



## Banstead Prep

### Wrap Around Care Policy

Date of Last Review:	March 2024	Review Period:	1 Year
Date of Next Review:	March 2025	Owner:	EYFS Lead
Type of Policy:	Compliance	Board Approval	

# Banstead Prep Wrap Around Care Policy

This policy applies to all pupils at Banstead Prep School including those in the EYFS setting.

Banstead Prep School is committed to offering wrap around care for pupils before the start of the school day and after the end of the school day. The school recognises the need for many parents to work or attend to other commitments and aims to provide an affordable, high quality and age appropriate level of care before and after school.

**Breakfast Club** refers to the care offered between 7.30am and 8.00am Monday-Friday. This is held in our dedicated breakfast and after school care building. Additional charges are made for attending this club.

**Sibling Club** refers to the care offered to EYFS & Pre-Prep Children between 3.00pm to 4.00pm. This care is solely for pupils whose parents are collecting older siblings. It cannot be used by children who do not have an older sibling. Children will be cared for in a designated school area or classroom and will be dismissed between 3.50pm - 4:00pm at the school gate by the teacher in charge. There is no charge for this facility.

**After School Care** refers to the care offered after the end of the school day up until 6.00pm within designated classrooms. This is offered Monday-Friday. (It does not include the extra curricular activities/clubs offered to BPS children). Additional charges are made for attending this club.

Children from Nursery to Year 6 may attend wrap around care. We do request parents of our younger pupils are mindful of the length of the day when booking sessions for their children. If the school feels that any pupil is unable to cope with the extended sessions due to their age, we withhold the right to withdraw the provision. This is in the best interest of our pupils' wellbeing.

Banstead Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We recognise that every child is an individual and aim to promote their happiness, self-confidence and well-being as members of a caring community. We do not discriminate against anyone, be they staff or pupil, on the grounds of their sex, race, colour, nationality, ethnic or national origins. Our Equal Opportunities Policy applies to Wrap Around Care and throughout the school.

## Objectives for wrap around care

- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day and after the school day ends until 6pm.
- To provide ample opportunities for children to socialise with siblings, friends and children from across school age groups.
- To provide opportunities that invite exploration, creativity and discussion
- To provide a calm environment for both pupils and staff
- To provide an affordable service to parents/carers
- To enable pupils to eat breakfast before the start of the school day/have an after-school snack in a pleasant, relaxed environment
- To employ caring, committed qualified staff
- To demonstrate our commitment to equal opportunities for all
- To provide a varied programme of stimulating activities

## Bookings

In order to plan the best care and have the required staffing levels, bookings must be made in advance via [SOCS](#) for breakfast and after school club. (See **Appendix 1** for details on how to access SOCS and complete bookings) For this reason, we ask families to make bookings at least one week in advance.

Of course we can cover unexpected delays, but for staff ratios to be secured we do require 24 hours notice for a one-off daily booking. Spaces may be available on an ad hoc basis but places cannot be guaranteed.

To maintain the correct staff to child ratio there will be a daily limit of 20 EYFS children (Nursery & Reception), and 30 Y1 – 6 children for after school care.

Click [here](#) to make bookings for Breakfast and After School Care via SOCS.

## Charges:

Current charges for both Breakfast and After School Club can be accessed [here](#).

Charges for Breakfast and After School Club will be added to termly fee invoices in arrears according to the below schedule:

Autumn term invoices will include charges for 2<sup>nd</sup> half of Spring and 1<sup>st</sup> half of Summer terms

Spring term invoices will include charges for 2<sup>nd</sup> half of Summer and 1<sup>st</sup> half of Autumn terms

Summer term invoices will include charges for 2<sup>nd</sup> half of Autumn and 1<sup>st</sup> half of Spring terms

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## **Procedures for Breakfast Club**

### **Greeting**

The Breakfast Club will take place in the school dining room, accessed via the school office. Parents should call the Wraparound care mobile (07784 368437) on arrival and a member of staff will greet the children and parents/carers as they arrive. A register will be taken on arrival. Children are then encouraged to choose their own breakfast and drink before participating in table top activities. At 8.00am children will be walked to their classroom by a member of staff and into the care of their form teacher

### **Eating**

All children are expected to wash their hands before and after they have breakfast. Children eat at designated tables. Food served includes cereals, toast, and a drink of water. Children will be encouraged to keep the area clean and tidy and clean up any spillages. While eating, all children will remain seated and are reminded that this is the expectation. Staff are also entitled to eat a breakfast of their choice and can have a mug of tea or coffee in a spill proof vacuum insulated mug, provided that they also sit with the children whilst they eat, encouraging social interaction and modelling appropriate behaviour and etiquette.

## **Procedures for After School Care**

After school care will take place in the rooms on the ground floor where the Year 2 classrooms are located, with additional use of the Dance Studio when not in use for co-curricular clubs. There will also be access to outside space in the Quad when weather permits up until 5.00pm.

After 5.00pm all children in after school care must be within the designated classrooms with the exterior doors locked.

### **EYFS Children**

EYFS children will be located in Mellow House (Nursery) until 3.30pm, and will eat their snacks prior to relocating to the Year 2 classrooms.

All children remaining after regular Nursery or school hours and attending after school care will be registered on SOCS by the After School Care Team at the start time of their session, i.e. Nursery children at 3.00pm.

### **Prep Children**

Children in Years 1 & 2 will be taken to After School Care by a member of school staff at the conclusion of their respective school day. Children in Years 3 – 6 who are booked to attend Afterschool Club will be able to make their own way to After School Care unaccompanied at the end of their respective school day. On arrival the children will be greeted and registered on SOCS by the After School Care Team.

## **Extra-Curricular Clubs**

Children attending extra-curricular clubs or activities who are booked to attend ASC when their activities finish will be escorted to the After School Care classrooms by the Club Leader.

Under no circumstances will a child of any age be allowed to make their way independently/unaccompanied by an adult after 5.00pm.

On arrival the children will be greeted and registered on SOCS by the After School Care Team.

## **Children failing to arrive at After School Care:**

Children booked to attend ASC on SOCS who do not arrive when expected, will be followed up by the After School Care Team. This most frequently occurs when a parent has booked a session on SOCS and not cancelled when other arrangements to collect their child at the usual end of day have been made. The procedures are:

- If a child does not arrive at the booked time, the ASC will change their designation to amber on the register.
- A check will be made to see if they are attending an after school co-curricular club. If this is confirmed their designation on the register will remain as amber.
- If they are not attending a club, or they fail to arrive at the end of the club, before 5pm, ASC staff will call the School Office to contact the parent/guardian to confirm they have been collected, after 5pm ASC Staff will contact parent/guardians themselves.
- If the child has not been collected, and is not attending a club the missing child procedures will be implemented immediately (These can be found in the Missing Child Policy). SLT on duty must be informed immediately.

## **Children attending without prior booking:**

No child should attend after school care without a prior booking on SOCS. Whilst we understand that plans can change at short notice or there may be other reasons which necessitate a later than expected pick up, parents must always contact the School Office before the end of the school day and establish if there is sufficient space in after school care and then request their child(ren) are booked onto the correct sessions on SOCS. If no booking has been made, or parent(s) fail to notify the school of a late collection resulting in a child attending after school care, the school reserve the right to impose a £10.00 per day penalty in addition to the usual after school care hourly charges.

Should a child not be collected as expected at the end of the school day, and not be booked to attend sibling care, after school care or another co-curricular club the procedures are:

### **Before 5.00pm:**

- The member of staff supervising the child at the end of the school day will accompany the child to the school office.
- The School Office staff and the supervising staff member will seek to establish if

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any alternative arrangements have been notified to the school or if the child should be attending a co-curricular club or after school care.

- If there are no bookings or notifications of alternative arrangements, the School Office staff will contact a parent and seek to establish at what time they will be collecting the child.
- If they will be more than a further 5 minutes, and no prior notification of delay or prior booking of an after school care place has been made, they will be informed the child will be placed in after school care and notified that charges will apply, including where applicable the penalty fee of £10.00.
- Children from Nursery – Year 2 will be accompanied to the after school care classrooms by the supervising member of staff, who will request the After School Care staff register the child on SOCS and advise of the estimated collection time provided by the parent(s).
- Children from Year 3 – Year 6 will be instructed to make their way independently to the after school care classrooms, via the rear of the School Office (under no circumstances should a child be allowed to exit via the front door and into the car park area unaccompanied by staff). Before allowing the child(ren) to leave the School Office, staff must contact the After School Care Team and provide details of the child(ren) making their way to them. They must request the child(ren) are registered on SOCS and advise of the estimated collection time provided by the parent(s).

#### **After 5pm:**

- The member of staff/Club Leader supervising the child at the end of a co-curricular club will accompany the child to the after school care classrooms. Under no circumstances will a child of any age be allowed to make their own way to after school care after 5.00pm
- The After School Care staff will contact a parent and seek to establish at what time they will be collecting the child.
- If there has been no prior notification of delay or prior booking of an after school care place, they will be informed the child will be placed in after school care and notified that charges will apply, including where applicable the penalty fee of £10.00.
- The After School Care staff will register the child on SOCS.

#### **Activities**

Drawing, colouring and simple table top activities will be available for children attending the Breakfast Club and a range of free choice and planned activities will be on offer each day for children attending After School Care.

Children will have fun exploring, creating and socialising. Children throughout the year will be able to enjoy the wide range and variety of activities on offer, which include board games, arts and crafts, quizzes, puzzles, construction toys, needlework, drawing and colouring, mosaic work, gardening, reading, IT, modelling and ball games and more.

The After School Care Manager is responsible for the day-to-day planning. Breakfast Club staff are responsible for the planning of activities for the breakfast club. All relevant staff will take responsibility for helping to set up and tidy away each day. Children will be encouraged to help with this. All After School Care staff will take responsibility for evaluating the activities provided. Children are reminded to look after resources and re-use or recycle as much as possible.

A dedicated area will be provided for children who wish to complete homework. We do not routinely watch TV at After School Club, however there is a scheduled Movie Night planned in the curriculum.

Ample opportunities will be provided for children to relax after their busy day and they will be able to play with their friends, siblings and children from across all age groups.

## **Snack**

Children are also allowed to bring their own healthy snacks to After School Care provided they comply with the school's nut free policy.

## **Preparation of food**

All staff have completed relevant food hygiene training and follow recommended hygiene protocols, keeping the area clean and tidy at all times.

## **Allergies**

Banstead Prep is a nut-free school. Parents of children who have allergies to any food products, or who have special dietary requirements, are asked to make sure they provide updates to the School Office of any allergies or special dietary requirement as soon as they are known. All staff have access to each child's iSams record where information on allergies, food intolerances and other medical information is recorded. Please also refer to our allergy policy which can be found on the school website.

## **Hygiene, Health and Safety**

Children will be escorted to wash their hands prior to eating a snack. Children will wash their hands thoroughly after using the toilet.

Tables will be wiped down with disinfectant before and after eating their snacks.

All relevant risk assessments are completed.

All members of staff are responsible for observing health and safety matters and reporting any matters of concern. See whole school Health & Safety Policy.

## Staffing

In the Breakfast Club, three members of staff are present. There are a limited number of places so ratios are maintained.

In After School Care there are a varying number of staff at different time periods to accommodate the specified capacity within legislated staff:child ratios, see below. One member of staff will be a qualified first aider at all times. All staff have current enhanced Disclosure and Barring Service checks in place.

3.00 – 3.30pm – 3 staff

3.30 – 4.00pm – 5 staff

4.00 – 5.00pm – 6 staff

5.00 – 5.30pm – 3 staff

5.30 – 6.00pm – 2 staff

Staff supervision ratios are in compliance with DfE standards, namely:

1 member of staff, for up to 4 children (1:4) – for 2 year olds.

1 member of staff, for up to 8 children (1:8) - for 3 & 4 year olds.

1 member of staff, for up to 10 children (1:10) - for children 5 years old and above.

An SLT member is always on site when the children are in school, and will provide cover to the ASC to ensure these supervision ratios are maintained.

A Senior Leader is always on site from 7.30 am and until after the last child has been collected from ASC.

## Contingency arrangements for staff absence

If a member of staff is to be absent, he/she must ring the Deputy Head by 7am who will then arrange appropriate cover. This phone call must be followed up with a text and/or email to the Deputy Head. When reporting an absence, employees will be required to give details of the reason for the absence and the likely duration of the absence. Employees must keep us informed on a daily basis of any continued absence and likely date of return. An SLT member is always on site when the children are in school, and will provide cover to the ASC to ensure these supervision ratios are maintained.

## Contact details

Medical, dietary and contact details for all children can be accessed via iSAMS. A daily



attendance register is kept on SOCS, and also the WrapAround Care spreadsheet used for billing. Pupil dietary requirements are regularly updated by the School Office and in addition to iSams are available to all staff in Teams.

## Medication

Breakfast and After School Care staff should follow the school's supporting children with medical needs policy and procedures, which is available on the BPS website and in Teams. Medication can be administered if we have prior written consent. The Administering of Medicines record book is kept in the Medical Room in the School Office, and any children requiring medication should be taken to the Medical Room for such. Should a child need their inhaler during After School Care this must be recorded in the administration of medicines book and the parent/guardian informed on collection.

There will be a qualified First Aider available at all times, and staff will follow the First Aid Policy. If First Aid is administered, a record of the incident is recorded a) on ARMS and b) communicated to parent or person collecting at pick up. A record of children who have experienced any medical issues during the day that requires communicating to After School Care is kept by the office and ASC staff will be informed via a phone call.

## Behaviour

Both clubs are expected to adhere to Banstead Prep's code of behaviour. The Breakfast Club and After School Club's behaviour policy will be based on the whole school approach to positive reinforcement and modelling of good behaviour. Sanctions applied in the case of unacceptable behaviour take into account the age and stage of development of the child. Our Behaviour Policy is available on the school website.

All staff members of the Breakfast and After School Club should be supervising and/or playing alongside the children at all times. We encourage outside time if the weather permits.

Wherever possible, children will be given ample opportunities to use the quad area located just outside the designated classrooms. However, any changes to routines will be decided by the Breakfast Club Leader and the After School Care Manager at their own discretion. Decisions will be based on numbers present and the needs of the pupils. When outside, regular head counts will be carried out periodically by all members of staff.

After 5.00pm children will not be permitted to remain outside and all children and staff must return to the designated classrooms and ensure the exterior door is locked.

## Fire safety and emergencies

Should the alarm sound, all staff will assemble the children as quickly as possible; the assembly point is located in the tennis courts, which should be accessed via the established

evacuation route. Our school's Fire policy and Fire Safety procedures are on the school website.

The Breakfast/After School Club registers must be taken to assembly points by staff members in charge. Toilets will be checked and internal and external doors will be shut by the last member of staff to leave the building to prevent fire spreading and to verify that the room has been visually checked and no child has been left inside a room.

## **Policies**

The Breakfast and After School Club will adhere to all current policies set out by Banstead Prep School.

The attendance charges are designed to cover all running operational costs. It may be necessary to change fees from time to time, however parents/carers will be notified in writing a term in advance.

## **Insurance**

Insurance cover is provided by the School's Insurance Policy.

## **Collection**

Parents can collect their children at any time between the hours of 3.30 – 6.00pm.

### **Before 5.00pm:**

Parents can collect their children from the school gate.

On arrival parents should call the ASC Mobile (07784368437), and a member of staff will escort children in Nursery to Year 2 to the gate for collection. Children in Year 3 and above will make their way independently to the School Office, via the rear door, and collection at the main school door will be supervised by the School Office staff.

### **After 5.00pm:**

Parents can collect their children from the Year 2 classrooms.

On arrival parents should call the ASC Mobile (07784368437) and notify After School Care staff they have arrived on site, then make their way to the Year 2 classroom door where a member of staff will facilitate collection.

It is the responsibility of the member of staff who hands over the child to their parent, to make sure all relevant information has been passed on to the parent/carers.

It is the responsibility of the staff on duty to ensure that any finished work such as colouring sheets, Hama bead designs, junk modelling, craft work, painting and needlework goes home with the child at the end of the day.

It is the responsibility of Parents/Carers and children to make sure that all their personal

belongings have been collected from After School Club and taken with at the end of the day.

There is a late collection fee of £10 per every 15 minutes of lateness. This will be applied robustly.

### **Parents should**

- Make sure they keep the school updated with the correct emergency contact details.
- Make sure that all medical and allergy information is current and updated when necessary to the School Office.
- Book the required breakfast and after school care sessions on SOCS at least one week in advance.
- Collect children promptly at the end of each session/day.
- Communicate clearly with staff, keeping them informed of any changes in arrangements.
- Understand that late collections incur additional charges.
- Make arrangements for a family member, friend or designated person on the contact list to collect their child in the event that they are unable to do so and inform the school of this in advance
- Understand that children will not be released to anyone unless with written permission from a parent.
- Have a note of the Wrap Around Care email and phone number for out of hours contact in the event of any delay to pick up or change in arrangements

This policy is reviewed annually. The next review will be in March 2025, or sooner should the policy or procedures need updating.