**Wrap Around Care Policy**

Chigwell Row Infant School’s Breakfast and After School Club was established in July 2004 as part of the government Extended Schools Initiative, to help meet the needs of our pupils, parents and the wider community.

The Breakfast and After School Club is committed to equal opportunities. No child who uses the club will be discriminated against on any grounds, e.g. race, gender, religion, disability or social background. Appropriate and reasonable steps will be taken to ensure that the service is accessible to all sections of the community.

**AIMS**

To provide a secure, safe and welcoming before and after school facility for children whose parents are unable to bring their children to school at 8.55 am and who are unable to pick their children up at 3pm.

**OBJECTIVES**

To provide a secure, safe and welcoming environment for pupils from 8 am to 8.45 am before school and from 3pm to 4pm after school.

To provide an affordable service for working parents and carers.

To enable pupils to eat a healthy and varied breakfast before the start of the school day in a pleasant, relaxed environment.

To employ competent supervisory staff.

Charging Policy

Chigwell Row Infant School charges £3.00 for Breakfast Club from 8am or £1.50 from 8.30am, and £5.00 for After School Club to cover the cost of staff engaged to provide extended activities and the healthy food provided.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

Tackling deprivation and disadvantage to reduce attainment gaps is a core focus of extended services. There may be circumstances or occasions when the school allocates a place at Breakfast Club or After School Club to a child. In this instance, the cost would be subsidised from wider school budgets. Any parent wishing to access this should speak to the school office initially.

**PROCEDURES**

Staffing

As well as the member of staff on duty at Breakfast Club and After School Club, there will always be at least one fully qualified and permanent member of staff in the building at all times.

The Head Teacher and/or other members of school staff are on site from approximately 7.30.

The staff at Breakfast Club and After School Club are also employed by the school and have undergone all the necessary safeguarding checks. All staff are committed to on-going training and development.

Behaviour

Children attending Breakfast & After-School Club are expected to behave according to the expectations set out in the School Behaviour Policy. Incidences of bad behaviour at these clubs will be reported to the Headteacher who will take appropriate action. If a child consistently misbehaves or demonstrates behaviours which could pose a danger to others. The school holds the right to take away the privilege of wrap around care for that pupil.

Contingency Arrangements for Staff Absences and Emergencies

If a member of Breakfast Club and After School Club staff is absent, they must inform the Head Teacher before 7.30 am. Cover will then be arranged.

There are two members of school staff who may be called to cover at short notice.

Booking Arrangements

Breakfast and After School Club has places for a maximum of 8 children attending on any one day.

A child can only be reinstated with the club providing space is available.

Siblings of existing members should be placed on the waiting list to avoid disappointment in their year of entry to the school.

There are no automatic rights to a place.

For each new academic year, priority for spaces will be given to existing club members, providing their intention to continue is made clear by the end of the outgoing academic year. At the start of the year, remaining places will be offered to all applicants on a first come first served basis.

Parents/carers wanting an occasional day must notify the club at least 24 hours in advance to check on availability of spaces.

The Breakfast and After School Club will endeavour to accommodate everyone as much as possible and as fairly as possible.

Payment should be made on the day of attendance at Breakfast Club or After School Club, or before. If possible, payment in advance for all the sessions required in the same week is preferred. · It is expected that parents will not go into arrears and any arrears of more than two weeks will be referred to the Head Teacher and Finance Manager. The parents/carers use of the club will be reviewed.

Use of Registers

Children are registered as they enter the Hall. · The Club Manager retains the registers which are kept in the office. In case of an emergency, all staff and children will evacuate the building. Staff will escort the children to the designated lining up area in the playground and the register taken.

Organisation of Breakfast and After School Clubs

The clubs are open to all pupils from Reception to Year 2, breakfast from 8.00 am to 8.45 am and after school from 3 p.m. until 4 p.m. They are held in the Hall where food is served, and activities are organized · Pupils are welcomed by the staff who register the children. Younger children are assisted with their outer clothing and bags. Children are asked what they would like to eat and drink. Breakfast is served in a buffet style, where the children can see and self-select the foods that are on offer to them. · We will endeavour to encourage the children in healthy lifestyle choices. With this in mind, we will provide the children with healthy options · Food is served at the table. Emphasis is placed on good table manners and behaviour throughout. Children are encouraged to have sufficient to drink to ensure adequate hydration at the start and end of the day. As each child finishes their food/snack, they are encouraged to clear away their own crockery and cutlery. Warm water, liquid soap and anti-bacterial gel are available for the children and staff to clean their hands. Toilets are available in school, for use by staff and children. After their food/snack, children may join another table where activities are laid out or choose to play or chat with friends. The preparation and serving of food during breakfast club finishes at 8.30 a.m. prompt to enable staff to wash up and clear away in time for the start of school. Children arriving after this time who have not eaten at home will be offered a juice and a biscuit. Parents/carers should avoid causing this difficult situation if possible. All activities are cleared away by staff and children by 8.40 am, so that the children may walk to their classrooms. All children are escorted directly to the playground and are handed over to the class teacher. At the end of the school day at 3 p.m. the supervision is handed over to the after school staff by the teaching staff. The child’s details, medical conditions, the parents’ contact details, an additional emergency contact name, address and telephone number are kept in the school office. · The Breakfast Club and Afterschool Registration Form also contains information about any special dietary requirements and any medical conditions and/or allergies. These are kept in the Breakfast Club/After School file, together with the daily registers and records of payment. The school telephone number is used by the Breakfast and After School Club.

Communication with Parents

A brief, informal chat with parents bringing children to Breakfast Club and collecting from After School Club is possible, although consideration of others should be given at this busy time.

Emergency Evacuation Procedure

Fire: Fire alarm sounds. Exit the Hall and walk to the back door onto Reception/Main playground and line up.

Illness

The club has the right to exclude any child with an infectious disease, for example, sickness and diarrhoea or impetigo, for a period of up to 48 hours or until the child is no longer infectious.

Medication · The Breakfast Club or After School Club Manager will only administer medication that has been prescribed by a doctor and where parental permission has been given in writing.

First Aid

First aid will be administered in line with school procedures, with reference to the Health and Safety Policy.

At least one of the Breakfast Club and After School Club staff holds a current first aid qualification.

Risk Assessment

A risk assessment is carried out for Breakfast Club and After School club on an annual basis. A copy is kept in the Wrap Around Care file.

Confidentiality of Documents

Documents relating to Breakfast Club and After School club are treated as confidential and are kept in the school office.

Complaints

All complaints notified verbally or in writing by a parent/carer of a child attending Breakfast Club or After School Club will be initially investigated by the Club Manager. The Head Teacher will be kept informed and will be involved in the final decision, in line with the school’s complaints procedure.

Date Written: March 2021/ updated March 2022

Written By: Amy Dowling

Review Date: