

DAWPOOL

Dawpool C.E. (Aided) Primary School

Wrap-Around Care Policy



*‘The Fruit of the Spirit is Love, Joy, Peace, Patience,
Kindness, Generosity, Faithfulness, Gentleness
and Self-Control’*

(Galatians 5: 22-23).

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1. Background

Dawpool School's policies and procedures apply to, and are adhered to by, the Wrap-Around Clubs. However, there are additional circumstances which may arise during Wrap-Around care which need to be covered by additional guidance. These are detailed below.

2. Behaviour

It is understood that Wrap-Around care is less formal and less structured than the school day, as we are trying to provide a home-like environment as much as possible. There can be additional challenges posed by this as children are often ready to vent their feelings at the end of the school day and this can lead to unwanted behaviour. However, we will ensure that both children and parents are aware that the Wrap-Around Club's values and behaviour management strategies are consistent with those within the school day, and information will be shared between the Wrap-Around Co-ordinator and other members of staff. The core values of kindness, honesty, respect, happiness, teamwork and forgiveness will be followed as they are during the school day. Children will be supported to maintain the school's values and the "Behaviour for Learning" policy as they are at lunchtime and playtime. Any issues with behaviour are communicated verbally to parents at the end of the day, and also with staff members where necessary via a "Wrap-Around liaison" book.

3. Safeguarding

There are additional matters of safeguarding which arise during Wrap-Around care. Separate registers are maintained for Breakfast and After-School Clubs, and secretarial staff and the Wrap-Around Co-ordinator liaise closely regarding ad hoc admissions. Parents /carers are required to sign children in when they enter Breakfast Club and sign them out when collecting from After-School Club. At the end of Breakfast Club a member of staff escorts the children to the playground where there will be a member of staff on duty, or to their classroom if the weather is too wet or cold. At the end of the school day a Wrap-Around Worker will collect KS1 children from their classrooms and escort them to the playground or hall. KS2 children will make their own way. If any child on the register is not present at After-School Club by 3.35 p.m., the Wrap-Around Co-ordinator will check their whereabouts with the class teacher. If they have not been absent from school, and the class teacher has not been made aware of them leaving with a parent / carer, the parents or carers will be contacted and messages left if we are unable to speak to a parent / carer directly. Periodic



attempts will be made to contact a parent / carer until the child's whereabouts is established.

All children are individuals. If a child wishes to visit the toilet, or borrow a book from the library, or collect something from their bag, the Wrap-Around Co-ordinator or Worker will make a decision based on their own knowledge of the child and information from parents, carers and members of staff as to whether that child needs to be accompanied, and will ensure that this happens if necessary. If the child needs to be accompanied to the toilet, the adult will wait outside until they are finished.

When extraordinary events such as parents' evenings are taking place, Wrap-Around care will take place in the hall and a member of staff will ensure that no additional children or parents are able to enter without prior arrangement.

4. Collections

There are occasions when a child is not collected on time. In the first instance a member of staff will stay with the uncollected child(ren) until 6:00pm, at which time attempts will be made to contact the parents /carers. An additional fee will be charged for this extra time. If it is not possible to contact a parent or carer by 6.30 p.m., it will be necessary for us to contact the local Social Services Duty Team to arrange care for the child.

5. Food

Breakfast is provided in the mornings to include cereal, toast, fruit juice and fresh fruit. A snack is provided for the children at around 4.30 p.m., which is determined on a two-week basis in line with the nutritional guidelines governing school meals. Any individual needs are taken into account such as food allergies and a varied menu is provided. Children are not allowed to consume food brought from home as we look after children with allergies.

6. First Aid / Medicines

At least one member of staff in Wrap-Around Clubs will have a recognised Paediatric First Aid qualification and school procedures will be followed. If medicine needs to be administered at Breakfast or After-School Club this will need to be specified on the permission form.