



## The Carlton & Faceby and Bilsdale Church of England Federation

# Wrap Around Care at Carlton & Faceby Policy

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## Before and After School Care

### Introduction

Governors are delighted to be able to offer “Wrap Around Care” at Carlton & Faceby to support the families of our pupils. The Wrap Around Care service is supervised by school staff and is available to all pupils that are registered at Carlton & Faceby CE Primary School or Bilsdale Midcable Chop Gate CE Primary School. Parents/carers are responsible for arranging transport for their child to or from these sessions.

The children are always under full adult supervision, with a guideline ratio of 1 adult to 10 children. There is always at least one other adult on site during operating times. The DSL (Designated Safeguarding Lead) or a Deputy DSL will be contactable or on site. The care operates term time only (excluding inset days).

### Aims

- To provide a welcoming, safe, secure environment for pupils between 7.45am to start of the school day and after the school day up until 5:30pm.
- To provide an affordable service to parents/carers.
- To enable pupils to eat breakfast (cereal or toast) before the start of the school day /have an after-school snack in a pleasant, relaxed environment.
- To provide a calm play environment for pupils.
- To encourage physical activities that promote healthy living.

Ideally, Breakfast Club/After School Care will be self-supporting. The attendance fees are designed to cover staffing and food costs. Where demand is insufficient to cover costs the offer may have to be changed or withdrawn, however notice of this would be given. When no children are booked into the care, staff will not be present.

Fees are reviewed annually, parents/carers will be informed of any changes one month prior to the introduction of the change.

### Staffing

All supervising staff are employed following the Carlton and Faceby and Bilsdale CE Federation recruitment process. All members of staff hold current DBS checks and have had up to date safeguarding training. There is always a member of staff on duty who is first aid trained.

### Organisation

#### Breakfast Club

During term time we offer early morning breakfast care from 7:45am – until the time of your child’s start to the school day.

Children must be signed into Breakfast Club by their parent/carer when they arrive.

Children are welcome to have breakfast; this includes a choice of toast, cereals and fruit and we encourage children to drink water or milk with their breakfast.

There is free-play, organised activities and the opportunity to complete homework independently.

#### After School Care

During term time we offer after school care from 3:20pm to 5:30pm. When school finishes at 3.20pm, children will meet in the hall for registration. A snack (fruit or toast) and drink will be available.

Parents/carers should put a note in their child’s Home/School diary to ensure that they make the child’s class teacher aware of Wrap Around Care attendance. Class teacher/TA will ensure the smooth transition of children to After School Care at the end of the day.

Any parent/carer unable to collect their child from school by 3:20pm should notify the school office on 01642-712340. Any child who is not picked up by 3.30pm will be placed in the Wrap Around Care facilities and a charge for attendance at Wrap Around Care will be made.

Children who sign up for teacher led and external led clubs may join After School Care at the end of these clubs, providing a booking has been made.

### Collection

Parents/carers must collect their children from the Wrap Around Care facility or name an alternative person, aged 16 years or over, to collect their child. If there is any change to this arrangement the school must be notified beforehand. The school can be contacted on 01642-712340 or [admin@carltonfaceby.n-yorks.sch.uk](mailto:admin@carltonfaceby.n-yorks.sch.uk). There is a £1 a minute charge for any children collected after 5:30pm.

Children must be signed out of After School Care by their parent/carer when they leave.

### Non-Collection

If a child is not collected by 5:30pm and no call has been made by the parents/carers to inform the school they are going to be late, the staff member on duty will endeavour to contact all persons listed on the school system as emergency contacts.

If none of these people can be contacted, the staff on duty will then contact the DSL or a Deputy DSL within 15 minutes of the after-school club closing. The Headteacher (DSL) will then contact the local Social Care Team for advice.

The child will remain in the care of 2 staff until collected by a parent/carer or placed in the care of the Social Care Team.

### Times, pricing and booking

Breakfast Club -           Open 7.45am until start of the school day at a cost of £4.00  
                                  Open 8:00am until start of the school day at a cost of £3.00

After School Club (charged at £4.00 per hour and a half hour period is £2.00):

From	Until	Price
End of school	4.00pm	£2.00
End of school	4.30pm	£4.00
End of school	5.00pm	£6.00
End of school	5.30pm	£8.00

£1 per minute for late collection after 5:30pm.

### Booking

Children must be booked into the Breakfast Club/After School Care in advance via the School Office. This will ensure the ratio of staff to children is correct, and sufficient food can be provided. Parents/carers must book, amend and cancel places at least 72 hours before the session.

Fees should be paid weekly via ParentPay or we can accept Childcare Vouchers as payment for Wrap Around Care sessions.

Debts/non-payment of Wrap Around Care sessions may result in the loss of the child's place.

Sessions that are not cancelled with 72 hours' notice will still be charged. In the event of the child being ill, parents/carers will not be charged for the first session as long as school is informed of the absence by 8:45am.

Understandably, there may be times where Wrap Around Care needs to be used for emergency childcare and a booking has not been made with sufficient notice. If you need emergency care, please contact the school office and we will do our best to help in this instance.

### **Homework**

Space is provided for children wishing to complete homework in the Wrap Around Care facility. The staff will encourage children to complete their homework but it is not a mandatory requirement that it is completed at Wrap Around Care.

### **Fire procedures**

All children will be escorted to the playground, following the same procedure and expectations that are followed during the standard teaching day. Children will then be registered and remain on the playground until further instructions are given.

### **Health and Hygiene**

It is the responsibility of the Wrap Around Care staff to clean work surfaces at the end of each club session. They also sweep any obvious debris from the floor and mop any spillages up as they occur. The school's cleaning team mop and vacuum thoroughly at the end of each day and clean the toilet facilities. The facility is given a 'deep clean' once a week by a school's cleaner.

The school complies with the school food standards requirements. Allergen information is available upon request.

### **Outdoor Area**

Children may be indoors or outdoors during Wrap Around Care, however they will always be supervised.

### **Equipment**

Where children can safely tidy up, they are encouraged to do so. All toys and equipment are continuously checked for wear and tear and any equipment damaged during play is removed immediately. Children are taught to care for and respect the equipment and their surroundings and encouraged to play constructively.

### **Behaviour**

Wrap Around Care follows the same behaviour policy as the school; children are expected to behave in accordance with that policy. A child may be banned temporarily or permanently from the facility if their behaviour is a continuing issue.

### **First aid**

There is always a qualified First Aider available. Any incident will be recorded in the school's accident book, located in the admin area of the school.

### **Illness**

If there is a possibility that a child may become unwell, parents/carers should inform a member of the Wrap Around Care Team. Should they become unwell during a session it may be necessary for them to be collected before the end of the session.

### **Related policies**

The Breakfast/After School Care follow the policies of The Carlton & Faceby and Bilsdale CE Federation. Please refer to the following policies:

- Child Protection
- Safeguarding
- Behaviour
- Medicines
- First Aid
- Charging and Remissions
- Anti-Bullying

The club is also covered by the school's risk assessments.