

# ELDWICK PRIMARY SCHOOL

## Wraparound Care Policy (Sunrise / Sunset Club)

---

<b>Date Approved</b>	March 2018	<b>Version 1</b>
<b>Revised</b>		
<b>Author / Owner</b>	SLT	
<b>Next Review date</b>	March 2020	

## **Contents:**

### Statement of intent

1. Legal framework
2. Wraparound childcare
3. Admissions and fees
4. Arrivals and departures
5. Missing child procedure
6. Health and safety
7. Illness and injury
8. Medication
9. Behaviour
10. Uncollected children
11. Emergency evacuation/closure
12. Monitoring and review

## Statement of intent

Eldwick Primary School believes in creating a safe, welcoming and stimulating environment for all the pupils in its care. The school believes that a safe social atmosphere helps pupils of all ages to develop their social skills and confidence.

In order to help and support parents/carers, the school aims to provide an affordable and convenient wrap-around childcare service. Sunrise and Sunset Clubs are made available to pupils in Reception to Year 6, allowing parents/carers more flexibility with their working hours.

The Sunrise Club caters for up to 40 pupils at a time and the Sunset Club caters for up to 20 pupils, ensuring that there is a minimum staff to pupil ratio of one member of staff for every 10 pupils at all times.

Furthermore, Eldwick Primary School provides numerous extra-curricular clubs and activities as a method of developing the social, behavioural and academic skills of pupils. All clubs and activities are conducted to the same high standard as that of the educational provision.

Signed by:

\_\_\_\_\_ Headteacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors                      Date: \_\_\_\_\_

## 1. Legal framework

- 1.1. This policy has due regard to statutory legislation including, but not limited to, the following:
  - The Health and Safety at Work etc. Act 1974
  - The Children Act 2004
  - The Equality Act 2010
  - The Children and Families Act 2014
- 1.2. This policy has due regard to national guidance including, but not limited to, the following:
  - DfE (2014) 'Health and safety: advice on legal duties and powers'
  - DfE (2016) 'Keeping children safe in education'
- 1.3. This policy is used in conjunction with the following school policies and procedures:
  - **Accident Reporting Procedure**
  - **Administering Medication Policy**
  - **Complaints Procedure Policy**
  - **Health and Safety Policy**
  - **Behavioural Policy**
  - **Emergency Plan**

## 2. Wraparound childcare

- 2.1. Wraparound childcare is defined as childcare provided before school from 7.30am to 8.50am and after school from 3.15pm to 6pm.
- 2.2. Parents/carers are advised to complete a booking application form which indicates, the day(s) when the provision is required and the age of their children.
- 2.3. All requests from parents/carers are recorded and dated, and stored in the main office.
- 2.4. Parents/carers are made aware of the timetable for the process, as well as the correct process they are expected to follow.
- 2.5. The school may refuse a place under the following circumstances:
  - There is a lack of a suitable space - eg. the club is full to capacity
  - The child is below Reception age. The Clubs are for Reception to Year 6 pupils only.
  - Parents are in arrears with payment. A place will be withdrawn if fees are in arrears by four weeks or more.

### 3. Admissions and fees

- 3.1. Parents can apply for a place in wraparound care at anytime throughout the year. Application forms are available from the main office and website.
- 3.2. Eldwick Primary School has a first come, first served policy for admissions to Sunrise and Sunset Clubs, although parents requesting 5 days per week will be given priority. When all the places have been filled, new applications are placed on a waiting list. During the summer term, preparation will be carried out for the new academic year as follows:
  - Existing members will retain their place
  - Siblings of pupils already attending
  - Pupils who are new to Reception.
  - The rest of the school.
- 3.3. After submitting an application form parents will be contacted, usually by email, to confirm if they have been successful in obtaining a place. If a place is not available they will be advised that they are on a waiting list.
- 3.4. There is a minimum 3 week notice period for any changes or cancellation to places.
- 3.5. The staff to pupil ratio for Eldwick Primary School's wraparound care is 1:10.
- 3.6. The standard daily fee for attending the Sunrise Club is £3.50, the Sunset Club is £10.00. The following conditions are also in place:
  - All fees must be paid in **advance for the half-term**
  - The school's preferred method for payments is via Parentpay.
  - A pupil's place will be withdrawn if debts go beyond 4 weeks.
  - The clubs **accept** childcare vouchers
  - Fees are charged if attendance is booked and the child does not attend
  - There is a standard fee (penalty notice) of £10.00 for late collection (more than 15 minutes) of pupils and then £10.00 per hour thereafter.

### 4. Arrivals and departures

- 4.1. **Eldwick Primary School** is fully committed to the safety and security of all the pupils in its clubs and on the school premises; therefore, there are a number of procedures in place for when pupils arrive and leave the school premises:

#### Sunrise Club

- Parents are required to sign in each child on arrival at Sunrise Club. The register is maintained and retained by club staff
- With parental consent, pupils in Years 5 & 6 are allowed to go into the playground at 8.40am to line up with their peers.
- Pupils in Reception to Year 4 are accompanied by a member of staff to the classroom at the start of the school day.

## Sunset Club

- At the end of the day pupils are escorted to the sunset club by a member of staff.
- Attendance is recorded in the register; the parents/carers of any pupil who was booked to attend, and is not present when the register is called, are contacted immediately.
- Parents/carers sign their child out before they leave the premises.
- Only registered individuals are allowed to collect the child. If someone other than the person registered is collecting the child, staff must be notified by the registered person, in advance.
- If the registered person is running late, staff must be notified before the end of the collection period by the registered person.

4.2. **Eldwick Primary School** aims to achieve effective communication with parents/carers; therefore, it has the following protocols in place to ensure effective information sharing:

- Parents/carers are invited to visit the facilities before their child attends.
- All the club's policies are available on the Eldwick Primary School's website, and hard copies are also available upon request.
- All members of staff take note of information from parents/carers that could affect the happiness and wellbeing of their child.
- Parents/carers are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.
- The school uses a messaging service to communicate directly with parents. Parents are required to provide an email address for this purpose.

## 5. Missing child procedure

5.1. **Eldwick Primary School** has procedures in place to ensure the safety and wellbeing of all the pupils in the school's care. If, at any time, a pupil cannot be located, the following steps are taken:

- All members of staff are alerted that a pupil is missing.
- Members of staff conduct a search of the premises and the surrounding area.

Please refer to the school's Lost Child Policy for further information.

## 6. Health and safety

6.1. All members of staff at **Eldwick Primary School** are aware of their responsibilities and duties in regards to the **Health and Safety Policy**. All members of staff are responsible for:

- Recording incidents, accidents and near misses.
- Maintaining a safe environment for pupils and adults.
- Taking part in any relevant health and safety training.

## **7. Illness and injury**

- 7.1. In the event of illness or injury, Eldwick Primary School acts in accordance with the Accident Reporting Procedure.
- 7.2. Each club at Eldwick Primary School have staff who are first aid trained and are aware of their duties if a pupil is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:
- If a pupil becomes ill, the parents/carers are contacted and asked to collect their child
  - If a pupil is complaining of illness, but the member of staff does not believe it is serious, they monitor the pupil until the end of the day
  - If a pupil suffers a minor injury, first aid is administered and the pupil is closely monitored for the rest of the day
- 7.3. If a pupil suffers a major injury or becomes seriously ill, the following procedures are implemented:
- If a pupil needs to go to the hospital, an ambulance is called and a member of staff accompanies them
  - The parents/carers of the pupil are notified immediately
  - Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future

## **8. Medication**

- 8.1. Members of staff always act in accordance with the school's Administering Medication Policy.
- In general, staff will not administer any medication.
  - In exceptional circumstances and by pre-arrangement, with parental consent staff may administer medication.
  - When a member of staff administers medication, another member of staff witnesses the process.
  - Details of the process are recorded on the pupil's medication form.

## **9. Behaviour Policy (including peer to peer abuse).**

- 9.1. The Sunrise Club and Sunset Club is subject to the existing Behaviour Policy, disciplinary issues are reported to the parents/carers of the pupil.
- 9.2. Continuous bad behaviour and rule breaking may result in the pupil being barred from attending the clubs.

- 9.3. Any outstanding fees paid by the parent/carer are returned if a pupil is barred from attending the clubs.
- 9.4. All incidents are reported to the headteacher, and incidents are recorded

## 10. Uncollected children

- 10.1. Staff members at Eldwick Primary School do their best to ensure the effective communication between the school and parents/carers. If a parent/carer is up to **15** minutes late, the following procedures are followed:
- The parent/carer is reminded that they must notify a member of staff if they are running late
  - The parent/carer is warned that repeated late arrival will result in penalty fees
- 10.2. If the parent/carer is later than 15 minutes collecting a pupil(s)
- A member of staff attempts to contact the parent/carer using the details provided on the registration documents
  - If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts listed on the registration form.
  - The pupil remains on the premises with a member of staff.
  - When the parent/carer arrives, they are issued with a penalty notice for the standard late fee. Please see paragraph 3.6 for details

## 11. Emergency evacuation/closure

- 11.1. In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.
- 11.2. In the case of an emergency, the following procedures are followed:
- Depending on the extent of the emergency, ie. 'a critical emergency where there is a risk to life' then the emergency services will be called immediately by dialling 999.
  - In the event of a non-risk to life emergency, the Headteacher, Business Manager & Premises staff are contacted and action will be taken. All Wraparound Care staff have the direct contact numbers for the members of the senior team.
  - All pupils are evacuated from the building and taken to the designated emergency assembly point – currently, this is **the tennis courts**.
  - A member of staff collects the register and checks that all the pupils are at the emergency assembly point

- If a pupil is missing from the emergency assembly point, the emergency services are immediately informed
- Parents/carers are contacted to collect their children
- All pupils remain at the emergency assembly point until they are collected by their parent/carer

11.3. If a pupil has not been collected after undergoing the emergency procedure, members of staff follow the uncollected child procedure.

## **12. Monitoring and review**

12.1. This policy is reviewed every **two years** by the **headteacher** and the appropriate committee of the Governing Body

12.2. The next scheduled review date for this policy is **May 2020**.