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Version No 7	Wrap Around Care Policy – SWBCOMMITTEE	

WRAP AROUND CARE POLICY

This section should be completed following ratification of the Policy.

	Name	Signature	Date
Chair of Sub-Committee's Approval	E Stephenson		September 2018
Chief Executive Officers Approval	Paul Watson		September 2018
Chair of Trust's Approval	Becky Hickford		September 2018
Recommended Review Date:	Annually – March 2020		

Ownership

Preston Hedge's Primary School is responsible for the production and maintenance of this document. It is issued by the Clerk, claire.clayson@prestonhedges.org, to whom any change requests or queries should be directed.

Version Control

This document is issued and maintained in accordance with Preston Hedge's Primary School procedures. Any change to the document will increase its version number. It is the responsibility of the reader to check with the Clerk that this is a currently valid copy.

Version	Date	Description of Change	Changed By
1	2010	Initial policy drawn up	P Watson
2	Jan 2013	Minor Amendments	P Watson
3	June 2014	Minor staffing arrangements	P Watson
4	June 2015	Minor amendments	P Watson
5	March 2016	Minor amendments	AJ McDonald
6	Feb 2018	Amendments in line with new Trust statement	L. Jenkins
7	July 2018	Final Review	Executive Team

Filed as: data/admin/GovernorsRevised Fodler1/SBW/Policies

WRAP AROUND CARE POLICY

AIM

The aim of this guidance is to provide an over-arching policy for wrap around care for before and after school which provides an explanation of which School/ Trust policies are adopted and where there are differing practices and procedures.

RESPONSIBILITY

It is the responsibility of the After School Club Manager and Breakfast Club Leader to facilitate these policies in conjunction with the Senior Leadership Team.

Those policies of the school that are adopted by the wrap round care are reviewed separately by the appropriate Trust Committee . This policy makes reference to how we fulfil our obligations.

POLICIES ADOPTED FROM THE SCHOOL

Any variations will be noted in the appropriate paragraph the numbers below refer to.

1.	Safeguarding Policy
2.	Health & Safety Policy
3.	Equality Duty Plan
4.	Complaints Procedure
5.	Special Needs Policy
6.	First Aid
7.	Critical Incidents Policy /Emergency Procedures
8.	Risk Assessment

1. SAFEGUARDING

The Studio Club adopts the Trust's practices on safeguarding and any issues are referred to the Senior Designated Person or a Deputy DSL. Training is provided annually by the DSL/ Deputy DSLs.

2. HEALTH & SAFETY

The wrap round care takes its Health & Safety responsibilities seriously and adopts all the best practices of the school, as laid out in the School's Health & Safety Policy. The day-to-day responsibility for Health & Safety lies with the Manager of the provision.

3. EQUALITY DUTY PLAN

The school has its own Equality Duty Plan which covers race, gender, disability and how the school meets its equal opportunities duties. The provision adopts this policy.

4. COMPLAINTS PROCEDURE

The Trust's complaints procedure is followed fully

5. SPECIAL NEEDS/ Inclusion

The wrap round care reflects the Trust's inclusive approaches and adopts the SEN Policy of the school fully. Any support, guidance or provision needs should be directed to the SENCo.

6. FIRST AID TRAINING

Staff at the provision are trained alongside school staff and there is always a trained first aider on site. It is the responsibility of the Manager to ensure that this is the case. Any

significant first aid incidents are referred to the Headteacher/Principal or other member of the Leadership Team. ,– see Emergency Procedures below.

7. EMERGENCY PROCEDURES

The wrap round care provision follows the school's Emergency Procedures fully by adopting the Critical Incidents Policy.

The manager should seek advice immediately from the Headteacher/Principal (or another member of the leadership team) in their absence in the event of an emergency. If the leadership team are not on site, the manager should phone the Headteacher/Principal (and if no response, the other members of the leadership team) to receive immediate advice by phone until one leader can attend. Support from teaching staff should be requested by the manager.

Contact details for the Headteacher/Principal leadership team are held personally by the Manager as well as in a file which is kept within the provision and is easily accessible.

8. RISK ASSESSMENT

Any risk assessments are undertaken by and the Manager and then approved by the Headteacher /Principal.

POLICY ASPECTS PARTICULAR TO STUDIO CLUB

a.	Behaviour
b.	Admissions
c.	Statement on Uncollected Children and Lost Children
d.	Charging Policy
e.	Collection Policy
e.	Medication & Illness Booklet
f.	Food Hygiene
g.	Outings

a) BEHAVIOUR

The wrap round care provision adopts the Trust's expectations of good behaviour. Any significant behaviour incidents are recorded and referred to the Headteacher/Principal leadership team. Ultimately, where a child's behaviour does not improve despite the best efforts of staff, the Headteacher/Principal/ leadership team and parents, the school reserves the right to withdraw the child's place at the Club. Where such behaviours are judged by the school as significant, this could well be with immediate effect. If this is not required, a terms notice will be provided. However, the school reserves the right to remove the place with immediate effect if it deems such an action necessary.

Where a child's behaviour in school has not been as expected by the school behaviour expectations the Headteacher/Principal and Studio Club Manager may decide not to permit the child into the provision.

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b) ADMISSIONS

Admissions are administered via a register and waiting list system. Places are allocated up to a maximum agreed at each school by the Headteacher/Principal dependent upon the required combination of sessions/days being available. In the event of capacity being reached on any particular day a waiting list is maintained from which allocations are made according to requirement. Places are offered in accordance with the following criteria:

- Pupils of staff at the school.
- New Reception children joining the school have priority in order to aid their transition into school.
- Pupils who require the most sessions have the next priority as this allows us to offset staffing costs accordingly
- Duration of time on the waiting list

This criteria will not be applied if the child has demonstrated behaviour concerns within the school that will impact on provision in the club. If a child has 1:1 support, there will be an expectation that the cost of this session includes any additional staffing costs incurred to enable safe provision and sustainability for numbers in the club.

In the event of the facility being unable to fulfil an individual's request immediately, the position within the waiting list is maintained, new applicants being added to the bottom of the list.

Any last minute or 'one off' admissions may be permitted, however these must be approved by the Headteacher/Principal.

c) STATEMENT ON UNCOLLECTED CHILDREN

Any uncollected children at 6.00pm when the after school club closes will be kept by our staff as they endeavour to make contact with the child's parents. At 6.15pm the Headteacher/Principal or member of the Senior Leadership Team will be informed that a child remains uncollected and will monitor the situation. At 6.30pm Social Care will be informed of the situation and at 7.00pm school will request that Out of Hours Services come to collect the child. Parents who don't collect their children by 6.00pm will be charged in accordance with the Charging Policy.

d) CHARGING & DEBTS

Where a child is not collected at 6pm the school occurs costs associated with staffing and security. To cover the costs the school will charge £20 for the period to 6.20pm. Then a further £20 from 6.21pm.

If the above occurs more than once the school will reserve the right to remove the child's place with immediate effect.

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Debts will be addressed as follows:

Any debts not cleared within 14 days of the invoice will be dealt with as follows:

- Telephone call to the parent/family reminding them of the debt.
- First 'overdue payment' letter will be sent one week after the informal reminder.
- The second 'overdue payment' letter will be issued two weeks after the first overdue letter.
- Final reminder to be sent, one week later signed by the Headteacher/Principal of School.
- One week after the final reminder letter is sent, if the debt is not cleared or a payment schedule established with the first payment made, a 4 weeks notice period will be provided to the parent/family in relation to their place/places within the provision.

e) MEDICINES & ILLNESS

The wrap round care adopts the school's policy. The only difference being that the Manager is responsible for the medicines and their administration. They must be stored in the same way and with the same paperwork completed correctly.

f) FOOD HYGIENE

At regular training sessions staff are informed of food hygiene standards and procedures by the manager. The Manager is responsible for ensuring appropriate standards and procedures are maintained and followed.

g) OUTINGS

All Outings need to be approved by the Headteacher/Principal and a comprehensive risk assessment undertaken. Parents should be informed before their children go off site.

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