

Mawnan CE VA Primary School



Mawnan CE VA Primary School Wraparound Childcare Policy

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Statement of intent

The government expects **all** schools to have wraparound childcare on the school site, unless there is a reasonable justification not to, having considered all support available.

Wraparound childcare is defined as childcare that 'wraps around' the conventional school day, i.e. provision directly before and after the school day, during school term time for school-age children. It also refers to childcare provision in the school holidays.

There are many benefits to wraparound childcare, for children, families and schools. These can vary, but may include:

- Enabling parents to work or study.
- Supporting vulnerable children.
- Offering enriching activities that children enjoy.
- Attracting parents to the school.
- Supporting a soft start to the school day and attendance.
- Investing fees into the school or community facilities.

Mawnan CE VA Primary School believes in creating a safe, welcoming and stimulating environment for all the children in its care and will support parents to access affordable and convenient wraparound childcare by delivering, or facilitating provision that is child-centred, easily accessible, and responds to the needs of their families.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2023) 'Keeping children safe in education'
- DfE (2024) 'Wraparound childcare: guidance for schools and trusts in England'
- DfE (2024) 'Responding to requests for wraparound childcare'
- DfE (2018) 'Charging for school activities'

This policy operates in conjunction with the following school policies:

- Early Years Policy
- Administering Medication Policy
- Anti-bullying Policy
- Attendance and Absence Policy
- Behaviour Policy
- Charging and Remissions Policy
- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Data Protection Policy
- Debt Recovery Policy
- Extended Services Policy
- Finance Policy
- Fire Safety Policy
- First Aid Policy
- Health and Safety Policy
- Healthy Eating and Drinking Policy
- Supporting Pupils with Medical Conditions Policy
- Whole School Food Policy

2. Roles and responsibilities

The governing board will:

- Ensure the school supports the LA to understand parental demand and, where relevant, existing wraparound provision in the school.
- Ensure the school has school wraparound childcare on the school site, unless there is a reasonable justification not to.
- Ensure the school responds to their community's wraparound needs by adhering to the right to request guidance.
- Ensure the school contacts the LA when there is demand for wraparound childcare from parents at the school which is not being met.
- Provide support to the headteacher in determining the most appropriate model of wraparound childcare provision.
- Establish and agree the vision and aims of provision with stakeholders, including parents, governors, staff and PVI providers, where appropriate.
- Ensure activities do not interfere with the school's responsibility to provide a high quality and safe teaching environment.
- Ensure that the school has all necessary permissions from the landowner to use school facilities for wraparound provision.
- Ensure the school has appropriate Ofsted registrations in place, where applicable.
- Hold the headteacher to account for the performance of the childcare services.
- Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school.

The headteacher will:

- Work with the LA wraparound lead and others in the sector, to identify how the school can support parents to access wraparound childcare.
- Understand and meet the requirements and standards for delivering wraparound childcare, including:
 - Robust and effective safeguarding and welfare practices that adhere to Keeping children safe in education (KCSIE) guidance.
 - Health and safety policies.
 - Inclusivity.
 - Travel to provision, where needed.
 - Having appropriate staff.

- Ensure provision meets minimum safe standards of childcare and adheres to the law.
- Consult with church trustees as to whether wraparound childcare can be provided on the school site.
- Recruit and manage staff required for the wraparound childcare provision.
- Report to the governing board on the performance of the wraparound childcare provision.
- Work collaboratively with the LA to ensure parents are, at a minimum, signposted to appropriate provision if the school is unable to have wraparound on the school site.
- Ensure wraparound childcare provision does not require parents to pick up or drop off their children between the school day and wraparound.
- Establish a clear and transparent charging and remissions policy, including the details of any extra charges being applied, where appropriate and necessary.
- Check the school has the appropriate policies and agreements in place to deliver and run the wraparound care provision.
- Determine the financial viability and practicalities of any new childcare service and offer evidence-based recommendations to the headteacher as to whether the school should provide the service and how it should be delivered, i.e. school run or by private, voluntary and independent (PVI) providers.
- Promote and support government subsidies such as Tax-Free Childcare (TFC) and Universal Credit (UC) Childcare.
- Ensure that the appropriate risk assessments have been undertaken in respect of the childcare service.
- Ensure that the appropriate insurance is in place for any new childcare service.
- Take responsibility for the day to day financial administration of provision.
- Review and update facilities management policies and procedures to ensure that they cover the childcare service, e.g. cleaning, maintenance and security.
- Where requested, report to the governing board on the financial performance of the childcare service.

The SENCO will:

- Review and update existing equal opportunities policies to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that staff working at the childcare service consider the needs of children with SEND when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations.

The DSL will:

- Follows the statutory guidance in KCSIE.
- Review and update existing child protection and safeguarding policies and procedures to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that any additional staff (both paid and volunteers) recruited for the childcare service complete an enhanced DBS (with barred list) check before they care for children.

The children – I will do my best to:

- be polite, friendly, kind and helpful to others
- follow the Rainbow Rules
- respect the feelings and beliefs of others
- be responsible for all resources and help to keep my school tidy and safe
- ensure a happy environment for all and HAVE FUN!

The parents will:

- Ensure that our child only attends sessions that are booked in advance online
- Ensure that our child is dropped off and/or collected on time by an adult
- Contact the school in a timely manner if our child is going to be absent from a session
- Contact the school promptly if there is a change in adult arrangements or collection times
- Support and demonstrate the school's Values and Behaviour Policy
- Support and adhere to the Wraparound Care Procedures
- Inform the school of any concerns or problems that might affect our child's wellbeing or behaviour

3. **Wraparound: an overview**

The school is aware that the government expects **all** schools to have wraparound childcare on the school site, unless there is a reasonable justification not to, having considered all support available.

Wraparound childcare is defined as childcare that 'wraps around' the conventional school day, i.e. provision directly before and after the school day, during school term time for school age children. It also refers to childcare provision in the school holidays. Provision should:

- Be regular.
- Have longer hours.
- Be more dependable for working parents.

- Not require parents to pick their children up from school and drop them off at another location.

The school understands that wraparound and holiday childcare can be:

- On a school's site, run in-house by the school or in partnership with a provider.
- At a nearby school or private, voluntary or independent (PVI) provider

The school is aware that parents, and prospective parents, can request that the school considers establishing wraparound or holiday childcare. The school will consider and respond to requests from both parents and PVI providers.

The school is aware that parents can make a request for children from reception up to the end of KS2. Provision will be made available to children aged 4 to 11.

4. **Health and safety**

The school will ensure that all members of staff at the school are aware of their responsibilities and duties as set out in the school's Health and Safety Policy. All members of staff will be responsible for:

- Recording incidents, accidents and near misses.
- Maintaining a safe environment for children and adults.
- Taking part in any relevant health and safety training.
- First Aid

5. **Safeguarding**

The school will consistently operate on the basis that safeguarding and promoting the welfare of children is everyone's responsibility.

The school will ensure that its wraparound childcare provision is a safe and happy place for children, that parents feel confident that their child is well looked after and that robust safeguarding arrangements are in place.

The school will ensure that all members of staff and volunteers are suitable to be working with children in wraparound care – anyone without the appropriate checks will be supervised by a member of staff who is permitted to undertake regulated activity with children.

Child protection and safeguarding extends to all wraparound care provision, and the school will ensure that all staff and volunteers involved in the provision of wraparound care have read and adhere to the Child Protection and Safeguarding Policy.

The Child Protection and Safeguarding Policy is provided to all staff and volunteers involved in wraparound care upon induction.

The school is aware that it is responsible for ensuring appropriate safeguarding policies and processes are in place, and that its arrangements for child protection will apply to any childcare provision provided by the school on-site.

The school will ensure that it:

- Follows the statutory guidance in KCSIE.
- Meets the Childcare Register's requirements, even if it is not eligible for registration on the Childcare Register.
- Makes sure that all staff receive safeguarding training and that they know the identity of the DSL, or deputies, and how to contact them.
- Makes sure that all staff, including volunteers, have obtained an enhanced DBS check.
- Makes sure it has appropriate policies and procedures in place to identify and deal with safeguarding incidents quickly.
- Follows the safeguarding and welfare requirements within the EYFS statutory framework when children in Reception year or younger are being cared for.
- Ensures that volunteers are properly supported and given appropriate roles, and that it continues to follow the checking and risk assessment process set out in part three of KCSIE.
- Prohibits a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

6. Inclusion

The school understands that, under the Equality Act 2010, it has a duty to:

- Eliminate unlawful discrimination, harassment and victimisation.
- Advance equality between different groups.
- Foster good relations between different groups.
- Promote mental health and wellbeing.

The school will ensure it adheres to the statutory requirements set out within the Equality Act 2010, and acts in line with the school's Pupil Equality, Equity, Diversity and Inclusion Policy.

The school will ensure that childcare is inclusive and accessible for all children, including children with SEND and children considered vulnerable.

The school will make sure that wraparound childcare provision is inclusive and considers the following:

- Having an appropriate offer for children with SEND, including appropriate staff-to-child ratios
- Making sure all staff are appropriately trained to deliver high quality, accessible and inclusive provision
- Understanding its responsibility to have arrangements in place to safeguard and promote the welfare of children
- Having properly vetted staff, both paid and voluntary, before they care for children
- Ensuring all staff are appropriately trained to deliver high quality, accessible and inclusive provision.
- Speaking to families regularly to understand individual needs and how these may change.
- Determining what transport arrangements may be necessary.

Where necessary, the school will make reasonable adjustments for children with disabilities to access the provision. Where reasonable adjustments are required, the school will ensure that parents are not expected to contribute to any of the costs incurred.

Where adjustments are deemed unreasonable by the wraparound provider but are necessary for the child to access the provision, parents may be asked to cover the associated costs.

7. Admissions

Wraparound childcare provision will be made available to children aged 4 to 11 who attend Mawnan School.

Parents and Carers requiring a place will be required to complete registration forms including details regarding medical conditions, allergies, collection permissions and emergency contact details. These registration forms MUST be completed electronically and emailed direct to wraparound@mawnanschool.com.

The school will have a first come, first served policy for admissions to wraparound provision and the booking process will be completed via an electronic system. When all the places have been filled, new applications will be placed on a waiting list.

8. Fees and finances

The school is aware that, for wraparound childcare to be accessible to parents and be sustainable, it must be affordable.

The school will therefore:

- Make places as affordable as possible for parents.
- Support and promote the use of government funding to help with the cost of childcare, such as Tax-Free Childcare and Universal Credit Childcare, by publishing information on the school website, and school newsletters.
- Benchmark prices against other wraparound provision in the area.
- Determine what charges need to be made to maintain the financial viability of provision.
- Ensure the school has a charging and remissions policy in effect, which is published and available for parents' inspection.

The school is aware that, for parents to be able to access the [Tax-Free Childcare](#) and Universal Credit Childcare government subsidies, the wraparound childcare provision must be registered with Ofsted.

The school will ensure that any on-site wraparound childcare provision is registered with Ofsted and subject to inspection under the education inspection framework.

All charges associated with wraparound childcare provision will be applied in line with the conditions set out in the school's Charging and Remissions Policy and the Extended Services Policy.

In line with government guidance on [charging for school activities](#), any charge made in respect of individual pupils attending wraparound provision will not exceed the actual cost of providing the service.

Any fees applied will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full fees.

The daily fee for attending the breakfast club will be £3.

The after-school care club will have three options and three costs.

Session 1	3:15pm – 4:15pm	£5
Session 2	4:15pm – 5:30pm	£5
Session 3	5:30pm–6:00pm	£5

Costs will be reviewed termly as the expenditure can not exceed the income that the clubs generate.

Booking on ParentPay



- Once registration forms have been completed you will be given access to the new online booking system. Parents will be required to set up a ParentPay Clubs account.
- Bookings can be made session by session or as block bookings but sessions must be booked or cancelled 24 hours in advance with payment required at the time of booking.
- For parents using vouchers you will select the voucher payment option on the pay screen, which will allow you to book your sessions. You will then need to request payment to our school account from your voucher provider which must be done at the time of making your bookings and we will then credit your ParentPay account when that payment has been received into the school bank account. Please be aware that with some voucher providers it can take up to 5 working days to receive the funds. Please note all sessions are subject to availability.

Payments and Refunds

- Fees are to cover sessions booked in advance online using a ParentPay account. Fees cannot be paid in cash or by cheque at any time. Please contact the school office if you require more information about how to book your child and pay for their sessions.
- Please note that the Wraparound Care staff are not permitted to receive cash or cheque payments for these clubs. Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc.
- Refunds will be given if the school initiates an activity such as a trip, sporting event, etc after you have already made a booking with either After School Club or Breakfast Club and it has gone past the 24-hour window for parents to make the cancellation. In this instance, a credit will be applied to your account. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities to enable you to make any necessary cancellations.
- If you no longer require the use of Breakfast Club or After School Club e.g. you are moving away, your child changes school, etc. a four-week notice period will be required to qualify for a refund of any remaining monies.

- Refunds will also be considered if your personal circumstances change significantly and you no longer require the service going forward. An appointment can be made to discuss this with the Head Teacher.

21. Staffing

The school will identify the most appropriate people to deliver wraparound, taking into account existing staff contracts and arrangements, and the mix of skills and experience required.

The school will exercise financial prudence when taking on additional staff and seek the best rates available.

Ratios

The school is aware that the staff to child ratios needed will be dependent on the age of children using the wraparound childcare provision and the qualification levels of the staff employed.

When determining staffing levels, the primary concern of the school will be in ensuring the safety and welfare of children. The school will take into consideration the following:

- How many staff are needed to ensure children the safety and welfare of children
- The types of activity children will be engaged in
- The age and needs of the children, including SEND or medical needs
- If any children need 1:1 support
- Safeguarding

The school will also ensure there is:

- A process for staff absences to make sure you can continue to meet the correct ratios.
- Enough staff to supervise children when eating or drinking.
- Enough staff to support a child who is taken ill or requires medical attention.

Where children who normally attend Reception class during the school day, or are younger – aged five or under – attend the wraparound provision, the school will ensure that sufficient staff are employed as stated in the [‘Statutory Framework for the Early Years Foundation Stage \(EYFS\) for group and school based providers’](#).

Provision will cater for up to 30 children at a time, ensuring that there is a staff-to-child ratio of 1:15 at all times. When activities involve leaving the school premises, this ratio needs to be adjusted.

Qualifications and training

The school is aware that, for school-aged children, there are no specific staff qualification requirements, and the school will therefore take responsibility for considering staff qualifications and training requirements.

When considering what level of training is required, the school will consider the individual needs of the children attending the provision and any requirements set out by the relevant regulatory bodies.

If children in Reception year are present, at least one person who has a current paediatric first aid (PFA) certificate will be on the premises and available at all times – the certificate will be for a full course consistent with the criteria set out in Annex A of the Early Years Foundation Stage statutory framework.

22. Offering food

The school is aware that offering food is an optional element of wraparound provision. The school is also aware that it must adhere to The School Food Regulations 2014, which apply to all food and drink provided to pupils on school premises up to 6:00pm.

When offering food and drink as part of before- and after-school wraparound childcare, the school will:

- Ensure it meets the appropriate food regulations.
- Ensure that anyone handling food receives appropriate supervision and training in food hygiene.
- Provide healthy and nutritious food that meet the requirements for The School Food Regulations 2014.
- Comply with allergen regulations and:
 - Be aware of pre-existing food allergies, intolerances or coeliac disease.
 - Have processes in place to ensure the availability of safe food options.
- Minimise the chance of choking incidents when looking after children aged 5 years old and under by making sure:
 - Staff know how to prepare food appropriately for their age and development.
 - Children are within the sight and hearing of a member of staff when eating.
- Be aware of any medical, religious or cultural requirements when considering individual pupils' needs.

23. Arrivals and departures

The school is fully committed to the safety and security of all the children in its wraparound childcare provision. Breakfast Club and After School Club will operate a rigorous procedure regarding the security and safety of all children within our care. There is a clear procedure in place for both arrival and departure of all children attending these clubs. To ensure the safety of the children it is not possible to make allowances, which do not adhere to the procedure outlined in this document.

Before-school care

Arrival to the Breakfast Club

- Children can be handed over to the Breakfast Club staff in the school hall from 8:00am.
Please note breakfast will not be served after 8.20am.
- At the beginning of each Breakfast Club session there will be a formal register taken. This will subsequently be handed to the Breakfast Club Leader who will cross-reference pupils in attendance at that session against the online bookings made.
- Pupils who have not booked into this session in advance will be added to the online register and payment must be made within 24 hours. Further attendance may be restricted until the debt has been paid.

Non-Arrival for Breakfast Club

- Monies will not be refunded for absence. It is the responsibility of the parent to cancel bookings.

Departure from the Breakfast Club into the school day

- Children will be released from Breakfast Club to their class teacher to ensure they are in class for their 8:45am registration

After-school care

Arrival to After School Wraparound

- The playleader will check their register against the school attendance register, to account for children who are unwell or who have gone home.
- Class Teachers will be given a list of children attending wraparound everyday. This will be printed from ParentPay by the Playleader.
- The meeting point will be Zest Class.

- Two members of staff from the after-school care club will wait in Zest Class until 10 minutes after the school day ends.
- Reception, Year 1 and Year 2 pupils will be walked to the hall door by their class teachers and recorded in the after-school care club's register upon arrival – older pupils will be able to find their own way.
- If a pupil arrives at Zest Class, but is not on the register, a staff member will check with the school office and the parent what the arrangements are.
- Where there are children booked to attend the club, but have not arrived, the Playleader will check with the School Administrator and then call the children's parents immediately.

Non-Arrival for After School Club

In the event of a child not arriving during this time, the following procedures will be put into place:

- The Wraparound Team will check with the class teacher or the extra-curricular club leader if the child has been collected.
- The After School Club is an extension of the school day and the child's absence could be considered a safeguarding concern.
- If deemed necessary, the Wraparound team will contact the named parent to ascertain the whereabouts of the child.
- Monies will not be refunded for absence.

Departure from the After-School Club

- The After School Club has a procedure for collecting children that is agreed and known to the parents, children, staff and school staff.
- Children must be collected promptly at the end of your booked After School Club session by either the parent or a person named on your collection permission form. We will not release children to any siblings or children under the age of 16 years.
- When collecting your child from the School building please use the main reception. The collection times are 4:30pm, 5:30pm or 6pm. Your child will then be brought out to you, please wait outside the reception area for your child unless invited in by a member of staff.
- Parents and authorised adults collecting a child will be signed out on the collection register by a member of the wraparound team before leaving the building. For 'first time' pick up, an authorised person will be required to provide a suitable form of identification as Wrap Around staff will not necessarily know who adults are in the first instance. If a person is added to the authorisation list later, they must be introduced to the staff and their name added to the collection permissions form.

- For the safeguarding of your child the school reserves the right to refuse to release a child to someone who is not on the collection permission form unless the Wrap Around Team have had an email, message or verbal permission via email wraparound@mawnanschool.com or via the Wrap Around contact mobile number: ?
- The last pick-up and hand over times for after-school care is 6pm. Please note that if a child is picked up after 6pm, there will be a £10 late fee charge applied to cover the cost of staffing.

Parents are expected to pick up on time. If a child is picked up late, ie: after 4.35pm or after 5.35pm the parent will be charged the full amount for the next session.

24. Involving parents

The school aims to achieve effective communication with parents; therefore, it will have the following protocols in place to ensure effective information sharing:

- The wraparound email address will be shared with parents and all communications will be directed to the Playleader in the first instance – wraparound@mawnanschool.com
- A wraparound ClasDojo group will be established for the members of staff to share photographs of the children engaging in wraparound activities.
- All the school's policies will be available on the school's website, and hard copies will also be available upon request.
- Parents will be welcomed at the collection point to exchange information and provide updates on their child's wellbeing.
- An annual survey will be conducted to collect feedback and improve services.

25. Uncollected children

Staff members will do their best to ensure effective communication between the school-run wraparound provision and parents. If a parent is up to **15** minutes late, the following procedures will be followed:

- The parent will be reminded that they must notify a member of staff if they are running late
- The parent will be warned that repeated late arrival will result in penalty fees

If the parent is over 15 minutes late, the following procedure will be followed:

- A member of staff will attempt to contact the parent using the details provided on the registration documents
- If contact is not made, a message will be left. The member of staff will then attempt to reach the emergency contacts listed on the registration form
- For the duration of the wait, the child will be supervised by two members of staff
- When the parent arrives, they will be issued with a penalty notice of £10 per hour that they were late collecting their child.

If the parent is more than 30 minutes late, and all of the above have been followed then the following procedures will be followed:

- Contact the DSL or DDSL
- If a member of staff has not reached the parent or an emergency contact, they will contact the local social care team for advice
- The child will remain on the premises with a member of staff or will be placed with the local social care team
- If the child has left the premises with the local social care team, a note will be left on the door to the club informing the parent of the child's location. A contact number and address will be displayed.

26. **Missing child procedure**

The school will have procedures in place to ensure the safety and wellbeing of all the children in the school's care.

The school will ensure that it holds at least two emergency contacts for each pupil registered at the childcare club.

All staff will be informed of the missing child procedure as part of their induction.

If at any time a child cannot be located, the following steps will be taken:

- All members of staff will be alerted that a pupil is missing
- Members of staff will conduct a search of the premises and the surrounding area
- At least one member(s) of staff will stay with the other children involved in the childcare club, in order to prevent further problems and keep a calm atmosphere
- If the child is not located within 10 minutes, the police and the parents of the child will be informed

- The search for the child will continue until the police arrive
- The playleader will liaise with the police and the parents of the child

27. **Illness and injury**

In the event of illness or injury, the school will act in accordance with the Health and Safety Policy and the First Aid Policy.

All members of staff will be trained in first aid and will be made aware of their duties if a child is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:

- If a child becomes ill, a non-wrap around member of staff will be notified to provide additional support
- the parents will be contacted and asked to collect their child
- If a child is complaining of illness, but the member of staff does not believe it is serious, they will monitor the child until the end of the session and then notify the parents
- If a child suffers a minor injury, first aid will be administered and the child will be closely monitored for the rest of the session

If a child suffers a major injury or becomes seriously ill, the following procedures will be implemented:

- If a child needs to go to the hospital, an ambulance will be called. and a member of staff will accompany them.
- The parents of the child will be notified immediately
- Following the incident, members of staff will conduct a review of the incident in order to prevent any such incident from occurring in the future

28. **Medication**

It is expected by the school that members of staff will always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy.

Members of staff will be made aware of the importance of administering prescribed medication to children. The school and its clubs will understand that parental consent is crucial and will have the following rules in place for administering medication to pupils:

- Before any medication is given, the child's medical forms will be checked to see if the medication has been approved by the parent.

- When a member of staff administers medication, it must be recorded using the school's procedure for administering medicines
- Details of the process will be recorded on the child's medication form.
- If a child refuses to take the medication, the member of staff will not administer it. The parent will be notified immediately.
- If a certain medication requires training to administer, only members of staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, the changes will be recorded on the medical forms. Parents will be required to sign the forms again before any change in procedure is agreed.

29. Behaviour

This childcare provision is an extension of Mawnan School and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour.

Whilst attending Wrap Around Provision, children are expected to follow the 'Rainbow Rules'



We want the children attending Wrap Around Provision to enjoy their time at the club and to do this we expect them to:

- Choose and participate in a variety of activities
- Ask for help if needed
- Follow the Rainbow Rules

Dealing with inappropriate behaviour:

- In the first instance, children will be given a gentle reminder of behaviour expectations.
- The child will then be given a verbal warning and reminded that if their behaviour continues they will not be allowed to continue with the activity they are doing. Our policy is followed using 1 and 2 as further warnings and 3 as time out.

- The child is removed from the activity they were doing for a 'time out' and will reflect and repair. If behaviour persists, a further time out will be given.
- Parents will be informed of any time outs given to their child/ren during Wrap Around Provision.
- Club staff will consult with parents and the class teacher to formulate clear strategies for dealing with persistent inappropriate behaviour.
- If after consultation with parents and the implementation of strategies, a child continues to display inappropriate behaviour, in discussion with the Headteacher, the club may decide to exclude the child from the provision. The reasons and processes involved will be clearly explained to the child and the Parent/Carer. This decision will only be taken as a last resort.

30. **Anti-bullying Policy**

If bullying is reported, it will be noted and investigated by a member of staff and the parents of both children will be informed.

The school defines bullying as repeated harassment of others, including psychological, physical, verbal or emotional abuse.

If it is discovered that bullying has taken place, the following procedures will be adhered to:

- Incidents will be dealt with in a sensitive and thorough way
- Victims will have the chance to discuss what happened with a member of staff
- Victims of bullying will be reassured that the case will be taken seriously
- Victims of bullying will be monitored to ensure further incidents do not occur
- If another pupil reported the incident, they will be reassured that they did the right thing
- The child who is accused of bullying will discuss their behaviour to gain an understanding of why it was inappropriate
- If the bullying persists, more serious action, such as exclusion, will be considered
- All incidents will be reported to the headteacher, and incidents will be recorded and investigated

31. **Emergency evacuation and closure**

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illness, the wraparound care clubs will be closed.

In the case of an emergency, the following procedures will be followed:

- Emergency services will be contacted

- All children will be evacuated from the building and taken to the designated emergency assembly point on the playground
- A member of staff will collect the register and check that all the children are at the emergency assembly point
- If a child is missing from the emergency assembly point, the emergency services will be informed immediately
- Parents will be contacted and asked to collect their children
- All children will remain at the emergency assembly point until they are collected by their parent
- If a child has not been collected after undergoing the emergency procedure, members of staff will follow the [uncollected child procedure](#)

32. **Monitoring and review**

This policy will be reviewed [annually](#) by the headteacher.

The scheduled review date for this policy is [March 2025](#).