

Wrap Around Care @ St Peter's

'WASP' Policy

Approved by: LGB

Date: 9th Jul 24

Aims:

- To provide childcare after school clubs
- To promote the health and wellbeing of children
- To provide a caring and welcoming environment for children after the end of the school day
- To provide a range of activities to meet the needs of the children in our care
- The wrap around care provision between 3-6pm and is called WASP (Wrap Around at St Peter's).

Safeguarding

Children will only be released from WASP into the care of named adults. No child will be allowed to attend the clubs without a completed registration form. DSL/DDSL is always contactable and usually on site. The staff will use and store data and photographs in accordance with the school policy.

Photographs will be used for displays, as evidence of a range of play activities and on the website as per the parental permission forms already completed for school.

Mobile phones will be used in an emergency to contact parents. Club staff have access to the school phone in the office and the school mobile phone. Mobile phones will not be used by staff for personal use during the session and must be switched to silent. Personal mobile phones will not be used to take photographs of children at the club. The school recognises its legal duties under the Equalities Act 2010, in respect of safeguarding and pupils with Special Educational Needs.

Staffing and Qualifications

Mrs Kowlaski has training in safeguarding, food hygiene and preparation and first aid.

Other school employed staff also have safeguarding and first aid training. Club leaders adhere to their own standards of safeguarding and first aid and also sign to show they adhere to school policies whilst on site. All staff are DBS checked. Mrs Axford (DSL) or Mr Curtis (DDSL) are also on the premises during the clubs opening hours.

The minimum required staffing ratio for out of school clubs in which the youngest children are of reception age or older is 1:30. Mrs Kowlaski is our wrap around care provider. We also employ some school staff to support WASP. We also pay for the services of some external club leaders. We usually operate a 3:40 ratio in session 1 and 1:20 ratio in session 2.

Opening times

Afterschool Club operates on school days from Mon – Thurs from 3pm until 6pm and 3-4.30pm on Fridays. There is no afterschool club provision on the last day term when school closes at 1.15pm. All sessions must be booked in advance via the school office. WASP operates during term time only.

Access

To access Afterschool Club, pupils will be delivered to the hall by a member of staff or their club leader. The adult will alert the staff to the pupil's arrival. Mrs Kowalski will register pupils in the hall and anyone who had brought a snack can eat it then. Pupils will then be walked up to Pegasus classroom where WASP will operate from. The top field gate will be used for collection, which can happen any time from 4pm. Pupils will be released at the gate once a parent is visible. It is helpful to let us know in advance if you plan to collect early. This can be done via emailing the school office.

Booking

Bookings for all sessions are to be made through your account on Parentmail. All sessions must be booked and paid for in advance. Bookings close at midnight and any late requests MUST be made by contacting the school office after 8am, however we cannot guarantee that late requests will be accommodated. There will be no partial refunds for early collection and no refunds for cancelled bookings.

We are pleased to advise our parents that we are able to accept childcare vouchers and the government's Tax-Free Childcare Scheme to pay for Wrap Around Care. They have to have been ordered in advance. If you are paying using a tax-free scheme or vouchers, please email the office to confirm this and include reference numbers of vouchers.

Places are allocated on a first come, first served basis.

Register

. Children attending Afterschool club will be signed out on the register. If children are not collected by 6pm, the end of the club session, parents/carers may be charged a late collection charge of £5.00 and the following procedure will be followed:

- All information regarding normal collection routines will be checked by the club leader.
- Parents will be contacted using the information provided on the After School registration form.
- Should the club leader be unsuccessful in contacting the parents, information from details provided to the after-school club will be used to contact an authorised adult as named by the parent/carer.
- If an authorised adult is unable to collect the child the after-school club leader will contact the headteacher.
- If an authorised adult does not collect the child by 6.00 p.m. the club leader will inform the headteacher and contact social services.
- Please also refer to our non-collection of children policy
- Charges: from Sep 24 3-4.20pm- £8.00 per child per session.
- Late Collection charge of £5.00 per pupil per 15 minutes.

Registration forms should inform staff of any allergies or special dietary requirements.

Space

The club meets in the school hall and then walk up to Pegasus classroom. Food is prepared in the classroom and served at tables. The club is able to use the school outdoor environment. Pupils will use the toilets in Pegasus classroom and will need to bring all their belongings to club as they will not be allowed into their classrooms whilst in WASP.

Food and Drink

All food stuffs are stored in a cupboard in the kitchen. The fridge in the kitchen is used for the storage of perishables. The fridge is tested daily for temperature and cleanliness. Example of After School Menu: A selection from: Water, sugar-free squashes or milk/flavoured milk; toast/crumpets/bagels; Butter/jam/honey, plain biscuits, fruit, vegetables. Dietary requirements such as allergies and food intolerances which are included on the registration forms will be catered for.

Health and Safety

The environment for the clubs is risk assessed and reviewed regularly. All activities are risk assessed by the club staff and approved by the headteacher. The staff have access to the school First Aid kits.

The club's own equipment is stored in the cupboards in the school hall for ease of access. The clubs are able to use school equipment with the prior agreement of the headteacher. (For example, i-pads, sports equipment)

Club staff are not obliged to administer medicines. Any request for the administration of medicines must be done in line with the school First Aid and Medicines Policy. Any injuries must be recorded and reported to parents/carers on collection.

Behaviour at WASP is expected to be in line with the Behaviour for Learning School Policy.

Failure to comply with this policy on more than one occasion may lead to a refusal of entry to WASP in order to ensure the safety of all. The school recognises its legal duties under the Equalities Act 2010, in respect of safeguarding and pupils with Special Educational Needs.