



At Knights Enham Schools we provide...

Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.

'Together We Achieve'

Little Knights

Before and After School Wraparound Care Policy

Approved: April 2025

Review: April 2026



Little Knights

Wraparound Care Policy

The purpose of our Wraparound Care is to provide good quality affordable childcare in a safe, happy and caring environment. It is aimed at working parents/carers and to parents/carers that require childcare in 'exceptional circumstances'.

Aims

- To provide a happy, welcoming place at the start and end of the school day where children are valued.
- To provide activities that are fun, varied and stimulating.
- To be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is attending Wraparound Care.

Before School Club

Our Sunrise Club will run from 8:am and 8:45am each day at a cost of £4. Places should be booked by 5:30pm the day before the booking is required to ensure there is a space for the child.

Children will be served a breakfast comprising of a variety of cereals, toast and juice. Please note, however, that breakfast will not be available to children arriving after 8.10am. Once breakfast is over, the children will be occupied with a selection of quiet activities until it is time to start the school day.

After School Club

Our after school club will run from 3:20pm – 5.00pm. A snack will be provided.

The snack will comprise of a biscuit, fruit or a cake with a drink and see the separate menu attached for hot food. All hot food will include a dessert.

Both clubs will have a rotation of activities and based around a topic theme which is a focus in school:

Monday's: Lego building

Tuesday's: Forest school/den building

Wednesday's: Movie Night

Thursday's: Board Games

Friday's: Arts & Crafts

The clubs will be based in the Infants Cooking Room, the children will also have access to the library, hall, playground/field and kitchen where they will have their food.

**Pricing for each session:**

Breakfast Club is charged at £4.00 per child per session

After school Club is charged at £6.00 per child per session

Payment will be required at the time of booking via Arbor App only, no cash or cheque payments will be accepted. If you have not booked your child will not be accepted and we will contact you to collect your child.

Record Keeping

Knights Enham Schools is registered with the Data Protection Office. All records will be kept in school in a locked cabinet and stored electronically.

Children's records will be obtained from the Application Form. It will be the parent/carer's responsibility to inform the School Office of any changes to the information contained on the Application Form. Current records and data relating to children attending Wraparound Care will be kept by the school office. Records, data and previous registers will also be retained.

It will be the responsibility of the Parents/Carers:

- a. To ensure Wraparound Care is notified of any change of contact details immediately to ensure records held are accurate and up to date.
- b. To ensure Wraparound Care records contain current and accurate details of arrangements for delivering/collecting their child/children, to and from Wraparound Care.
- c. To ensure details of any special dietary needs or allergies are detailed on the application form.

Attendance

Registers will be compiled from the Application forms and booking sheets. It is the responsibility of the After School Club team to update the daily sheet and to check during the afternoon with the school office if they have been notified of any changes (a child is off sick or will not attend Wraparound Care for some other reason), to ensure that staff know exactly who is due to attend each day.

It is the responsibility of staff to sign the children in. It is the responsibility of the parents to ensure they notify the school office (a message will be passed to the Wraparound Care staff) if the child will not be attending Wraparound Care. This enables the relevant lists to be updated to reflect the child's attendance. Please note that contact with Wraparound Care mobile should not be via text message, and parents/carers must state the password when leaving messages to ensure their authenticity. It is the responsibility of the parent (or authorised adult) to sign children out.

Arriving at Breakfast Club

Children should arrive from 8.00am at the Infants Cooking Room door by the Parents Shelter

Departing from Breakfast Club

KS2 children leave Breakfast Club at 8.45am to join the other KS2 children in class, the children will be escorted from the Infants to the Juniors with a member of our Wrap Around team. Reception and KS1 children are accompanied by a member of staff to their classrooms.



Arriving at After School Club

At 3.20pm when classes are dismissed, children attending After School Club will collect their belongings and go straight to hall where they will be collected by a member of staff with a register.

Reception and KS1 children will be collected from their classrooms and accompanied by a member of staff.

If a child named on the register does not arrive at 3.20pm, enquiries will be made via the school office. If there is any doubt as to the child's whereabouts, the parent will be contacted.

Departing from After School Club

Children may be collected from the club any time before 5.00pm by a parent or other person authorised by the parent(s) on the Application Form. Any person collecting a child must be 16 years or over. The person collecting the child, if not the parent, must know the password and sign them out. If the person who arrives to collect a child is not listed on the contact sheet, the child will only be released once the main contact is contacted and the password process verified. No child will be released into the care of anyone not identified on the booking form without verbal communication from the parent/main contact. The person collecting is required to give the password. **Children will not be allowed to leave the club on their own.** If a situation arises whereby a child is unhappy at Wraparound Care, the staff will talk to the child and take all possible measures to resolve the situation. This may include phoning the parent/carer, or emergency contact if the parent is unavailable, in order for them to talk with staff and child to overcome the problem. The parent/carer may be requested to collect the child.

Late Collection from After School Club

Emergencies may arise where a parent or carer is unable to pick up at the allotted time. It is essential that you let one of the staff know if you will be late on 01264 352151.

Child not collected at 45pm

Two members of staff must remain while there are any children on the premises. If no one has contacted the club regarding the collection of their child, staff will attempt to contact the parent or another authorised person on the list of contacts. When the child is collected, the time of collection will be recorded in the register. Late collection fees will be charged (see "Late collection fees"). If a child arrives at Wraparound Care after their registration has been cancelled s/he is not the responsibility of Wraparound Care and will be handed back to the school office so parents can be contacted.

Health & Safety

Wraparound Care staff will be responsible for taking all reasonable steps to ensure the club offers a safe and healthy environment at all times. These will include:

- Processes to ensure and maintain the hygiene and cleanliness of the setting and equipment.
- Raising the children's awareness of good hygiene practices.
- Activities being planned with the appropriate level of supervision and suitability of the age group of children kept in mind.



- Equipment being monitored to ensure it is continually safe and being used in the appropriate fashion.
- Damaged/unsafe equipment being removed immediately for disposal or safe repair.
- If outdoor play is scheduled, the appropriate staff level to monitor this activity being observed.
- Staff holding an up to date First Aid Certificate, which will be renewed upon expiry.

Administering Medication

Any medication brought by children to Wraparound Care must be labelled clearly and kept in a safe place. Staff will administer prescribed medication only:-

- 1) in its original container with dispensary label
- 2) where the necessary medical consent form (available in the school office) has been signed
- 3) where they are confident that they understand the instructions and have received any training, if relevant It is the parent's responsibility to label medicines and to collect them at the end of the day. (Usually, the child will have received the relevant medication during the school day so it is unlikely that they will need more medication).

No medication for general use will be kept in the First Aid Box.

Some medication specific to a child that are kept in school e.g. EpiPen or inhaler, these will be available for the children to access from their classrooms. This medication will need a doctor's acknowledgement that the medication is meant for the child it is kept for and should contain details of dosage and administration.

Staff will not be liable for any adverse effects/consequences of administering medication.

Staff must wear protective gloves when treating a child where there are any body fluids involved.

First Aid and Accidents

A first aid kit will be kept on site at all times along with an accident log book. These will be kept in a designated area.

Records will be kept of any children registered with Wraparound Care who suffer from asthma, epilepsy or any other form of illness/disability and be easily accessible.

All accidents will be dealt with by a qualified on-site first aider and will be fully recorded on an accident form. Parents will be informed of any accidents when children are collected and asked to sign the accident form. Emergency services will be called in cases requiring their assistance. The parent/carer will be contacted immediately.

Illness

It is our policy that if a child should present with any of the following symptoms, the person in charge will contact the parents as soon as possible to arrange for the child to be collected. In an emergency, the person in charge will seek medical advice for the child and inform the parent as soon as possible.

Symptoms and illnesses that require a child not to attend Wraparound Care:



- Diarrhoea
- Vomiting
- High Temperature
- Chickenpox
- Measles
- Meningitis
- Hepatitis

If a child becomes ill whilst attending Wraparound Care, a member of staff will contact the parent/carer.

Food and Hygiene

Wraparound Care will offer breakfast to all children at a specified time within the schedule.

We are able to cater for any dietary requirements. This should be discussed with the parents prior to the child starting. Any dietary requirements must be stated on the application form as special dietary needs/allergies will be taken into account when planning what food to offer.

Children will not be permitted to bring food and drink from home to be consumed on the premises.

Wraparound Care observes local environmental health department guidance and regulations regarding food hygiene, registration and training. We will promote a healthy diet.

No food containing nuts will be kept in the club as far as is possible to oversee. Drinking water will be **available to children.**

Equipment

Equipment will be checked on a daily basis as part of the Health and Safety checks to ensure that it is safe and suitable for children's use. Any equipment which is found to be unsafe or unsuitable will be repaired or disposed of.

Equipment purchased for Wraparound Care will aim to be fun; support children's development; provide challenges and stimulation and show positive images of people of all races, cultures, abilities and genders as well as avoiding stereotypes.

Staff

Staff will be appointed in accordance with rigorous recruitment procedures. All staff will be employed on the basis of 1:10 adult to child ratio. This ratio will be maintained at all times during the clubs operating hours.

The roles of both the supervisor and assistants can be held on a job share basis. Volunteer helpers will be welcomed; their role, responsibilities and attendance will be agreed with the Wraparound Care management team. Volunteers may bring a specialist skill or interest which adds a variety to the range of activities. Volunteer helpers must operate under the guidance and supervision of supervisor.



The minimum age for volunteer helpers is 16 years and these will not be counted in the staff: children ratio.

Fire Drill

Staff will be responsible for carrying out our regular fire drill procedures to ensure awareness of the procedure for evacuation/emergency exits/fire extinguisher locations. In the event of a fire:

- A member of staff will raise the alarm to alert the children and other staff members.
- Staff will follow written fire evacuation procedures.
- Fire Services will be called.
- A register will be taken and an incident report written for records.

Behaviour

Staff will communicate with children on what is deemed acceptable/unacceptable behaviour within Wraparound Care. The school behaviour policy will apply. Copies of this policy can be obtained in school or via the school website. Parents will be informed of any unacceptable behaviour in Wraparound Care. Incidents will be logged on Cpoms. The Wraparound Care management team reserves the right to exclude any child who persistently displays any form of behaviour deemed unacceptable following the procedure in the school behaviour policy.

Equal Opportunities

We are committed to providing services that cater for all needs of the children. Wraparound Care recognises that children have wide ranging needs and will endeavour to meet those needs. Please refer to the school's Equal Opportunities Policy.

Special Needs (SEND)

Wraparound Care will support children with special needs, where this can be accomplished within Wraparound Care staff ratios and premises.

Staff will receive any necessary training on special needs. **If additional staff members are required to meet specific special needs, provision will be subject to securing additional funding.** Children who already receive additional support in school will be considered on an individual basis.

Safeguarding Policy

Little Knights Wraparound Care recognises its legal duty to protect children from harm and respond to child abuse. Every child regardless of age has at all times and in all situations, a right to feel safe and protected.

Little Knights Wraparound Care has a responsibility for the care, welfare and safety of the children that attend Wraparound Care. In order to achieve this, all staff in whatever capacity will, at all times, act proactively in child welfare matters, especially where there is a possibility that a child may be at risk of significant harm.

Please refer to the school Child Protection and Safeguarding policy on the Knights Enham Schools website.