do we ensure that we fulfil legal requirements?

We meet the requirements of current legislation pertaining to After School Clubs according to The Children's Act Regulations. The club is monitored regularly by the Headteacher and the Resources Committee (members of the Governing Body) from Itchen Abbas Primary School, as they are responsible for overseeing the club.

How do we safeguard the health and safety of everyone at the club?

The protection and safeguarding of the children attending is the first priority and all staff have to have had safeguarding training at the school. Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively and will pass information to the Headteacher who is also the DSL.

Children are secure and safe on the premises and children are not able to leave the premises unsupervised. Children are supervised at **all times**, the definition of supervision being **within sight or hearing of a member of staff**. Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. Access to the premises is controlled and visitors must sign in.

At least one member of staff must hold a current paediatric first aid certificate and all other staff must have a basic first aid certificate or be booked on a course to do basic first aid. The administration of medicines is carried out only under advice and according to school policy.

A First Aid kit is accessible in the classroom and the First Aid Cupboard is in the school office.

The club leader takes steps to promote safety and ensures precautions are taken to prevent accidents. Procedures are in place for recording incidents. Actions are taken to minimise risks, and the premises are kept clean. The club leader has possession of a Basic Food Hygiene Certificate.

Are the children provided with food and drink?

Children are provided with a snack in the second hour of the wraparound (4-5pm) and have access to fresh drinking water to fill their bottles at all times. Snacks are healthy and nutritious and staff are seated with children during snack times. Parents submit an information form outlining allergies when registering their child.

What is our policy on Special Needs and Disabilities?

The Wraparound Club follows our SEND Policy which is on our website

What is our policy on equal opportunities?

The Wraparound Club follows our Equal Opportunities Policy which is on our website.

GDPR

Data protection at the club is overseen by the school and is governed by the same policies as the school. For more information, please refer to the GDPR Policy on our website.

What activities can we offer?

Furniture, equipment and toys are provided for a range of activities. The age of children is considered so that activities are appropriate. Equipment conforms to British Safety Standards. The Wraparound spaces provide the following areas or resources that will be used on a rotational basis:

- Large and small construction
- Writing and drawing with a range of resources
- Toys
- Small fine motor activities
- Painting and creative equipment
- Outside areas such as the playground and school field
- Films and games

What is our policy on behaviour?

Staff follow the school Behaviour Policy which can be found on our website, including consequences of poor behaviour including Suspensions and Exclusions.

Involving Parents

Parents/carers are the child's first and most enduring educators. When Parents/carers and practitioners work together, the results have a positive impact on the child's development. A successful partnership needs to be a two-way flow of information, knowledge and expertise. We aim to develop this by:

- Operating an "open door" policy, whereby parents/carers can come and discuss concerns and developments in an informal manner, and are able to come and see the Wraparound Club in operation to ensure they are happy with where their child is and what he/she is doing.

Headteacher

The Headteacher's role is to support and challenge the club leader in order to secure the highest quality experience for the children at the Wraparound club. The Headteacher is responsible for the overall running and quality of the provision.

First aid

All staff at Itchen Abbas Primary School have been first aid trained. Please see our First Aid policy for more information.

Admissions

Charges from September 2024

Bookings (made half a term in advance for Wraparound Club)

- Early Bird Drop Off (8am-8.15am) - £2 a day
- Wraparound Club (3-4pm) - £6 (Monday – Friday)
- Wraparound Club (4-5pm) - £6 (Monday – Thursday)

Outside of these hours, we have several contacts who may be able to provide additional wraparound.

Admissions and Booking procedures

We provide an inclusive wraparound club that welcomes children from all backgrounds. The wraparound club is only available to children who attend Itchen Abbas Primary School.

The clubs can accommodate a maximum of 13 children at any one time. When bookings go over 13 children, we will add you to a waiting list.

- All sessions must be booked in advance using the online booking system, ideally for the half term. We must have at least 3 days' notice to set up a booking.
- Early Bird Drop Off can be paid for on the day via Scopy.
- If your account does not have the funds to make the booking then your place will not be confirmed until your account is brought up to date.
- If you have not booked a session and your child arrives we will contact you to collect your child
- If you use childcare vouchers please let the school office know in advance of making your booking for details of how to allocate funds.
- As this is a school run provision we have no funds available to cover non-payment.
- **We cannot offer refunds for any sessions your child does not attend through non-attendance or illness.**

Early Bird Drop Off

8.00am – 8.15am

- Pupils must not be left unattended prior to a member of staff being present
- All pupils must be handed over by a parent or guardian
- Pupils will be escorted to the playground at the start of the school day by a designated member of staff
- Children arriving after 8am, will need to be taken by a parent/guardian to the MUGA/playground.
- If you arrive after 8am, a refund will not be issued under any circumstances.

The Wraparound Club

End of school day until 5.00pm (Monday to Thursday) End of school day until 4.00pm (Friday)

- At the end of the school day (3.00pm) pupils will be sent to the Hedgehogs Classroom by their class teacher to be registered by the club leader.
- If a child is not there who was expected to attend, the school office will be notified immediately and the 'missing child' policy put into place. This must be completed before 3.15pm.

Collection of children from Wraparound

- All children must be collected from the club by the parent/guardian or their nominated representatives
- They can be collected from the school office and the children will come down to meet you.
- Parent/guardians must inform the school office if anyone other than their nominated adults is planning to collect their child (details on registration form)
- Children must be collected by an adult (i.e. a person over the age of 18)
- No child will be released into the care of a person for whom the club staff have any concerns
- There will be a senior member of staff onsite until the end of the club each day (5pm).

Non-collection of children

- If a child is not collected from the club at the end of the session, the club leader will check with the school office/senior member of staff.
- If no message has been received the parents/guardian or other contacts on the registration form will be telephoned, until a responsible person is found to collect the child.
- If your child is not collected, we will make every effort to contact you. If this is not possible, to ensure your child is safe beyond this time, it may be necessary to contact the local authority, e.g. Police or Social services.
- **Parents/guardian will be charged £5.00 for every 5 minutes they are late after 5.05pm. This charge will be added to your account and will need to be cleared before future bookings can be made.**

Date ratified by Governors: July 2024

To be reviewed annually

Date for next review: July 2025