



Dallington CE Primary School Wrap around care policy

...be an example to the believers with your words, your actions, your love, your faith and our pure life. (1 Timothy 4:12)

Our Wrap Around Care Clubs are called Breakfast and Late Club. They are run and managed as part of Dallington CE Primary School and it exists to provide high quality out of school hours childcare for parents/carers. The club operates from 7.45am – 8.45am and from 3.20pm – 5.30pm term time and current costs for each session can be obtained from the school office or website. A copy of this policy is available to all parents on our website. All parents must book their child into late club through Arbor or by contacting the school office.

Children can expect:

- That a wide variety of stimulating and creative activities will be planned for their age and ability in a safe environment.
- To be involved in the planning of activities.
- To be consulted on future purchases of toys/equipment etc
- To be involved in the planning of snacks/treat weeks.
- To be able to be noisy and quiet in a suitable context.
- To be part of a site that caters for them, their friends with disabilities on an equal basis.
- To be supervised by qualified, caring and helpful staff who implement policies and procedures, but also have time to have fun.

Admissions

- Only children attending Dallington CE Primary School are eligible to attend the club.
- All places are subject to availability.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

- Breakfast club Parents/Carers are required to bring their child directly to club. You should enter the club via the gate in the staff car park, the staff will be alerted to your arrival when you ring the bell.
- At the end of the day, After School club children will be supervised by school staff down to the hall, where they will be registered.
- The club staff will take a register of all children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

They must be collected by a parent/carer or named collector and the time recorded in the register. Parents/carers must ensure that club staff have previously been made aware of a different adult collecting. Parents/carers must ensure must advise the office is a child has been booked into the club and is NOT attending, for any reason, for example they have a playdate, this must be communicated as part of safeguarding the child.

Daily Routine

Breakfast Club Session

- 7.45am — 8.45am parents bring their children to Breakfast Club situated in the school hall where a range of activities are set out.

- Between 7.45 - 8.25am children wishing to have breakfast, wash their hands ready to enjoy a freshly prepared breakfast.
- 8.35am tidy up time encouraging the children to take responsibility for the environment
- 8.45am children collect their coats and bags. Children are escorted to their classrooms where they meet up with the rest of the children for the start of school.

Afternoon session

- 3.20pm Children are escorted to the school hall
- 3.30pm — 4.00pm children will be offered a snack, staff members will lead activities. Children can also choose from a range of play and planned activities, both indoors and outdoors.
- 4.30pm – First session concludes.
- 5.30 – Final pick-up time

Behaviour

Whilst attending club children are expected to continue to follow the school expectations, in particular:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Respect all equipment and instructions.
- Ask for help if needed.
- Enjoy their time at the club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards and helper jobs.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner
- If necessary, the child will be temporarily removed from the activity and asked to sit out.
 - Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with Senior Leaders and parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
 - If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the school may decide to withdraw the child from the club. The reasons and processes involved will be clearly explained to the child and their parent/carer.
- The school maintains the right to withdraw a place if it is consistently impacts on the safety and wellbeing of those that attend.

Dallington CEP School has a duty under the Equality Act 2010 to promote disability equality towards individual children and young people. At Dallington, we do not discriminate on the grounds of disability (including in relation to admission) and we make reasonable adjustments to ensure that a child is not placed at a disadvantage compared to non-disabled children in the ways we organise and deliver our provision.

First Aid

- All accidents will be recorded on the school's first aid record, accurately reported to the parents/carer upon collection.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.
- Parents/carers of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, club will be informed of their absence.

Toys and equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments and cleaning routines before the children are allowed to use them. Broken toys and equipment are disposed of promptly. We ensure that any flammable equipment is stored safely.

Regular spot audits are carried out to review play equipment for safety.

Food and personal hygiene

Staff at Dallington maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

All Wrap Around Clubs follow The School Food Regulations 2014 (the school food standards).

- A clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Staff are trained in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely.
- Staff ensure that children wash their hands or use anti-bacterial gel (dependent on setting) before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.
- Reporting of food poisoning- if children or adults are diagnosed by a GP or hospital doctor with food poisoning, and where it seems possible that the source of the outbreak is within the setting, the school will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- If the food poisoning is identified as a notifiable disease under the Public Health Regulations 1988 Dallington will report the matter to Ofsted.

It is important that children eat nutritious, tasty food at school:

- To help their growth and development.
- To help develop healthy eating habits.
- As fuel for learning.

Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our Intimate Care policy.

Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken.