



## Walton and Lees Hill CE Primary School

### Wraparound Care Policy

<i>At the time of publishing the following roles were held:</i>	
<b>Designated Safeguarding Lead:</b>	<b>Mrs Lynn Rooney</b>
<b>Deputy Designated Safeguarding Lead:</b>	<b>Mrs Fiona Stobbart</b>
<b>Head Teacher:</b>	<b>Mrs Lynn Rooney</b>
<b>Chair of Governors:</b>	<b>Mr Joss Scouler</b>
<b>Governor with Safeguarding responsibility:</b>	<b>Mrs Mary Alston</b>
<b>Approved by:</b>	<b>J Scouler</b>

## **Walton and Lees Hill CE Primary School & Nursery Wraparound Care Policy**

Walton and Lees Hill CE Primary School & Nursery is pleased to be able to provide the children of our school the opportunity to attend Wraparound Care. This service may be used on a fulltime or a part time basis. The sessions can be booked in blocks over extended periods of time or as and when required, however places are subject to availability and we require at least one weeks' notice on attendance, where possible.

This childcare provision is an extension of Walton and Lees CE Primary School & Nursery and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour.

The wraparound care staff members have been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

It is the wish of everyone involved at Walton and Lees Hill CE Primary School & Nursery's Wraparound Care Provision to provide a happy, stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded development.

**The School** - We will endeavour to:

- provide a safe, stimulating and happy environment.
- provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child.
- inform you of any concerns which may affect your child's progress or behaviour.
- be open, welcoming, and available to discuss your child's individual needs.
- contact you if there is a problem with your child's health, wellbeing or behaviour.
- encourage children to take care of their surroundings and others around them.
- always ensure confidentiality.
- communicate with parents or carers promptly, via email, regarding any session bookings and possible unavailability.
- aim to provide a flexible and accommodating service to support families.

**The Child** - I will do my best to:

- be polite, friendly, kind and helpful to others.
- demonstrate the school's vision of Caring, Sharing and Always Learning.
- respect the feelings and beliefs of others.
- be responsible for all resources and help to keep my school tidy and safe.

**Parents and Carers** – We will endeavour to:

- ensure that our child only attends sessions that are booked in advance.
- ensure that our child is dropped off and/or collected on time.
- contact the school promptly if there is a change in adult arrangements or collection times (**early or late collection**).

- communicate clearly with staff and offer mutual respect surrounding timely collection and timely session booking.
- contact the school if child is going to be absent from a session or any date changes are required.
- understand that it is the parent or carers responsibility to check whether there have been any communications from school surrounding wraparound care and to arrange other appropriate care if we are unable to host a session.
- support and demonstrate the school's vision and values.
- support and adhere to the Wraparound Care Policy as outlined in this document.
- inform the school of any concerns or problems that might affect your child's wellbeing or behaviour.

### **Session Timings and Availability**

#### Morning Sessions

- Morning sessions may be requested from 8:00am, 8:15am or 8:30am.
- Children can be brought into school, using the brown door (entrance into Oak Class). Here a member of staff will be available to meet your child.
- Children will be invited to find an activity or game to participate in throughout this session.
- The morning sessions will incur a small fee that will be discussed with you by staff.

#### Afternoon Sessions

- Afternoon sessions will run from 3:25pm to 4:30pm.
- Children will be invited to find an activity or game to participate in throughout this time.
- They will be supervised by a member of staff throughout these sessions.
- A drink and healthy snack will be provided if the child would like one.
- When collecting, parents or carers may ring the bell at the main entrance, and a staff member will greet you.
- The afternoon sessions will incur the small fee that will be discussed with you by staff.

#### Cancellation or unavailability of Wraparound Care

- If you no longer require the use of a booked session, please inform staff as soon as possible. With a notice period of over 48 hours, this may be done by emailing [head@leeshill.cumbria.sch.uk](mailto:head@leeshill.cumbria.sch.uk). With a notice period of less than 48 hours, please telephone the school office. The office is not manned every day. You **must** call back until you have spoken to a member of staff.
- If you are picking up your child early from the session, you must call ahead to let staff know. You will still be charged for the full session.
- If staff are unable to provide a pre-booked session due to unforeseen circumstances at less than 48 hours notice, they will telephone as soon as possible. Please ensure you always provide an up-to-date contact number to school.
- If staff are unable to provide wraparound care for a requested session further in advance, the appropriate parent or carer will be informed via email. It is the duty of the parent or carer to ensure that they check for any relevant communications from school.

### **Booking Wraparound Care**

- When requesting sessions, please endeavour to provide staff with as much notice as possible. We ask for at least one week's notice but do understand that sometimes the service may be required with less notice.
- We will always aim to provide a flexible and accommodating service but cannot guarantee availability.
- The use of this provision may be one-off or on-going.
- Please email **Lynn Rooney** on [head@leeshill.cumbria.sch.uk](mailto:head@leeshill.cumbria.sch.uk) **directly** to request the use of our Wraparound Care service and to book any sessions. *Emailing any other staff members may lead to a delay in communication.*

### **Non-Collection of a Child**

In the event that a child is not collected from after school wraparound care by the end of the session (4:30pm), staff should:

- Establish if a message has been left by the parent/carer
- Try to contact the parent/carer. Appropriate messages must be left asking for them to contact the school immediately.
- A member of staff must remain near the telephone in order to receive the call. If the child has not been collected by the end of the registered session and contact with the named parent or carer has not been established the staff must contact other authorised collectors from the registration form.
- The staff must inform the Head Teacher or one of the other designated safeguarding leads. After all avenues of contact have been exhausted, if staff have not received any contact from the parent or authorised collectors, the Head Teacher (or other designated safeguarding leads) will make the decision to contact the Local Authority's Designated Child Protection Officer.
- At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Local Authority Child Protection Officer or Head Teacher or a Designated Safeguarding Lead.

### **Sickness & Medication**

All wraparound care staff members have first aid training. The priority is to provide an environment where children and adults are protected from the spread of illness and infection.

This is achieved in the following ways:

- We do not provide care for children who are unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease.
- Parents/carers are asked to telephone the main school line on the first day of their child being absent with illness and give the reason.
- Children with head lice are not 'excluded' but must be treated by parents/carers appropriately to remedy the condition.
- Parents/carers are asked not to bring their child to school or wraparound care if they have been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack.

- Parents/carers will be notified immediately to collect their child if they become unwell or if they develop an illness whilst at the wraparound care. Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is always carried out.

### **Medication**

- The wraparound care provision is not permitted to possess, store or dispense medication such as Calpol, Junior Aspirin or other such general medications.

### **Prescribed Medication**

- The wraparound care provision is unable to administer any medication during sessions.
- Any medication administered by the school during the school day will be passed to the wraparound care supervisor to be handed back to the parent/carer.
- Current Individual Health Care Plan details e.g. for asthma, etc will be shared by the school with the club supervisor with consent of the parent/carer.

### **Allergies, Intolerances and other food requirements**

- We will provide for those children who have food allergies, intolerances or other food requirements such as restricted diets, provided the parents/carers inform us beforehand.
- We are a 'nut-free' school site and cannot serve or allow children to bring nuts or products containing nuts into the school.
- If you wish to provide your child with their own breakfast food or packed snack, then there will not be any deduction in fees for any sessions that your child attends.
- The afternoon wraparound care staff can provide food options which may include breadsticks, fruit and/or vegetable sticks. Water will be available.

By using our Wraparound Care service, parents/carers, and children automatically agree to adhere to the information outlined in this policy.

We operate an open-door policy here at Walton and Lees Hill CE Primary School, and so parents and carers are invited to discuss any questions, queries or concerns they have at any time.

We aim to communicate clearly with parents and carers, however, are not responsible for ensuring that parents and carers have booked the correct sessions, remembered their session requests, or received any other communications.

If parents or carers are unsure about any of their requests or bookings, they are encouraged to either call the school office on 016977 2577 or email [head@leeshill.cumbria.sch.uk](mailto:head@leeshill.cumbria.sch.uk).

We will aim to always provide an inclusive and flexible wraparound care, however there may be times where we are unable to accommodate sessions and therefore, we cannot guarantee availability prior to booking.

All information in this policy was correct at the time of writing. This policy will be reviewed as and when it is seen appropriate by school staff and the Governing Board.