

# **Leck St Peter's Church of England Primary School**

## **WRAP AROUND CARE POLICY**

At St. Peter's we are very proud to be able to offer "Wrap around care" to our pupils and parents. Wrap around care began in 2014 and is now well embedded within our school. We offer an early morning club (8.00am-9.00am) and after school club (3:15pm-5.15pm).

### Objectives for wrap around care

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day and after the school day ends, if required
- To provide an affordable service to parents/carers
- To enable pupils to play and relax before the start of the school day /have an after-school snack in a pleasant, relaxed environment with engaging activities
- To provide a calm play environment for those pupils.

### Staffing

but there will always be a second member of staff on site for the morning, one of whom is a qualified first aider. After school clubs are organised and run by a club leader. These are not employed by school but there will always be a member of school staff on the premises during the time they are running.

In addition to this the Headteacher / Deputy will be on site, or on call, from the start of the day until the end of the day. All staff have current Disclosure Barring Service (DBS) checks in place and are registered on the Single Central Register (SCR).

### Organisation and contingency arrangements for staff absence and emergencies.

If a member of staff is absent, he/she must ring the Headteacher who will arrange cover by the nominated emergency cover staff member. No children will be accepted into any provision without two members of staff being available on site

A copy of each child's contact and medical details is kept in the class red folders. A daily attendance register is kept, and each child is met by a staff member and registered on entry and, after school, on time of pickup.

The First Aid record folder is with the first aid kit. Fire drills are carried out regularly as part of school routines. The clubs follow the same first aid and evacuation procedures displayed in the school.

## Medication

We would not expect a child in either the breakfast/after school clubs to need medication other than for chronic conditions, such as an inhaler. Please refer to the school medication policy for further information.

## Insurance

Insurance cover is provided under the School Insurance Policy. Any external agencies running clubs will hold their own insurance.

## Policies

The Morning /After School Clubs will subscribe to all school policies.

## Admissions Policy

The Morning Club and After School Club will only be open to children who attend Leck St Peter's CE School. The age of admission will be from 3-11 years of age.

## Pricing Policy

The Breakfast / After School Clubs are designed to enhance school provision and as such are charged accordingly. The Charging policy contains current fees.

It may be necessary to change fees from time to time however and parents/carers will be informed in good time when such an increase is needed.

Fees apply at all times that children are in the care of staff, including those attending other after school clubs who then move on to after school care.