



# White Hall

Academy & Nursery

## Wraparound Provision Policy

Date policy last reviewed: December 2024

Signed by:

AJ Thomas Headteacher

Date: Jan 2025

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Chair of governors

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



## Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2022) 'Keeping children safe in education'
- DfE (2016) 'Wraparound and holiday childcare'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Managing Medicines Policy
- Anti-bullying Policy
- Complaints Procedures Policy
- Health and Safety Policy
- Behaviour Policy
- Fire Safety Policy

## Roles and responsibilities

The governing board will:

- Maintain strategic oversight of how the 'right to request' process is working
- Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school
- Hold the headteacher and SBM to account for the performance of the childcare services

The headteacher will:

- Recruit staff required for the Wraparound Provision and line manage the staff
- Report to the governing board on the performance of the Wraparound Provision
- Manage any complaints relating to the Wraparound Provision

The School Business Manager (SBM) will:

- Determine the financial viability and practicalities of the service and offer evidence-based recommendations to the headteacher as to whether the school should provide the service and how it should be delivered
- Ensure that employment contracts are revised for school staff working at the Wraparound Provision
- Ensure that the appropriate insurance is in place for any new childcare service
- Implement an appropriate payment system for the childcare service
- Purchase materials and equipment for the childcare service
- Maintain financial records for the childcare service
- Review and update facilities management policies and procedures to ensure that they cover the childcare service, e.g. cleaning, maintenance and security
- Manage contracts, including putting in place the appropriate service level agreements, break clauses and exit strategies with external providers
- Where requested, report to the governing board on the financial performance of the childcare service

The Wraparound Co-ordinator will:

- Be responsible for managing the weekly booking system
- Ensuring the provision is fully staffed and organise appropriate cover for any sickness/absence of staff
- Liaising with the Finance Team to ensure they are made aware when access to the provision is prevented due to non-payment over a period of time

- Ordering of food/drink weekly for the snacks provided
- Ordering of resources to ensure the provision is of a high quality
- Meeting regularly with the headteacher and SBM to provide updates on the effectiveness of the provision
- Ensure that any food provided is consistent with the school's Healthy Eating and Drinking Policy

The DSL will:

- Review and update existing child protection and safeguarding policies and procedures to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures
- Ensure that providers have clear policies and procedures in place to safeguard children
- Ensure that any additional staff (both paid and volunteers) recruited for the childcare service complete an enhanced DBS (with barred list) check before they care for children
- Obtain written confirmation from the external provider confirming that enhanced DBS (with barred list) certificates have been obtained for staff working at the childcare service

The Site Manager and Health and Safety Officer will:

- Ensure that the appropriate risk assessments have been undertaken in respect of the Wraparound Provision
- Ensure that any reasonable adjustments are made to allow disabled children access to the childcare service
- Review and update facilities management policies and procedures to ensure that they cover the childcare service, e.g. cleaning, maintenance and security

## Wraparound Provision

Wraparound childcare is defined as childcare provided by a school that runs outside of normal school hours, e.g. breakfast clubs.

Parents have the right to request that the school considers the provision of wraparound for children in Reception up to Year 6.

The Wraparound Provision is a paid for service, and the charges for this childcare will be broadly cost neutral. Any profit that the school makes from providing these services will be reinvested in the service or in the school.

The process for handling requests from parents is as follows:

- Parents are informed of their right to request wraparound through the weekly newsletter, induction processes to the school and the school website
- Places are requested by using the online booking form which can be found on the school website under the Parents tab – Wraparound
- Parents are informed that they have a place by the Wraparound Manager

All requests from parents are recorded and dated, and stored in the weekly booking form in accordance with the school's Data Protection Policy.

The school is permitted to refuse to provide the service only under the following circumstances:

- There is a lack of a suitable space
- There is a lack of demand from parents making the provision unsustainable financially.
- The behaviour of a child is putting staff and pupils at risk from harm.
- The parent/carer has not paid for the provision over a period of time and therefore incurred a debt

## Wraparound Provision – Admission and Fees

The school has a first come, first served policy for admissions to wraparound services. When all the places have been filled, new applications are placed on a waiting list.

The staff to child ratio for our school's wraparound services is 1:14.

Before registration, parents are given the following information:

- A Copy of the Wraparound and After School Policy

As the children are pupils Parents are required to complete and return the following forms before children attend the clubs:

- Registration form
- Medical form
- Parent contract

The standard fees for attending the Wraparound Provision is as follows:

- **Wraparound Breakfast Club** (7.30 am to 8.30 am) is £2.50 per day per child
- **Wraparound After School Club** (3.15 pm to 3.45 pm) is £1.50 per day per child (Please note this will not include a snack)
- **Wraparound After school Club** (3.05 pm to 6.00 pm) is £8.00 per day per child
- **If you book in for a Breakfast and After school club the total cost for the day will be £10.00**
- All fees must be paid **weekly**
- No place will be given without prior payment
- Fees are charged if attendance is booked and the child does not attend
- There is a fee of £40 per hour for the late collection of children and will be applied from 6.05pm onwards.

Places will need to be paid for in advance via SchoolComms.

If you have not already registered for SchoolComms, please contact the school office so that an account can be set up.

### **Wraparound Provision - Breakfast Club arrival procedure**

- Parents drop their child off at the yellow gate at the front of the school and are greeted by a member of staff
- Attendance is recorded in the breakfast club's register
- A member of staff from the Wraparound Provision will collect pupils from the breakfast club and escort them to their respective classes from 8.30 am onwards

### **Wraparound Provision - after school provision arrival and departure procedures**

- Pupils attending the Wraparound Provision will be escorted to the main hall by a member of staff from the child's class at 3.25 pm
- All pupils will be escorted to the collection point by their class teachers or LSAs and recorded on a register upon arrival, whilst older pupils will find their own way
- If a pupil arrives at the wraparound provision but is not on the register, a staff member will check with the parent before turning the pupil away
- Where there are children booked to attend the club, but they have not arrived, a member of staff from the Wraparound team will establish if the child attended school that day. If they did they will call the children's parents immediately
- The parent is reminded that they must notify a member of staff if they are running late
- The parent is warned that repeated late arrival will result in penalty fee of £40 for the Wraparound Provision

### **Wraparound Provision - after school late collection procedure**

Staff members do their best to ensure effective communication between clubs and parents. If a parent is up to 10 minutes late, the following procedures are followed:

- On the first occasion the parent is warned that repeated late arrival will result in a penalty fee of £30 per 15 mins late or potential removal from the Wraparound Provision

If the parent is over 10 minutes late, the following procedure is followed:

- A member of staff attempts to contact the parent using the details provided on SIMS
- 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
- For the duration of the wait, the child is supervised by two members of staff
- When the parent arrives, they are issued with a penalty notice of £30 per 15 mins late for the Wraparound Provision



If the parent is more than 60 minutes late, the following procedures are followed:

- If a member of staff has not reached the parent or an emergency contact, a school DSL will contact the local social care team for advice
- The child remains on the premises with a member of staff, or is placed with the local social care team
- If the child has left the premises with the local social care team, a note is left on the door to the club informing the parent of the child's location. A contact number and address is displayed. All contact details will be shared with Social Care
- Unknown, the club will follow the procedures outlined in [Section 9](#) of this policy
- A penalty notice of £150 per hour will be applied for late collection. Refusal to pay the notice will result in their child being refused a future place in the Wraparound Provision until paid or a payment plan agreed

### **Extra-curricular clubs and activities including Colchester United and Dance Lessons**

A wide variety of extracurricular activities are offered with the aim of developing pupils' life skills, such as clubs. Extracurricular clubs and activities are provided free of charge, except for the cost of personal or specialist equipment. This includes the clubs provided by Colchester United and Dance Lessons.

Extracurricular activities are also used to prepare pupils for further education and professions, as well as give pupils the chance to explore things which they've never encountered by exploring beyond the national curriculum.

A range of opportunities are provided to pupils to promote a healthy lifestyle and support pupils' wellbeing, such as drama club to develop pupils' confidence and sporting activities to encourage team work.

All clubs are available to a range of age groups, ensuring that pupils are given the opportunity to interact with others who have similar interests, rather than always being with classmates or small groups.

In order to ensure that pupils' interests and needs are met, pupils are given the opportunity to contribute to the type of extracurricular clubs and activities through the Pupil Voice Council.

All clubs and activities follow a first come, first served policy in relation to the allocation of a place. This is managed through an online booking form which is distributed via ClassDojo. When all the places have been filled, a waiting list is held for pupils who have not been offered a place in the club.

The staff to pupil ratio for extracurricular clubs and activities is 1 :20. When activities involve leaving the school premises, this ratio changes to 1:10. This is generally for competitive sporting events.

Pupils partaking in the club/activity are registered at the beginning and end of the session in order to ensure that nobody is missing.

All extracurricular clubs and activities follow the same procedures and protocols as the school's extended services.

Whilst clubs and activities are being conducted, the designated member of staff leading the extracurricular club is responsible for the safety and welfare of all pupils.

Appropriately trained members of staff partake in clubs and activities where SEND provision is needed.

Extracurricular clubs do not discriminate against pupils with SEND.

### **Arrivals and departures**

The school is fully committed to the safety and security of all the children in its wraparound, and extracurricular clubs; therefore, several procedures are in place for when children attend an after school club.

### **Uncollected children from Extra Curricular clubs and activities**

Staff members do their best to ensure effective communication between clubs and parents. If a parent is up to 10 minutes late, the following procedures are followed:

- The parent is reminded that they must notify a member of staff if they are running late
- The parent is warned that repeated late arrival will result in or potential removal from the After School Club.

If the parent is over 15 minutes late, the following procedure is followed:

- A member of staff attempts to contact the parent using the details provided on SIMS
- 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
- For the duration of the wait, the child is supervised by two members of staff
- The parent is warned that repeated late arrival will result in or potential removal from the After School Club.

If the parent is more than 60 minutes late, the following procedures are followed:

- If a member of staff has not reached the parent or an emergency contact, a school DSL will contact the local social care team for advice
- The child remains on the premises with a member of staff, or is placed with the local social care team
- If the child has left the premises with the local social care team, a note is left on the door to the club informing the parent of the child's location. A contact number and address is displayed
- The parent is warned that repeated late arrival will result in or potential removal from the After School Club

#### **Holiday clubs provided by the Holidays and Activities Food Programme**

The school provides a venue for providers to provide activities for pupils from White Hall Academy and the local area through the Holidays, and activities Food Programme (HAF).

The provider will:

- Manage the application process and allocation of places
- Ensure they have contact details and medical information for the pupils attending the programme
- Risk assess all of the activities to be delivered
- Manage the arrival and collection of pupils on the school site
- Liaise with the School Site Manager in relation to any site issues that may present a risk to the health and safety of adults and children

White Hall Academy will:

- Ensure a copy of any risk assessments are provided to the school
- Ensure all staff from the provider has an appropriate DBS checks
- Carry out a safeguarding visit during the programme

## Missing child procedure

The school has procedures in place to ensure the safety and wellbeing of all the children in the school's care.

The school ensures it holds at least two emergency contacts for each pupil registered at the club.

All staff are informed of the missing child procedure as part of their induction.

If at any time a child 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
- At least one member(s) of staff stays with the other children involved in the club, in order to prevent further problems and keep a calm atmosphere
- If the child is not located within 10 minutes, the police and the parents of the child are informed
- The search for the child continues until the police arrive
- The headteacher liaises with the police and the parents of the child

## Health and safety

All members of staff at the 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 children and adults
- Taking part in any relevant health and safety training

## Safeguarding

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.

All staff employed to work with children in wraparound care, up to the age of 8, are permitted to work with children and are not disqualified from working in a school, in accordance with the Childcare Disqualifications Regulations 2018.

Child protection and safeguarding extends to all wraparound care provision and the school expects all staff and volunteers involved in the provision of wraparound care to 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.

Any safeguarding matters are raised with the DSL or deputy DSL as soon as possible. In the event that the DSL or a deputy are not available before or after school hours, safeguarding issues are raised with a named nominated person, e.g. the headteacher, who then informs the DSL as soon as possible.

### **Illness and injury**

In the event of illness or injury, the school will act in accordance with the Health and Safety Policy and the First Aid Policy.

All members of staff are trained in first aid and are aware of their duties if a child is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:

- If a child becomes ill, the parents are contacted and asked to collect their child
- If a child is complaining of illness, but the member of staff does not believe it is serious, they monitor the child until the end of the session
- If a child suffers a minor injury, first aid is administered and the child is closely monitored for the rest of the session

If a child suffers a major injury or becomes seriously ill, the following procedures are implemented:

- If a child needs to go to the hospital, an ambulance is called and a member of staff accompanies them
- The parents of the child 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

### **Medication**

Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy

Members of staff are aware of the importance of administering prescribed medication to children. The school and its clubs understand that parental consent is crucial and has the following rules in place for administering medication to pupils:

- Before any medication is given, the child's medical forms are checked to see if the medication has been approved by the parent
- When a member of staff administers medication, another member of staff witnesses the process
- Details of the process are recorded on the child's medication form
- If a child refuses to take the medication, the member of staff does not administer it. The parent is notified immediately
- If a certain medication requires training to administer the medication, only members of staff with the relevant training will administer it
- If there are changes to the dosage or frequency of the medication, the changes are recorded on the medical forms. Parents are required to sign the forms again before any change in procedure

## **Behaviour**

The school's Wraparound Provision is subject to the school's Behaviour Policy; disciplinary issues are reported to the parents of the child.

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

Any outstanding fees paid by the parent are returned if a child is barred from attending the clubs.

## **Anti-bullying Policy**

The school has a strict Anti-bullying Policy which is to be implemented at all times.

Any child who is the victim of bullying is supported in a sympathetic and friendly manner.

If bullying is reported, it is noted and investigated by a member of staff and the parents of both children are informed.

The school defines bullying as repeated harassment of others, including psychological, physical, verbal or emotional abuse.

If it is discovered that bullying has taken place, the following procedures are adhered to:

- Incidents are dealt with in a sensitive and thorough way
- Victims have the chance to discuss what happened with a member of staff
- Victims of bullying are reassured that the case will be taken seriously
- Victims of bullying are monitored to ensure further incidents do not occur
- If another pupil reported the incident, they are reassured that they did the right thing
- The child who is accused of bullying is made to understand why their behaviour was wrong
- If the bullying persists more serious action, such as exclusion, is considered
- All incidents are reported to the headteacher, and incidents are recorded and investigated

Bullying of a sexual nature will **never** be tolerated, and will be addressed according to the procedures outlined in the school's Child Protection and Safeguarding Policy. Where crimes, such as rape, assault by penetration, sexual assault and up-skirting, are included in a report of bullying, the police will be notified.

### **Emergency evacuation/closure**

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.

In the case of an emergency, the following procedures are followed:

- Emergency services are contacted
- All children are evacuated from the building and taken to the designated emergency assembly point. Currently, this is the school field muster points
- A member of staff collects the register and checks that all the children are at the emergency assembly point
- If a child is missing from the emergency assembly point, the emergency services are immediately informed
- Parents are contacted to collect their children
- All children remain at the emergency assembly point until they are collected by their parent

If a child has not been collected after undergoing the emergency procedure, members of staff follow the [uncollected child procedure](#).

## Monitoring and review

This policy is reviewed **annually** by the headteacher and the DSL.

The scheduled review date for this policy is: **February 2025**