



Wrap Around Care Policy

September 2020

Core Aims

- To provide an affordable childcare facility for parents and carers
- To provide a welcoming, safe and secure environment for pupils to have Wrap Around Care before and after school hours.

Introduction

Kibworth Primary School Wrap Around Care is run by Kibworth CE Primary School and exists to provide high-quality out-of-school hours childcare, run by school staff for families who attend our schools. We aim to provide a range of stimulating and creative activities in a safe environment, within the ethos of Kibworth Primary School and the Discovery Trust.

This parental agreement sets out important information for families regarding their child(ren) attending our before and after school clubs (wrap around care).

Admissions

- Only children attending Kibworth CE Primary School are eligible to attend Wrap Around Care sessions at the school.
- Places are provided on a strict first-come-first-service basis.
- Where required, a waiting list will be maintained by the club
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- School staff will not be given priority over 'community children', however they can take a place if it is available and continue to hold that place regardless whether there is a waiting list is formed in the future.
- Children's attendance is recorded in a register.

Special Educational Needs



- We welcome participants with learning and physical needs, where possible if staff ratios allow.
- The club is fully equipped to manage a wide range of physical abilities.
- Every effort will be made to cater for those with special needs; where appropriate activities may be adapted.
- Whilst we will make every practical effort and endeavour to welcome children with additional needs, there may be some instances where the club cannot. We will work in partnership and liaise with the schools SENCO to look at the child's individual needs.

Withdrawing an offer of a place

- We reserve the right to withdraw an offer of a place in the following circumstances:
- Unacceptable behaviour resulting in distress or disruption to adults or children at the provision.
- Where such circumstances occur then the DSAT exclusions policy will be referred to.

Opening Times

Before School Club

- The provision is open from 7.30am – 9.00am and 3.30pm – 6.00pm during term time only.
- Parents/Carers are required to bring their child directly to club and sign them in. You should enter the club via the main front door of the club unless told differently by school staff.
- Children will be escorted onto the playgrounds at 8.45am by the club staff. Very young or immature children may be taken straight into class. If it is raining, children will be taken straight into class.

After School Club

- The After-School Club will provide a range of new and exciting activities/experiences during the school academic year for the children attending. This will include using lead professionals within the schools to deliver Science, ICT, Sports etc for the children.
- The club environment will be set out to provide the children with a variety of areas in which they can explore.
- Children will be collected from the afterschool clubs they are attending and taken back to Wrap Around Care.
- Parents/Carers are required to collect their child from the main front door of the club and sign the child out once the handover has been completed by the staff member.
- The provision provides a balanced snack (please note that this is not a substitute for an evening meal) drink and activities for children after school.



Snacks

- The Provision offers a variety of snacks, including fresh fruit and vegetables. Children have access to drinking water throughout the session.
- Any food allergies/dietary requirements etc must be informed at the time of booking.
- Children are not permitted to bring their own food to Wrap Around Care provision. However,, we will endeavour to support children with any specific dietary requirement.

Bookings

- Bookings must be made on the Wrap Around Care booking form available from the School Office or downloaded from the School website, these will then be passed onto the Wrap Around Care manager who will determine what spaces are available.
- A registration form must be completed in full, providing contact names, telephone numbers, children's doctor, allergy information, and special requirements. The club must be notified immediately of any change of these details, including changes to contact numbers should we need to contact you in an emergency. Children cannot be accepted in the club without a signed registration form and contract.
- Bookings must be made termly. Parents/Carers can ask for extra sessions if required and the provision will try to accommodate depending on staff to child ratios. **Parents/Carers must call to check for spaces as we may be unable to accept children on the day.**

Absences

- If children are absent from school or collected from school, please let Wrap Around Care know by calling or sending a text to 07957434296
- If children are attending school but will not be attending Wrap Around Care, then it is the parents' responsibility to advise the provision and they will still be charged for that place.

Behaviour Policy

- We expect all children to have good conduct and standards of behaviour in the club as they do in school. The School's behaviour policy applies to the wrap around clubs.

Photographs



- At times we may take photographs within the club. These images may be used for newsletters, to promote the club, on our website, or on the School's social media pages. Please can you inform a staff member if you do not want photos of your child to be displayed.

First Aid/Accidents

- It is important to realise that at times when children are playing "playground accidents" can happen. For this reason, we have staff that are qualified in administering first aid.
- Any minor accidents will be dealt with and recorded. The parent/carer will be informed when collecting children from the provision. In case of a more serious accident, the appropriate action will be taken, and the parents will be informed immediately.
- Medication can be administered online with the school's 'Medicine in School' policy requiring parents to complete a 'Request and Consent for the Administration of Medication in School' from available from the school office. It is the parent's responsibility to ensure that all medication provided to the school has not exceeded its expiry date and clearly marked with your child's name.

Illness

- If children are ill during a session, the parent will be contacted. If children suffer from an infection, or infectious illness the club will ask the parents to collect the child immediately, with the understanding that children will only be accepted back at the provision when they are fit. Please note that 48hrs is the requested time for sickness/stomach bug. This action is necessary for the protection of other children from infections and illness. The provision needs to be informed if children are not attending due to illness.

Child Protection/Safe Guarding Children

- We take our responsibility for child protection seriously. All staff are aware of child protection issues and recognises signs of abuse, as well as procedures for referring them to our Child Protection Officer who will make the necessary referrals to the local authority. We also have a child protection policy in operation. Each provision will have a Designated Safeguarding Lead.

Emergency Closure

- If the Provision is closed at short notice, due to very exceptional circumstances i.e. no heating, burst water pipes etc, a full refund will be given for the day(s) the club is closed. We are unable to give refunds if the club is open and the parents make the decision not to send their children. In the rare situation of an emergency closure, the Wrap Around



Care staff will contact the parents, therefore please ensure that contact numbers are up to date on the registration forms.

- In adverse weather conditions please check on the school's website for opening information

Equal Opportunities

- The provision is committed to equality of opportunity for all.
- We are committed to provide the appropriate support where necessary to ensure integration.
- We recognise all children as individuals with different needs.
- Inappropriate attitudes and behaviours will be dealt with sensitively.

Complaint Procedure

- If you have an issue or problem with any aspect of the club, in the first instance talk to the staff on duty who will do their best to resolve the issue to your satisfaction.
- If this course of action does not resolve the issue or you feel it is not an appropriate course of action, please follow the complaint procedure as in the policies.

Related Whole School Policies:

Behaviour Policy

Safeguarding Policy

Equal Opportunities Policy

Health and Safety Policy

Lone working Policy

Complaints Policy

Monitoring and Evaluation

This policy will be reviewed annually by the Headteacher and WAC leader.

Written by Lee Gill September 2018

Reviewed by Gilly Paterson and Lucy Philipson September 2019

Reviewed and edited by Gilly Paterson and Lucy Philipson September 2020



Kibworth CE
Primary School

A place of discovery and friendship