

# Fairfield Primary School

## Wraparound Care Policy



### Introduction

Fairfield Primary School responded to parental requests to provide on-site wraparound school care from September 2011. Now in its eleventh year, the need and popularity for this service has grown significantly in-line with the increasing number of pupils on roll. Wraparound Care or WAC as it is known, is located on the KS2 site with its own entrance for collection and drop off runs from 7:30am-6pm. Our experienced team are familiar to the children, as they also work throughout school. Children have the opportunity to have a choice of breakfast and a snack afterschool, and to join in the activities on offer. Children are encouraged to socially engage with children from other year groups and all areas of development are promoted through play. We pride ourselves on our family ethos which is demonstrated through our happy children and positive relationships with parents.

### We aim to:

- Provide a safe, nurturing and welcoming environment, where children feel valued, happy and secure, in a familiar setting with adults they know and trust.
- Provide a variety of experiences and play opportunities, inside and outdoors, which enhance children's learning, social and emotional development and wellbeing.
- Provide a high quality, assured service for parents and carers and foster positive relationships with families.
- Develop children's self-esteem through positive attitudes to one another.
- Encourage independence, social engagement and appropriate patterns of behaviour.
- Offer a child centred environment in which the individual child can be supported and encouraged appropriately for their needs.
- Promote equal opportunities for all regardless of race, gender, age, ability, religion or social status.
- Ensure our staff feel valued and continue to be informed of current thinking, safeguarding, legislation and appropriate policies.

### Contact Information

Wraparound Care  
Fairfield Primary School  
Cockermouth  
Cumbria  
CA13 ODX

Tel: 01900 821133

Email: [admin@fairfieldprimary.co.uk](mailto:admin@fairfieldprimary.co.uk)

Wraparound mobile: 07407492388 (during Wraparound hours)

Email: [wraparound@fairfieldprimary.co.uk](mailto:wraparound@fairfieldprimary.co.uk) (preferred method of contact)

## Admissions

Wraparound Care is open to all Fairfield Primary School pupils, in-line with the school Admissions Policy.

All children wishing to attend must be registered and pre-booked to ensure that the correct ratio of staff/child is maintained in-line with guidance.

In-line with our Equality Policy, no child will be refused a place on the grounds of gender, religion, language, sexual orientation, culture or disability.

## Sessions and Charges

The service costs are detailed in the table below. Pricing is reviewed annually and may change. At least 6 weeks' notice will be given.

Drop off/collection is permitted anytime during the session.

<b><i>Breakfast Club (including breakfast)</i></b>	
7.30am – 8.50am	£4.50
7.50am – 8.50am	£3.60
<b><i>After- school Club (including snack)</i></b>	
3.15pm – 4.30pm	£3.25
3.15pm – 5.30pm	£6.25
3.15pm – 6.00pm	£7.50
4.30pm – 5.30pm	£3.00
4.30pm – 6.00pm	£4.50

## Sharing Information

All important and relevant information in relation to a child is shared with the Wraparound Care team. This includes medical need, allergies, primary contact information and any established passwords to safeguard collection of pupils. Our Admin team update the Wraparound leader with this information at regular intervals throughout the year. Our Wraparound Care team also have access to all relevant information via Scholarpack and the Shared Staff gateway.

A child's information is confidential and shared only with the necessary staff members in line with school's confidentiality policy.

It is the parent's responsibility to inform staff of any dietary requirements or known allergies.

Parents are required to update any changes to the school.

## Bookings and Payment

### ***School Money***

- Bookings and payments are made via our online system, School Money. Parents/carers are sent a link to set-up an account when their child joins school.
- Places are booked before 3pm on the Friday of the week prior to the booking. This allows the

school to plan staffing most effectively.

- Bookings can be made on a weekly, monthly or half-termly basis.

### ***Cancellation/ Amendments.***

- Cancellations must be made by 7.30am on the Monday of that week. The payment will be credited to School Money.
- We understand plans change at short notice and try to be as accommodating as possible. Therefore, if a cancellation is due to medical or school related reasons, credit will be given. We will also rearrange/ carry-over bookings- where possible.
- Failure to inform the school will result in full fee being charged.

### ***Ad Hoc /Emergency Bookings***

- Bookings can be made with the Wraparound Leader for the forthcoming week.
- Bookings on the day are made with Admin, who will then inform the class teacher and Wraparound Leader. Payment will be taken the following week after the session has been added on to School Money.
- If a child is not collected at home time and they are not booked into Wraparound, Admin will make a follow-up call to ascertain if the child should attend Wraparound.

### ***Childcare Vouchers***

- Providers are listed on the school website; we ask that voucher payments are made prior to booking so that the School Money account is in credit to enable advance booking.

### ***Outstanding Payments Procedure***

A weekly payment reminder is sent out via text and email.

Any outstanding fees should be paid, via School Money, within 7 days. If there is no payment received, a member of our Admin team will contact the parents/guardians directly to enquire about the payment. If immediate payment is not possible, a structured re-payment will be agreed between the School Business Manager (Mrs. C. Parker) and the parents/guardians.

The school reserves the right to withhold further Wraparound Care for pupils where there is non-payment of fees.

Ongoing non-payment will be referred to the Small Business Claims Court for recovery.

### ***Late Collection***

We understand unforeseen circumstances may arise and will consider this before an additional charge is made. Should collection be continuously late, we will inform the parent/carer of the additional charge for the later session.

If a parent is going to be late, they must inform Wraparound via mobile, as we may need to adjust staffing and we can reassure the child. Please note that the school phone line closes at 4pm week days and the mobile must be used.

## **After 6pm Procedure and Charges**

If a child is not collected by 6pm the following process will be followed:

- Parent/Carer call to establish a reason for non– collection
- If contacts are unreachable after 10-minutes inform a member of the Safeguarding Team
- After 1-2 hours of non-contact/collection a call will be made to *Cumbria Safeguarding Hub* 0333 240 1727

In the event of collection after 6pm, an additional charge will be made on an increasing scale to offset the staffing costs incurred. For up to 30-minutes this would be a standard charge of £16.00.

## **Staffing**

All staff employed by the Multi-Academy Trust are subject to a DBS check and are suitably qualified. All have up to date paediatric First Aid training, Fire Safety training, Safeguarding Level 1 (minimum), and are Health and Hygiene certified.

The Wraparound Care Leader is present for every session, we have an open-door policy to assist with any parental queries or concerns.

All sessions are staffed in-line with guidance relating to pupil numbers and the age of the children in Wraparound. Additional staff will be deployed when the numbers are high to maintain the standard of safety. No adults will ever lone-work in the facility.

Wraparound Care will be capped at a maximum of 90 children per session.

## **Breakfast Club**

Drop off is at the Wraparound Care door from 7:30am onwards.

Toast and cereal are provided or a child can bring their own breakfast to eat on site (this must be nut-free in line with school policy).

Children are added to the register on entry by the assigned member of staff.

At 8:30am, pupils in KS2 make their way to a designated classroom to hear a story before the start of their school day at 8.45am. At this point, teaching staff and/or support staff are in their classrooms. Any child participating in our extended school day intervention, at 8.30am, is escorted there by staff.

Afterwards, at 8:35am Nursey, Reception, Year 1 and Year 2 children are escorted to their class with one adult responsible for a year group. There are less families on site at this time and it allows the staff member and children to be in class on time and prepare for school opening from 8:45am. The children will cross the carpark using the marked crossing and the staff will escort the pupils across the public footpath by a leading adult, two others at mid-points down the line and the final member of staff at the back of line of pupils. This allows for full visibility of all pupils.

## **After School Club**

Nursery, Reception, Year 1 and Year 2 are escorted over to the Wraparound Care facility (at KS2) in year groups, at the end of the school day, by at least 2 members of staff who exchange any important information.

A light snack is offered at 3:30pm and again at 4:30pm for children who have been at clubs and/or are staying for the longer session.

Collection is from the Wraparound door or the main gate- if outdoors.

Children are signed out when leaving, noting the time of collection and person who collected.

### **Indoor Play**

We have a room dedicated to Early Years, which also includes the snack area and the main exit. Wraparound Care are very fortunate to have access to large indoor spaces including use of the hall, library, burger bar area and Year 3 classroom(s). Activities are child-led with a wide choice of games, toys and crafts available. We also encourage our KS2 children to complete their homework, with support from adults- if needed.

### **Outdoor Play**

The children are encouraged to make use of the extensive outdoor area, weather permitting, and providing they are wearing appropriate clothing.

### **Behaviour**

The school has high-expectations of behaviour and conduct. These stem from the school Behaviour Policy, which is followed for all children attending Wraparound Care. Staff implement a consistent approach and reward exemplary behaviour through issuing Dojo Points. If a child's behaviour is a cause for concern or if they seem to be displaying behaviour out of character, they may be spoken to by a senior member of staff and their parents/guardians informed.

### **Toileting and Intimate Care**

Wraparound Care implement the school's Intimate Care and Toilet Procedures Policy. The staff will adhere to any Toileting Plans in place for pupils.

In accordance with our Code of Conduct for Staff and other adults, staff and other adults in this school are expected to:

- adhere to the school's intimate care procedures;
- make other staff aware of the task being undertaken;
- always explain to the pupil what is happening before a care procedure begins;
- consult with colleagues where any variation from the agreed procedure/healthcare plan is necessary;
- record the justification for any variations to the agreed procedure/healthcare plan and share this information with the pupil and their parent;
- avoid any visually intrusive behaviour;
- before entering the children's cloakrooms (during PE/after-club changing) and toilets – announce their intention of entering;
- always consider the supervision needs of the pupils and only remain in the room where their needs require this.

Staff and other adults will not:

- change or toilet in the presence or sight of other pupils;
- shower with pupils;
- assist with intimate or personal care tasks which the pupil can undertake independently.

Children are supervised and supported (if needed); we encourage independence. There is a step and children's training seat for our Early Years' children.

### **Complaints**

Wraparound adheres to the same principals and procedures as outlined in the school's Complaints Policy. This can be viewed via our website [Policies | Fairfield Primary School](#) or by requesting a paper copy from the school office.

### **Evacuation/ Emergency Procedures**

The school undertakes half-termly emergency evacuation procedures for children attending Wraparound Care provision. These drills alternate between breakfast and after school club.

The designated fire assembly point is the picnic benches in the KS2 grounds.

The Wraparound Care Leader (Mrs. J. Lee) and Wraparound assistant (Mrs. K. Galea) are also fully trained Fire Wardens.

In addition, the children attending Wraparound also conduct termly 'all-in' drills.

### **Accident/Injury**

All Wraparound Care staff are paediatric first aid trained and follow the school procedures in regards to reporting and recording injuries and/or accidents.

If a child has an accident during their session, a member of staff will inform the parent/ carer on collection.

If first aid is given, the accident will be logged in the accident book and an accident slip/ bumped head slip will be issued and handed to the parent/ guardian upon collection.

Parents/ guardians will be contacted immediately in the event of a child sustaining a more serious injury or if the child becomes ill during the session.

Staff reserve the right to refuse any child that in their professional opinion, presents a potential health risk to themselves or others.

### **Drop-off/ Collection**

Our clear signage system displays the message that all areas of the school and its surrounding grounds are no smoking areas- this includes vaping. Moreover, no dogs are allowed on the school grounds- with the exception of guide dogs.

Gates and doors are kept closed. There is always a member of staff assigned to the door/gate to aid the drop-off and collection of pupils. Unless permission has been sought by a senior member of staff, parents/ carers are not permitted to enter the building or the outdoor space where the children are playing.

### **Parking**

There is no onsite parking during Wraparound Care hours, as during school hours. Please also note that the car parking passes provided for Sainsbury's are not valid outside the times indicated on the pass.

## **Lost Property**

Mirroring school guidance, all clothing and personal items should be clearly labelled. Wraparound is not responsible for loss or damage to personal belongings.

## **Medication**

Medication will be passed on to admin with the appropriate completed documentation and is administered in-line with the school's policy.

Individual children's medication, such as an inhaler or epi-pen is clearly named and stored in the First Aid cupboard.

Staff are aware of children with EHCPs and consult advice from Mrs. H. Birkett (SENDCo) as necessary.

## **Safeguarding**

At Fairfield Primary School, the safeguarding of our children is the highest priority. In Wraparound, this is no exception. All staff are at least Safeguarding Level 1 trained and follow the school's safeguarding policy and procedures to the written word. Mr. J. Gale (Designated Safeguarding Lead- DSL) works closely with the team and carries-out regular monitoring of the procedures and activity in place. As the DSL, Mr. J. Gale is always contactable by WAC staff in the event of further support being required.

In addition to the statutory Safeguarding Level 1 training accreditation, all Wraparound staff are also trained in the following key areas related to safeguarding- this is not an exhaustive list, but includes:

- PREVENT
- Online Safety
- Paediatric First Aid
- Administering Medication
- Food Allergy Awareness and Anaphylaxis
- The Use of Reasonable Force (Mrs. E. Gallagher is also Team Teach trained)
- Domestic Abuse
- Child Sexual Exploitation (CSE)
- Female Genital Mutilation (FGM)

All staff in Wraparound, regularly renew their training in-line with the recommended guidance as directed by Mr. J. Gale (DSL).

There are strict procedures in place, which are regularly reviewed and monitored. Staff use a walkie-talkie system as a means of communication and have direct phone lines should they require further assistance. When outdoors, children play in a safe space surrounded by a perimeter fence and locked gates which are operated by adults. Adults have designated places to stand to allow them to have full visibility of the pupils. This adheres to the school's ethos of being active and not reactive to a potential situation.

Within the Wraparound room itself, safeguarding posters, leaflets and associated literature are displayed as a reference point for adults and pupils.

There is a culture of safeguarding at Fairfield and it is seen as everyone's responsibility; this ethos and commitment is shared by our team, who facilitate our Wraparound Care provision.

