

# Coalbrookdale & Ironbridge C.E. Primary School



## Wraparound Provision Policy

Last Review: Autumn 2022

Responsible: M. Dhaliwal (Headteacher)

Review Date: Summer 2023

## Our Vision and Values

At Coalbrookdale and Ironbridge CE Primary school, we provide a safe, welcoming and inclusive learning environment where all children are treated as individuals and are valued. We believe that every child can achieve and create an atmosphere where social, moral, spiritual and cultural values are learnt and developed.

Jesus said, "I have come that they may have life in all its fullness," John 10:10. We therefore aspire to live up to our Christian vision of "**living life in all its fullness**", for all of our children, staff, and the whole school community.

We seek to fulfil our vision by promoting the Christian values of **Compassion, Perseverance, Respect, Responsibility** and **Trust**. We believe these Christian values help to prepare our children for a successful and fulfilling life.

  
Coalbrookdale  
& Ironbridge  
CE Primary School

**Vision  
and  
Values**

*"Living life in all  
its fullness."*



	<b>Compassion</b>	We believe every child is unique and valued by God. Children learn how to show empathy, be kind to themselves, others and help those in need.
	<b>Perseverance</b>	We aspire to deliver a rich, creative, and stimulating curriculum that inspires all to overcome obstacles and achieve their potential through confidence and resilience.
	<b>Respect</b>	We aspire to be a school with a culture of inclusivity and opportunity for all; respecting and valuing every individual and our natural and historic environment, through both words and deeds.
	<b>Responsibility</b>	We promote responsibility by encouraging our children and each member of our school community to be confident, capable, considerate individuals.
	<b>Trust</b>	We foster collaborative relationships between children, families, carers, staff and governors, trusting one another, and behaving with integrity in pursuit of our common aims for all our children.

## **Introduction**

Coalbrookdale & Ironbridge CE Primary School runs a nonprofit wraparound provision for children to attend.

Breakfast Club runs between 7.50am and 8.50am, Monday to Friday, term time only.

After School Club runs between two sessions:

Half session – 3.20pm – 4.30pm

Full session – 3:20pm – 5.45 pm

The Headteacher is obliged to ensure there are satisfactory levels of supervision throughout the Breakfast and After School Club. The Club works on a ratio of 1:13 with 2 members of staff managing a maximum of 25 children per morning and after school.

The members of staff that make up the wraparound provision include a team leader and two play supervisors.

For each session, there would be two members of staff available: the team leader and one play supervisor.

The team leader has been appointed as a member of staff at Coalbrookdale & Ironbridge CE Primary School.

The play supervisors have been appointed on a short-term, temporary basis from Childcare Support on Site.

The Headteacher and School Administrator are responsible for the management, training and welfare of the wraparound staff team.

## **Timings and fees**

### **Breakfast Club**

The Breakfast Club runs between 7.50 and 8.50am. The Wraparound Team Leader is to be ready to begin work at 7.30am each day and one Breakfast Club Assistant ready for 7.45am. All staff are contracted to work until 9.00am.

Fees per session: £3.50

### **Afterschool Club**

The After School Club runs between 3.20pm and 5.45 pm. The Wraparound Team Leader is to be ready to begin work at 3.00pm each day with the play supervisor being ready to start at 3.20pm.

The After School Club session is split in two.

All sessions start at 3:20pm.

Half session time and fee: 3:20pm – 4:30pm - £6.50

Full session time and fee: 3:20pm – 5:45 pm - £9.00

The school's caretaker is expected to complete lock up at the end of the day.

If, due to unforeseen circumstances, you are going to be late, you should contact the school as soon as possible to inform them of your expected arrival.

If you do not collect your child by 5:45pm, a charge will be incurred. This will be a charge of £5.00 per quarter of an hour to cover the costs of the staff.

### **Meetings**

A meeting is held at 9am on the first Wednesday back after any break (six meetings a year) to discuss new initiatives and any concerns. These meetings take place with the Headteacher, Wraparound Team Leader and an administrator taking minutes of the meeting. Meeting attendance can be claimed by completing a claims form and handing it in to the school office.

### **Induction and Training Courses**

All wraparound staff, employed by the school, will have an induction on their first day at school. This will be managed by the Headteacher and lead administrator. During the Induction, any training courses that are needed will be identified and the Administrator will organise them being booked. From time-to-time, additional courses for staff will be planned with attendance being compulsory. All training courses can be claimed as additional hours and will be paid for.

### **First Aid**

All wraparound care staff are to have a valid first aid qualification (which will be booked and paid for by the school) and are expected to share first aid responsibilities with the other staff.

### **Bookings**

The following information will be sent to parents who are interested in their child attending wraparound provision and must be fully completed and signed before a child's place is confirmed:

- Registration form (Appendix A)  
Includes pupil and parent/carer details
- Booking form (sent on request)  
Parents are asked to complete booking for the half term. Payment will be paid up front for the half term.
- Medical Form (Appendix B)  
Details of pupil medical or dietary requirements, including contact details of doctor
- Privacy Notice (Appendix C)  
Information on how the school will keep information provided secure and confidential
- Parent Contract (Appendix D)  
Parent contract detailing the agreement from parents
- Terms and Conditions (Appendix E)  
Details of use of wraparound provision

## **Menu**

A range of healthy foods and snacks will be offered to children during Breakfast and After School Club. Dietary requirements will be taken into account, following the medical form parents/carers complete during registration of their child. See Appendix G.

## **Registers/Attendance**

A daily register will be taken by the staff to ensure confirmed children are in attendance. Absence will be reported to the school office to ensure the safety of children.

Parents/carers are asked to inform school/wraparound provision of absence at their earliest convenience.

## **The Role of Wraparound Team Leader**

### **The main aspects of this role are:**

To be responsible for providing a high quality of activities, ensuring that the staff are properly deployed and offer appropriate stimulation and support to the children.

To provide safe, creative, appropriate play opportunities, preparing and organising the activities programme.

To promote Learning through Play.

To manage and lead a team of play workers.

To provide full care for the children. This may include providing refreshments.

To ensure that the Club is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills/evacuation procedures are carried out effectively.

To ensure records are properly maintained e.g., registers, accident, and incident book.

To administer First Aid as appropriate

To carry out day to day administration, record keeping, ordering, and purchasing materials and equipment

To be responsible for the day-to-day financial administration and monitoring requirements where appropriate

To work within an agreed budget

To liaise with parents/carers, informing them about the club and its activities, exchanging information about the children's progress and encouraging parental involvement.

To initiate close liaison with parents, school representatives and other childcare and play related agencies including the Early Years Foundation Stage.

To ensure that all legal and statutory requirements are implemented and provide reports as required.

To contribute to and implement all club policies and procedures.

To attend meetings as appropriate

To carry out all responsibilities and activities within an equal opportunities' framework

To work within agreed policies and practices, including behaviour management, child protection, equal opportunities, and Health & Safety

To carry out any other reasonable duty in connection with the supervision of children as required by the Headteacher.

### **Breakfast Club Playworker Duties**

#### **The main aspects of this role are:**

Undertake daily supervision of the wraparound provision and the children who attend it and ensure their safety in line with school policy.

To serve food and drinks to the children.

Ensure and maintain standards of cleanliness and hygiene before, during and at the end of each session.

To work with and support other staff members in order to provide a stimulating environment for the children and implement policies and procedures applicable to the afterschool club.

To carry out the supervision of children, reporting any events during the period to the relevant line manager/school staff. The post holder will be required to work as part of a team but may occasionally carry out specific tasks as directed by the line manager.

To assist in the planning of enrichment activities on a weekly basis

To assist in everyday admin tasks when required.

To carry out any other reasonable duty in connection with the supervision of children as required by the Headteacher.

### **Safeguarding**

As a school, we remain committed to keeping children safe, promoting their welfare, promoting equality of opportunity and ensuring every child is included and supported. The Designated Safeguarding Lead in wraparound care is Karen Mills. In the event of absence, a DSL from school will be made available.

### **Guidelines - General advice for Wraparound Provision Staff**

A Guideline for Wraparound staff has been created which details key information for staff working during wraparound care. This includes:

- Behaviour management
- Accident reporting
- Safeguarding procedures and policies

### **Support for Wraparound Staff**

In order for wraparound staff to fulfil their vital role at Coalbrookdale & Ironbridge CE Primary School, we believe it is crucial that they are valued, respected and well managed, and that their professional development needs catered for. The children are taught that wraparound staff have the same authority as the other staff and should be shown the same respect.

To enable the wraparound staff to make a significant contribution to the school, the following procedures are in place:

All wraparound staff are monitored by the Headteacher and Administrator.

Support is always available from the Headteacher, Administrator and Wraparound Team Leader, who determine the appropriate action after a serious misdemeanor. Help is also given if there is a serious accident. All are contactable out of hours if needed.

Wraparound provision staff will receive updated Child Protection training every two years.

### **Wraparound Daily Procedure**

The following routine is followed by staff on a daily basis:

- A member of wraparound provision to greet parents at the side entrance as parents are bringing children in to ensure safe handover of children from parents and complete the register. Children must be brought into school via the side doors not via the school's main reception office.
- Any children on the register who have not attended the club are to be reported to the school office and checks will be made to ensure the child arrives safely at school.
- All coats and bags to be put in a safe place in the wraparound rooms. Taking care not to block any fire exits.
- A rota is in place for activities and snacks.
- Food is served from 7.50 until 8.30am
- At 8.25am the side door entrance to wraparound care is locked and food removed.
- The school bell will sound at 8.50am. All children should make their way to their classrooms quietly and calmly. Reception, Year 1 and Year 2 children should be walked down to their rooms.

### **Roles for Wraparound Provision – Breakfast Club**

1. Greet parents at the door. Register taken down to entrance so staff can register children as they are dropped off. This member of staff deals with any questions from parents/ any money which needs to be handed in/clocking the children in on the register and dealing with general enquiries from the parents. This role only needs to be in place while children are coming into club (7.50 – 8.25) this member of staff can then lock the doors and report any children who were due to attend to the office. The office can then ensure that child has safely arrived in school via the class registers.
2. Serving food to the children. (7.50-8.30)
3. Setting up and organising the activity table, helping children with games/homework etc.
4. Food assistant. Help with food orders/serving cereal/helping children pour drinks etc. ensuring all children have eaten. Cleaning any spillages wiping tables down etc.
5. General assistance roll, checking on all children, running to and from kitchen should anything need re-stocking, ensuring all children are well behaved and safe, clearing spillages wiping tables etc.

### **Afterschool Club daily procedure**

The following routine is followed by staff on a daily basis:

- A member of the After School Club staff collects children on the register from each classroom.
- A register of children in attendance must be taken.
- Any children on the register who have not attended are to be reported to the school office and calls made to check that they are home safely.
- The Wraparound Team Leader will check the registers for other Afterschool Clubs so that they are aware of children attending the after school club late. These children will arrive at 4.15 accompanied by their afterschool club staff.
- All coats and bags to be put in the cloakroom and water bottles by the sink.
- Children should have the opportunity to complete any homework as required.
- Outdoor play can take place but two adults are needed.
- After school club are authorised to use the hall after club's finish at 4.15pm everyday apart from Monday should they feel it necessary.
- Before children are allowed to leave the building, all gates are checked to make sure they are locked.
- At collection times of 4:30pm and 5:45pm, staff should be available at the collection point to handover to parents. Children must be signed out on the register once they have been collected by the designated adult.
- A bell is placed on the external door for parents to ring to make staff aware that they are awaiting pickup.

### **Children have the right to**

- Feel safe
- Be treated fairly
- Be listened to and heard
- Have consideration to others



### **Rewards**

- Praise and encouragement.
- The use of the school's behaviour policy.
- Stickers for excellent behaviour and following school values and rules.

### **As a school we will not accept:**

- Refusal of requests by adults
- Dishonesty including stealing
- Bullying of any kind including name calling, hurting others, all types of bullying, threats, and intimidation
- Racism, homophobia, or sexism including name calling and any type of harassment.
- Verbal or physical aggression
- Anything illegal being brought into school, including weapons, drugs or stolen items.
- Abusive or foul language to anyone
- Damage to property, including graffiti.

### **Sanctions**

Children who consistently fail to meet agreed expectations may be subject to any of the following sanctions:

- Verbal Warning.
- Referral to class teacher.
- Indoor Supervision. (playtime/lunchtime) organized by class teacher or senior leader.
- Sent to the Headteacher.

If a child is persistently uncooperative, we shall contact the parents to discuss the problem, so that we can work together to help the child. Following discussion with the parents, these courses of action may take place:

- School and parents initiate a behaviour modification programme.
- Involvement of other agencies e.g., Pupil Support Services.
- In serious cases, where children present a safety risk to either themselves or other children, or where children have constantly disobeyed school rules this may result in the child no longer being able to attend the club.

We request the active support of all parents in helping ensure that children do not bring onto school premises anything which could cause danger to either themselves or others. Prohibited items include weapons, alcohol, illegal drugs and stolen items.

### **Health and Safety**

Wraparound provision staff have a responsibility to ensure the health and safety of the children in their charge at all times:

Children should stay visible at all times especially when upset. This means no playing or hiding in the toilets or in the classrooms.

Children should walk in the school at all times.

Children's footwear should be kept on their feet at all times.

Children must not play games that involve physical contact i.e. play fighting games.

### **Appliance**

Appliances used during wraparound provision will be PAC tested. Any concerns relating to the safety of appliances are to be reported straight to the administrator/caretaker and not be used.

### **Communication**

At Coalbrookdale & Ironbridge CE Primary School, everyone agrees that effective communication is important:

- Wraparound provision staff are to report any questions or queries to the Headteacher or Administrator in her absence.
- Any incident forms should be returned to either the Administrator or Headteacher.

## Appendix A – Registration Form

**Coalbrookdale & Ironbridge CE Primary School**  
**Morning and After School Club**  
**Registration Form**



**Child's Details**

Date of registration:	First name:	Surname:
Date of birth:	Current age:	Tick if in Reception: <input type="checkbox"/>

**Parent/Carer Details**

Title:	First name:	Surname:	Title:	First name:	Surname:
Home address:			Home address:		
Does the child normally live as this address? Yes/No			Does the child normally live as this address? Yes/No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes/ No			Does this person have parental responsibility? Yes/ No		
Does anyone else have parental responsibility for this child? Yes / <u>No</u> (if yes, please provide details overleaf)					

**Emergency Contact Details** (please provide details of two people we can contact if we are unable to get hold of you)

<b>Contact 1</b>		
Name:	Telephone number:	Mobile number:
Address:		Relationship to child:
Does this person have permission to collect your child from wraparound provision? Yes / No		
<b>Contact 2</b>		
Name:	Telephone number:	Mobile number:
Address:		Relationship to child:
Does this person have permission to collect your child from wraparound provision? Yes / No		

**Collection from Wraparound Provision**

Please provide details of additional persons who have permission to collect your child from wraparound provision.

Name of person:	Name of person:
Relationship to child:	Relationship to child:
Address:	Address:
Contact Number:	Contact Number:

**About Your Child**

Please detail any additional/special needs your child has: (continue overleaf if necessary)
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Signature of Parent/Carer:

Date:

All information will be kept confidential in line with our **Data Protection Policy** and our **Privacy Notice**.

## Appendix B – Medical Form

**Coalbrookdale & Ironbridge CE Primary School  
Wraparound Provision  
Medical Form**

<b>Child's Name:</b>	<b>Date of birth:</b>
<b>Doctor's Name:</b>	
<b>Doctor's Address:</b>	
<b>Does your child have any known medical problems or additional needs?</b>	
<b>Please detail any medical needs you child has/medication taken:</b> <i>(please provide full details, if medication is needed an additional medication consent form will need to be completed)</i>	
<b>Does your child have any known allergies?</b> <i>(an Allergy Management Plan will be put in place where required)</i>	
<b>Does your child have any dietary requirements?</b>	
<b>Any other information relevant to your child's health?</b>	
<b>Parent/Carer emergency contact telephone number:</b>	

If my child is involved in a serious accident, I expect to be contacted immediately on the above telephone numbers.

If my child requires immediate medical treatment before I can get to the hospital, I hereby authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child on my behalf.

<b>Parent/Carer name:</b>
<b>Signed:</b>
<b>Date:</b>

## Appendix C – Privacy Notice

Coalbrookdale & Ironbridge CE Primary School  
Breakfast and After School Club



### Privacy Notice

During wraparound provision, we respect the privacy of the children attending and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our lawful basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you. Our legal condition for processing any health-related information that you provide about your child is so that we can provide appropriate care for that child.

Any information that you provide is kept secure. Data that is no longer required\* is erased after your child has ceased attending our wraparound provision.

We will use the contact details you give us to contact you via phone and email, so that we communicate with you.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month.

You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time\* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, please contact the school to discuss the matter with the headteacher.

Please sign and date below to confirm that you have read this Privacy Notice.

Signed (parent/carer): \_\_\_\_\_

Name in block capitals: \_\_\_\_\_

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

*\* We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time, but we delete as much personal data as we can following data protection and GDPR guidance.*

## **Appendix D – Parent Contract**

# **Coalbrookdale & Ironbridge CE Primary School Wraparound Provision Contract with Parents/Carers**

I consent for my child to attend wraparound provision at Coalbrookdale and Ironbridge CE Primary School. I understand that the school has policies and procedures (which are available for reference from the school), and that there are expectations and obligations relating both to the school and to myself and my child, and I agree to abide by them.

- I understand that whilst my child is at Coalbrookdale & Ironbridge CE Primary School for wraparound care, the school is legally responsible for him/her.
- My child will be provided with a snack and drink during wraparound provision, unless otherwise requested.
- Once my child arrives at Out of School Club he/she will be in the care of Coalbrookdale & Ironbridge CE Primary School until collected and signed out by an authorised person.
- I will notify the school before the start of the session if I am collecting my child from school on a day that he/she is booked to attend wraparound provision. I understand that I will be charged for the booked session.
- I will book my child into the club on a half-termly basis and will pay promptly for all booked sessions whether my child attends or not (e.g. due to illness or holidays), unless I have made other arrangements with the school and these have been agreed by the headteacher.
- It is my responsibility to keep the wraparound team leader and/or school informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc).
- I understand that if I arrive after 8:25am, my child will not be admitted and must remain in my care until the start of the school day at 8:50am.
- I understand that I will let school or wraparound team leader know in advance if my child will not be attending a booked session.
- I understand that the school cannot give refunds for any sessions that I have booked but which my child does not attend.
- After school wraparound provision will close at 5.45pm. If, due to unforeseen circumstances, I am going to be late, I will contact the school or team leader as soon as possible.

- If I do not collect my child by 5:45pm, I will pay a charge of £5.00 per quarter of an hour to cover the costs of the staff who are legally required to supervise my child.
- Whilst the school tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the school.
- I have read the school's Behaviour Management Policy and agree to its terms and appreciate that in some circumstances it may be necessary to discuss my child's attendance at the club, and I will pay for any missed sessions unless otherwise agreed with the headteacher.
- If there are any accidents or incidents during wraparound provision involving my child, I will be informed.
- If my child has an accident at school during wraparound care hours, he/she will be treated by a qualified first aider and I will be informed as soon as possible.
- Information held by the school regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the school has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.
- I agree that I will not use a camera, mobile phone or other mobile device on school premises.

I have read and understood the above terms and conditions and I agree to abide by them.

Signed: \_\_\_\_\_

Name of parent/carer in block capitals: \_\_\_\_\_

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

Name of child: \_\_\_\_\_

## **Appendix E – Terms and Conditions**

# **Coalbrookdale & Ironbridge CE Primary School Wraparound Provision Terms and Conditions**

The below terms and conditions relate to Coalbrookdale and Ironbridge CE Primary School Breakfast Club and After School Club. Parents/carers who complete a registration form must sign, agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions. Any queries should be addressed before signing the form.

1. Registration and Booking forms must be completed in full before your child can be allocated a place.
2. Parents/carers must ensure that registration forms are accurate and up to date.
3. Clubs will operate Monday to Friday during term-time only and will not run on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed.
4. Breakfast Club operates from 7.50am and will close at 8.25am. Children arriving after 8.25am will not be admitted and must remain in the care of a responsible adult until the start of school at 8.50am.
5. To access Breakfast Club, children should be brought to the side entrance of the school hall (near Nursery entrance). Children should be accompanied by a responsible adult and not be left until they are in the care of a member of wraparound care staff. Children will be not admitted through the main reception area.
6. After School Club starts at the end of the school day and finishes at 6pm. Parents/carers should pick their children up from the side entrance of the school hall (near Nursery entrance). Children must be collected by 6pm.
7. Parents/carers agree to make appropriate arrangements for their child to be collected.
8. Parents/carers must appoint a responsible adult to collect their child, if not able to collect themselves, and those responsible must be named on the registration form. It is the parents/carers responsibility to ensure those authorised to collect their child, understand the importance of collecting the child on time. Any changes should be called through to the school office on 01952 386620.
9. Please note: Children will only be dismissed to the responsible adult named on the registration form. Any confusion which leads to the child remaining in the school's supervision will result in the late fee being charged.
10. Parents/carers who collect their child after 5:45pm will incur a late collection charge of £5 per 15 minutes or part thereof, if not agreed in advance to either the office or to After School Club.



11. If a child is collected after 5.45pm on three occasions the child will be excluded from the club and the place allocated to another child.

12. If a child remains in After School Club after 6.00pm and no contact has been made with the parent/carer, the school's head teacher will be advised, and appropriate steps taken.

13. Payments for both clubs must be made, upfront half a term in advance, either through cash or cheque at the office. Cheques should be made payable to Coalbrookdale & Ironbridge CE Primary School.

14. Outstanding payment: we reserve the right to refuse entry to any child if payment is not made including any late collection charges. The provision may be withdrawn, and the place allocated to another child.

15. We aim to provide a safe, stimulating and happy environment for all children. We reserve the right to exclude any child whose behaviour is disruptive. The school's behaviour policy will continue to apply during Breakfast Club and After School Club where the appropriate level of behaviour is expected.

16. Children must not consume their own food during the clubs due to allergies.

17. Parents/carers agree to let their child (if they are in KS2) watch PG films selected by the club leaders.

18. Children are not allowed to photograph or film during the clubs.

Name of child: \_\_\_\_\_

Signed: \_\_\_\_\_

Name of parent/carer in block capitals \_\_\_\_\_

## Appendix F – Wraparound Provision Menu



### Coalbrookdale & Ironbridge C.E. Primary School

#### Menu for Wraparound Provision

<b>Breakfast Club Menu</b>	<b>After School Club Menu</b>
Toast Cereal  Milk	Cheese and Crackers Cheese / Baked Beans on toast Wraps Raisins Fruit Salad Noodles Sandwiches  Milk