

# Old Clee Primary Academy

*'Inspired to Believe, Learning to Succeed'*

## Wraparound Childcare Policy



<b>Approved by:</b>	Head Teacher	<b>Date:</b> June 2025
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<b>Last reviewed on:</b>	June 2024
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<b>Next review due by:</b>	Summer 2026
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## **School Mission Statement and Aims**

- Provide innovative, inspirational and challenging opportunities which encourage children to become lifelong learners, and to be the best they can be.
- Develop confidence, independence and a 'can-do' attitude within a safe environment so that children are ambitious for themselves and for others.
- Develop caring, considerate, well-rounded individuals, who are polite, well behaved, respectful and resilient.

## **Introduction**

Old Clee Primary Academy believes in creating a safe, welcoming and stimulating environment for all the children in its care and supports families to access affordable and convenient wrap around childcare. The academy facilitates provision that is child-centred, easily accessible, and responds to the needs of the family.

The club operates from 07:30 which is our Early Bird Breakfast and Breakfast is from 08:00 to 08:30 and from 15:15-17:30 term time and current costs for each session can be obtained on the website.

**All parents/carers must sign an agreement to adhere to terms of the policy.**

## **Admissions**

- Only children attending Old Clee Primary Academy are eligible to attend the Wraparound Child Care club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents/carers will be directed to this policy to confirm they have read and agreed to the terms and conditions before they are able to book sessions. It is also available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded on a register which is taken at the start of each session.

## **Arrival and Departure**

### **Breakfast Club**

- Parents/Carers are required to bring their child directly to club through the hall doors and sign them in. Children must be passed to a member of wraparound staff.
- All children will be escorted onto the relevant classrooms at 8.25am by the Breakfast Club staff.

### **After School Club**

- Reception, Year 1 and Year 2 children will be taken to the hall by a member of school staff.
- Years 3-6 are collected from their classrooms by a member of the Wraparound club staff.

The club staff will take a register of all children at 3.15pm and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

## Departure

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector or by a member of wraparound staff and the time recorded.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents/carers must inform the school office if their child is going to be absent.
- We will operate a password system where the adult collecting the child from the club **must** have the password and be named on the authorised contact list. If your child does not have a password/named contacts set up already, **please contact the office immediately as your child will be unable to stay if they do not have this set up.**

## Collection by unauthorised adult:

- If an adult unknown to wraparound staff arrives to collect a child, wraparound staff will not let them go.
- They will then contact parent/carers/named adults for authorisation. A member of staff must make this phone call.
- If contact is made and permission given then the child will be signed out.
- If contact is made but permission not given then the child will remain at wraparound.
- If contact is not made then the child will remain in the provision and the uncollected child procedure will be followed.

## Safeguarding

The school will consistently operate on the basis that safeguarding and promoting the welfare of children is everyone's responsibility. The school will ensure that its wraparound childcare provision is a safe and happy place for children, that parents/carers feel confident that their child is well looked after and that robust safeguarding arrangements are in place.

The school will ensure that all members of staff and volunteers are suitable to be working with children in wraparound care – anyone without the appropriate checks will be supervised by a member of staff who is permitted to undertake regulated activity with children.

Child protection and safeguarding extends to all wraparound care provision, and the school will ensure that all staff and volunteers involved in the provision of wraparound care have read and adhere to the Child Protection and Safeguarding Policy.

The Child Protection and Safeguarding Policy is provided to all staff and volunteers involved in wraparound care upon induction.

The school is aware that it is responsible for ensuring appropriate safeguarding policies and processes are in place, and that its arrangements for child protection will apply to any childcare provision provided by the school on-site.

The school will ensure that it:

- Follows the statutory guidance in KCSIE.
- Makes sure that all staff receive safeguarding training and that they know the identity of the DSL, or deputies, and how to contact them.
- Makes sure that all staff, including volunteers, have obtained an enhanced DBS check.
- Makes sure it has appropriate policies and procedures in place to identify and deal with safeguarding incidents quickly.
- Follows the safeguarding and welfare requirements within the EYFS statutory framework when children in Reception year or younger are being cared for.
- Ensures that volunteers are properly supported and given appropriate roles, and that it continues to follow the checking and risk assessment process set out in part three of KCSIE.
- Prohibits a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Any safeguarding matters will be raised with the DSL or deputy DSL as soon as possible. If the DSL or a deputy are not available before or after school hours, safeguarding issues will be raised with a named nominated person, who will then inform the DSL as soon as possible.

Where the school receives an allegation regarding an external provider that has utilised the school premises, the school will follow the usual safeguarding procedures set out in the Child Protection and Safeguarding Policy and ensure that the LA designated officer (LADO) is informed.

## **Inclusion**

The school understands that, under the Equality Act 2010, it has a duty to:

- Eliminate unlawful discrimination, harassment and victimisation.
- Advance equality between different groups.
- Foster good relations between different groups.
- Promote mental health and wellbeing.

The school will ensure it adheres to the statutory requirements set out within the Equality Act 2010, and acts in line with the school's relevant policies. The school will ensure that all wraparound provision makes childcare inclusive and accessible for all families, including children with SEND, medical needs and those considered vulnerable.

The school will make sure that wraparound childcare provision is inclusive and considers:

- Having an appropriate offer for children with SEND, including appropriate staff-to-child ratios
- Making sure all staff are appropriately trained to deliver accessible and inclusive provision
- Understanding its responsibility to have arrangements in place to safeguard and promote the welfare of children
- Having properly vetted staff, both paid and voluntary, before they care for children
- Speaking to families regularly to understand individual needs and how these may change

Where necessary, the school will make reasonable adjustments for children to access the provision. Where additional adjustments are necessary for the child to access the provision, parents/carrers may be asked to cover the associated costs. This may include the costs of alternative staffing or resource arrangements required to meet these needs.

## **Admissions**

- Only children attending Old Clee Primary Academy are eligible to attend Wrap Around Child Care sessions at the academy.
- Places are provided on a strict first-come-first service basis and must be booked via the online system ParentPay and all places subject to availability.
- Payment is required at the time of booking.

Occasionally, children may turn up who are not booked in, if staffing ratios are exceeded parents will be informed and the children must be collected. Please check with the club leaders or the office team in the case of a late booking. Any queries regarding when children should be attending should be passed to the club leaders and/or the office team.

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.
- Repeated late collection

## ParentPay and Teachers2Parents

- School uses the ParentPay and Teachers2Parents systems as methods of keeping you informed.
- Nearly all correspondence to you will be done through the ParentPay or Teachers2Parents, and there will be no one in the main school office from 4.15pm onwards.
- Text messages will be sent to you using Teachers2Parents and parents can reply to this number if required.
- In addition, if the club is closed due to reasons beyond our control (heavy snow etc) you will receive a text message on the morning of the closure.
- All payments for this club will be made through ParentPay as we are a cashless school. You will need to pay for the club when booking your child on.
- Please remember to keep us up to date with any changes to mobile numbers and e-mail addresses as these will be used to update you with any important messages.

## Charging

The school is aware that, for wraparound childcare to be accessible to parents/carers and be sustainable, it must be affordable.

The school will therefore:

- Make places as affordable as possible for parents/carers.
- Support and promote the use of government funding to help with the cost of childcare, such as Tax-Free Childcare and Universal Credit Childcare.
- Consider how parents/carers access and pay for wraparound care, such as through mobile applications, and how to administer the government childcare support schemes.
- Benchmark prices against other wraparound provision in the area.
- Determine what charges need to be made to maintain the financial viability of provision.
- Ensure the school has a charging and remissions policy in effect, which is published and available for parents' inspection.

All charges associated with wraparound childcare provision will be applied in line with the conditions set out in the school's Charging and Remissions Policy. In line with government guidance, any charge made in respect of individual pupils attending wraparound provision will not exceed the actual cost of providing the service.

The following conditions will also be in place:

- All fees must be paid through ParentPay
  - No place will be given without prior payment
  - Clubs accept childcare vouchers but parents must inform the school of their named provider
  - Fees are charged if attendance is booked and the child does not attend
  - There is a fee for the late collection of children
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- If there are changes/cancellations to your child attending the club during the day, please contact the **Academy office on 01472 691887** and we will ensure that the teacher is informed. **The office is the only point of contact for any changes/amendments to the club.** Please do not leave messages with the teacher or in the child's Home School Contact book. We are unable to refund cancelled and/or missed sessions.
  - Payments must be made in advance when booking your child's place at the club. All bookings need to be made a week in advance of the club.
  - Children should be booked on to clubs at **least 1 week in advance. Those in need of childcare due to unforeseen circumstances can book on through Parentpay a minimum of 24 hours in advance, subject to place availability.**
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- **The office is open from 07:30 am to 4.15pm.**

## Fire Procedures

Should the fire alarm sound, the club staff will take the children, the register, radio and any medical bags through the nearest fire exit and into the carpark where the register will be retaken to ensure all children are present.

## First Aid/Accidents

It is important to realise that, at times, when children are playing “playground accidents” can happen. For this reason, our club staff are qualified in administering first aid. Any minor accidents will be dealt with and recorded in line with school procedures. 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/carers will be informed immediately.

## Illness

If children are ill during a session, the parent/carer will be contacted. If children suffer from an infection, or infectious illness the club will ask the parents/carers to collect the child immediately, with the understanding that children will only be accepted back at school and the provision when they are fit. Please note that 24hrs 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.

If your child falls ill whilst at the club, we will use the provided contact information to notify you. It is vital that this information is kept up to date so please ensure that the Academy is informed of any changes to contact details immediately.

## Medicine, inhalers and allergies

- No child should bring medicines or tablets or creams to our Academy.
- Medication should be brought in to the Academy’s main office/reception by the child’s parent/carer. The medication will be checked and parent/carer’s will need to fill in a ‘Medicine Consent’ form which gives us the permission to administer it.
- **Only medication that is prescribed to be taken 4 times daily will be administered in our Academy.**
- If your child has been prescribed a course of antibiotics but is well enough to return to school before it has been completed, they are welcome to come back to school. It is often possible to adjust the timings of the doses to fit around the school day.
- If your child requires regular use of or access to an inhaler, a ‘Health Care Plan’ will need to be completed to enable supervised access to be given. If your child is asthmatic, please complete the relevant form, from the Academy’s front office/reception, and provide an inhaler to be kept in school with your child’s name and class clearly written on it.
- Please ensure that staff are made fully aware of **any** allergies so that contact with any irritants can be avoided. As there will be snacks available during the club, it is important that you keep the club up to date to ensure the safety of all. Please be aware that we are a nut free school.
- If you have any queries or concerns about medication, please arrange an appointment to discuss the matter with our medical team before your child starts school. In this way we can hope to avoid potentially distressing situations.
- Any inhalers will be taken to the club and then returned to the classroom once the club has ended. Please ensure that if your child needs to be given any medication during the time, they are due in the club, you inform the Academy well in advance so this can be accommodated via the Health Care Plan.

## Food & Snacks

The provision offers a variety of snacks: fresh fruit, toast, a range of cereal, breadsticks, yoghurts etc. Along with water or no added sugar juice. Parents/Carers have the option to provide their child with a packed lunch if they wish.

Children have access to drinking water throughout the sessions.

Any food allergies/dietary requirements etc must be informed at the time of obtaining a school place or as soon as there are any medical changes and updated by the parents/carers via the Arbor system- contact the main school office for further information.

Children are encouraged to keep the area tidy and clear up any spillages. Whilst eating all children remain seated.

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.

We operate a strict **no nuts** policy due to having children with severe allergies.

**For Early Years (children under 5 year old) please follow the guidance on [choking hazards](#) and [food safety](#) advice from the Food Standards Agency (Appendix 2)**

## Parking

- **Please note that the Academy's car park is for members of staff only.** The main gate remains locked each day.
- We should remind you that it is an offence to park on the yellow zig-zag lines between the hours of 8.00am and 9.00am / 3.00pm and 4.00pm. Remember, this is for the safety of **your child** and cameras are in place for this.

## General information

In the interest of safety and loss the following things are not permitted to be sent to the Academy and therefore should not be used in the club:

- Sweets of any kind, including cough sweets or chewing gum
- Toys
- Money
- Mobile phones

The club is run by at least 4 members of staff each session. These staff are trained in Food Hygiene and safety.

The club will run each day that the school is open unless we contact you in advance, however it will not run on parents evenings or training events the last day of terms if the school closes at 1.45pm. You will be reminded of this on these occasions.

The club provides a safe and secure environment for your child to be, and will include the running of activities such as craft, lego, board games, watching TV/Movies etc as well as curriculum activities. There will be tables set up for the children to be able to choose what activity they would like to do. The children are expected to behave as per normal Academy rules.

The Academy reserves the right for any child that is not adhering to our policies, to be removed from the club register and therefore unable to attend in the future.

Children will be expected to adhere to our normal behaviour policy during their time at the club.

## Staffing

The school will identify the most appropriate people to deliver wraparound, taking into account existing staff contracts and arrangements, and the mix of skills and experience required.

The school is aware that the staff to child ratios needed will be dependent on the age of children using the wraparound childcare provision and the qualification levels of the staff employed.

When determining staffing levels, the primary concern of the school will be in ensuring the safety and welfare of children. The school will take into consideration the following:

- How many staff are needed to ensure children the safety and welfare of children
- The types of activity children will be engaged in
- The age and needs of the children, including SEND or medical needs
- Safeguarding requirements

The school will also ensure there is:

- A process for staff absences to ensure correct ratios.
- Enough staff to support a child who is taken ill or requires medical attention.

Where children who normally attend Reception class during the school day, – attend the wraparound provision, the school will ensure that sufficient staff are employed as stated in the 'Statutory Framework for the Early Years Foundation Stage (EYFS) for group and school based providers'.

Provision will cater for up to 40 children at a time.

## Qualifications and training

The school is aware that, for school-aged children, there are no specific staff qualification requirements, and the school will therefore take responsibility for considering staff qualifications and training requirements.

When considering what level of training is required, the school will consider the individual needs of the children attending the provision and any requirements set out by the relevant regulatory bodies.

If children in Reception year or younger are present, at least one person who has a current paediatric first aid (PFA) certificate will be on the premises and available at all times – the certificate will be for a full course consistent with the criteria set out in Annex A of the Early Years Foundation Stage statutory framework.

### Emergency evacuation and closure

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illness, the wraparound care clubs will be closed.

In the case of an emergency, the following procedures will be followed:

- Emergency services will be contacted
- All children will be evacuated from the building and taken to the designated emergency assembly point – currently, this is in the car park/Front of school
- A member of staff will collect the register and check that all the children are at the emergency assembly point
- If a child is missing from the emergency assembly point, the emergency services will be informed immediately
- Parents/carers will be contacted and asked to collect their children
- All children will remain at the emergency assembly point until they are collected
- If a child has not been collected after undergoing the emergency procedure, members of staff will follow the uncollected child procedure

## **Behaviour**

The school's wraparound childcare services will be subject to the existing Behaviour Policy and AntiBullying Policy; disciplinary issues will be reported to the parents of the child.

Repeated breaches of the Behaviour Policy may result in the child being barred from attending the wraparound childcare clubs.

Any outstanding fees paid by the parent will be returned if a child is barred from attending the provision.

The club staff are responsible for planning, setting up, 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.

Children are to ask an adult who will supervise them to the toilet using the Year 2 toilets.

## **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 contact the Head teacher. The school complaints policy is available from the school office or can be found on our school website



# Old Clee Primary Academy Wraparound Club

## Parent/Carer's Agreement

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_ Year Group: \_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_ Contact Number: \_\_\_\_\_

### Declaration

It is the parent/carer's responsibility to:

- Book sessions and pay for the fees in advance via ParentPay.
- Inform Wraparound staff/School office, in advance wherever possible, if your child will not be attending a session for any reason – please call or email directly. If your child is off sick for a number of days, please keep us updated.
- Inform the School office of any changes to your contact details or the details of anyone on your child's emergency contact form as soon as possible.
- Inform a member of staff as soon as possible if your child has developed a contagious or infectious disease or infection.
- Please note that any medication can only be administered if prescribed by a GP.
- Complete a medical form, available from our medical lead through the school office, clearly stating the dosage and frequency, if medication is to be administered by a member of the Wraparound Club staff.
- Inform the school or a member of staff (either personally or by telephone) if anyone – other than yourself or the person/s named on your child's emergency contact form - will be collecting your child from Wraparound Club.

### Cancelling/Swapping Sessions

Please note that we are unable to refund cancelled and/or missed sessions. Swapping sessions will be considered on a case-by-case basis. However, the ability to accommodate such a request will depend upon spaces and staffing.

Appropriate staff numbers, spaces and provisions are arranged in advance. Therefore, we ask all parents/carers to book sessions carefully to avoid the need for swaps as each request has an impact on administration time. This arrangement will be regularly reviewed.

**Please note that a late fee charge will apply at the rate of £10.00 for every 15 minutes late after 4:15pm/5.30pm**

I confirm that I have read and understood the above agreement and have read the Wraparound Child Care Policy.

Signature (Parent/Carer): \_\_\_\_\_ Date: \_\_\_\_\_

### Verified by a member of staff

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Early years choking hazards food safety advice

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**For babies and young children, food can be a choking hazard, especially when they do not chew their food well or they try to swallow it whole.**

Choking can happen with any foods, but 'firm foods', bones and small round foods that can easily get stuck in the throat present a higher risk. Therefore, care givers should follow these five essential steps:

- 1** Make sure food is **suitably prepared and served** for babies and children under 5 years old. For suitable foods, see <https://www.nhs.uk/start4life/weaning/> Introduce babies to solid foods from around 6 months of age.
- 2** **Think about size, shape and texture of food.** Cut food into narrow batons, avoid round shapes and firm foods. Firm fruit & vegetables can be softened by cooking.
- 3** Ensure that babies and young children are **alert and seated safely upright** in a highchair or appropriately sized low chair whilst eating.
- 4** **Babies and young children should be supervised at all times** while eating. You will be able to identify the early signs of choking and prevent harm.
- 5** **Encourage babies and young children to chew food well.** Teach children how to chew and swallow food properly, and ensure they take their time during meals. This will reduce their risk of choking.

**Care givers and parents should be familiar with how to respond to a choking incident** in line with guidance on first aid for children:

**How to stop a child from choking:** <https://www.nhs.uk/conditions/baby/first-aid-and-safety/first-aid/how-to-stop-a-child-from-choking/>

**How to resuscitate a child:** <https://www.nhs.uk/conditions/baby/first-aid-and-safety/first-aid/how-to-resuscitate-a-child/>

# Early years food choking hazards



Below is a table of advice on key foods for care givers who are involved with preparing and serving food for babies and young children (under 5 years old)

Vegetable and fruits	Advice
Pips or stones in fruit	Always check beforehand and remove hard pips or stones from fruit.
Small fruits	Cut small round fruits like grapes, cherries, berries, strawberries and cherry tomatoes, into small pieces: cut lengthways and then again cut them in halves (quarters).
Large fruits and firm fruits	Cut large fruits like melon and firm fruits like apple into slices instead of small chunks. For very young children, consider grating or mashing firm fruits, or softening them up by steaming or simmering.
Vegetables	Cut vegetables like carrots, cucumber and celery into narrow batons. For very young children consider grating or mashing firm vegetables and legumes like butter beans, chickpeas and tofu, or softening them up by steaming or simmering.
Skin on fruit and vegetables	Consider removing the skin from fruit and vegetables, especially for very young children. Peeled fruit and vegetables can be swallowed more easily.
Cooking fruit and vegetables	Consider softening firm fruit and vegetables (such as carrots, broccoli, yam and apples) by steaming or simmering until soft. Serve cut into slices or narrow batons.
Meat and fish	Advice
Sausages and hot dogs	Cut sausages and hot dogs into short strips. Cut them in half and then lengthways or as thinly as possible. Peeling the skin off the sausages helps them to be swallowed more easily.
Meat or fish	Remove bones from meat or fish. Cut meat into strips as thinly as possible. Remove skin and fat from meat and fish, it will help the food pass smoothly down the throat.
Cheese	Advice
Grate or cut cheese	Grate or cut cheese into short strips. Cut lumps of cheese as narrow as possible.
Nuts and seeds	Advice
Chop or flake whole nuts	Chop or flake whole nuts, peanuts and seeds. Whole nuts should not be given to children under five years old.
Bread	Advice
White bread and other breads	White bread can form a ball shape with a dough-like texture at the back of a child's throat, if not chewed properly. Brown bread or toasted white bread are good alternatives. Cut bread, chapatis, naan bread and other breads into narrow strips.
Snacks and other foods	Advice
Popcorn	Do not give babies and young children popcorn.
Chewing gum and marshmallows	Do not give babies and young children chewing gum or marshmallows.
Peanut butter	Do not give babies and young children peanut butter on its own, only use as a spread.
Jelly cubes	Do not give babies and young children raw jelly cubes.
Boiled sweets and ice cubes	Do not give babies and young children boiled, hard, gooey, sticky or cough sweets, or ice cubes.
Raisins and other dried fruits	Do not give babies under the age of 1 whole raisins or dried fruits. Cut them into small pieces.

Make sure food is prepared appropriately for children under 5 years old, see: <https://www.nhs.uk/start4life/weaning/>

It is also advisable that care givers are familiar with how to respond to a choking incident, see: How to stop a child from

choking: <https://www.nhs.uk/conditions/baby/first-aid-and-safety/first-aid/how-to-stop-a-child-from-choking/>

and How to resuscitate a child: <https://www.nhs.uk/conditions/baby/first-aid-and-safety/first-aid/how-to-resuscitate-a-child/>

## **Ratification**

**Date ratified by the Head Teacher:** June 2025

**Date of last review:** June 2024

**Next review date:** Summer 2026

**Signed by Head Teacher:** Debbie Richardson

**Date:** 6<sup>th</sup> June 2025