

# LILLINGTON NURSERY & PRIMARY SCHOOL



## **WRAPAROUND CARE CLUB POLICY**



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MULTI ACADEMY TRUST

## Contents Page

1. Admissions Policy
2. Out of School club Aims and objectives
3. Security Policy
4. Complaints and Comments Policy
5. Parental Involvement Policy
6. Behaviour Policy
7. Emergency Fire Procedure Policy
8. Food and Hygiene Policy and Nutritional food Policy
9. Sickness Policy
10. Illnesses and Communicable Diseases
11. Lost Children Policy
12. Late and Uncollected children Policy
13. Toileting Policy
14. Fees Policy
15. Empty Pockets Policy
16. Conflict of Interest Policy
17. Priority Policy



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## 1. Admissions Policy

Here at Lillington Nursery & Primary School (LNPS) we provide an Out of School club for working parents. Places are allocated to children that attend full-time education. If there are available spaces, we do accept Pre-school children, but they must be 4 years old.

The Out of School Club is registered to no more than the following:

- 20 children from 4–11-year-olds from 7:45am to 8:45am
- 10 children from 4–11-year-olds from 3:15pm to 5:15pm

We aim to provide a safe, clean, and welcoming environment for children in our care. Health and safety are a high priority in our setting, and this includes carrying out regular risk assessment checks and ensuring that there is always a qualified first aider on site. We aim to allow and cater for children to have access to our planned play activities.

## 2. Out of School club Aims and objectives.

### Our aims are:

- To provide 'Out of School Care' in a safe and secure environment for the children of working parents.
- To provide a variety of stimulating and exciting play opportunities for the children in a group situation.

### To achieve our aims:

- We will hold club sessions every day.
- We will regularly clean and inspect the premises and equipment used.
- We will ensure that there is always a qualified first aider on the premises.
- We will implement regular fire drills and ensure that all staff and children are aware and familiar with the procedure.
- We will encourage the children to be independent, to experiment, to be creative and to develop self-discipline and acceptable behaviour.

### Out of School Club Objectives

LNPS Out of School Club meets in Willow Hall within the school setting.

Opening Hours:

Breakfast Club: Monday – Friday 7.45am – 8.45am

After School: Monday – Friday 3.15pm – 5.15pm

### How our club works

The emphasis is on play and leisure rather than education but there is an opportunity to look at homework as well.

Children can enhance their learning through a wide variety of activities and to promote physical development.



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### 3. Security Policy

The club is committed to providing a safe and secure environment. Staff will adhere to the following guidelines:

- No child will be left unsupervised in the club at any time.
- Staff / child ratios of 1:20 in Breakfast club and 1:10 in After school club.
- Visitors to the club will not be left unsupervised at any time and adequate identification will be required. Identification will be provided, and prior appointments should be made where possible.
- Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. In this instance a password will be held on file for each child which can be asked for from anyone collecting the children. If staff are unsure of the person collecting the child that child will remain at the club and parents will be informed of the decision.
- Entrance to the club will be monitored to always ensure security. Children will be signed in and out of the club.
- Parental/carer consent will be sought for the use of videos and photographs for promotional usage.

### 4. Complaints & Comments Policy

In the event of staff, parents or others having comments, concerns or being dissatisfied with our aims, principles, and the high standard to which we are committed to provide at our Out of School club, the following procedure should be adhered to:

- Parents should speak to a member of staff who should be responsive to your issues.
- If parents are unhappy with the action taken by members of staff, contact with the Out of School Club manager should be made, or in their absence the Head teacher.
- Following this response, the Governing Body will be informed, and appropriate action will be taken.
- If a complaint or concern is made by a child or parent against a member of staff, then the issues will be dealt with by the Head teacher and the Governing Body in line with school policy.
- All complaints and comments will be recorded, and a written response of actions will be kept on file and provided to the complainant.
- Should parents wish to, Ofsted can be contacted directly on any issue regarding the club by following the attached link:

<https://www.gov.uk/government/organisations/ofsted/about/complaints-procedure>

### 5. Parental Involvement Policy

LNPS Out of School Club believes that all parents and staff should work with each other to ensure a happy, relaxed environment where each child can flourish.

LNPS Out of School Club will encourage parents and carers to express their views and will value any information shared with staff members.

Communication between staff and parents is vital in building a positive and trusting relationship. Staff will regularly talk to parents/carers about their child's progress and achievements.

It is our policy to contact parents/ carers when there is a concern about a child's progress, health, or behaviour and in turn we hope that you as parents will discuss any concerns you may have. If you do have any queries or problems our staff or manager in charge will be happy to discuss these issues with you as they arise.

General comments and feedback are also welcome.



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## 6. Behaviour Policy

### Overview

We aim to provide a happy, caring environment with challenging activities. Therefore, we set high expectations of behaviour through encouraging and praising good behaviour. The children are encouraged to respect themselves, each other, adults, and property. Understandable rules are applied to be fair and consistent.

Parents will be informed of persistent unacceptable behaviour. The child may be monitored by staff to identify any further problems. If a child's behaviour does not improve parents would be advised by senior staff to consider contacting professionals (i.e., Child's health visitor).

**Our agreed rules are clearly explained to the children.**

**The basis is as follows:**

- Unwanted behaviour is likely to hurt, injure or upset another child, themselves or even an adult. Unwanted behaviour shows a lack of respect for others, disrupts their play and learning and may even damage toys or property.
- LNPS Out of School Club recognises all areas of behaviour and can distinguish behaviour which requires a consequence and behaviour which does not, all consequences for wrong choices follow the school behaviour policy.
- Choice and consequence are all about positive reinforcement of acceptable behaviour and providing positive role models.

**Procedures for dealing with unwanted behaviour:**

- Redirection—staff will direct the child to another activity.
- A refocus card and a clear explanation of why behaviour is unacceptable (this will be recorded by the member of staff)
- Staff will speak calmly, clearly, positively and maintain control.
- Staff will give a firm warning and a reasonable consequence if behaviour does not stop.
- Staff will remove a child from the activity or toy if necessary.
- Give child a fresh start after incident.
- Reinforce good behaviour.
- If poor behaviour choices continue, then a member of the senior team will be informed to discuss the child's future place at the out of school club.

**When dealing with unwanted behaviour staff will not:**

- Shout at or criticise the child.
- Label the child.
- Use any form of corporal punishment.
- Humiliate or frighten the child.



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## **Dealing with and establishing good behaviour**

### **Rewards can be:**

- Social rewards: smiling, clapping, praise.
- Activity rewards: let the child choose an activity or toy they would like to play with.
- Token rewards: give the child stickers.
- The use of the school class charts program in line with behaviour policy.

## **Dealing with a withdrawn child**

Our aim is to provide a happy, caring, stimulating, and challenging environment. We endeavour to ensure all children feel secure within our setting and are treated as individuals and given fair opportunities to learn and progress considering whether their language and understanding is matched to their developmental stage.

Children can often show signs of withdrawn behaviour and require a little assistance and encouragement to progress.

### **Our procedure for dealing with withdrawn behaviour are as follows:**

- Praise and reward.
- Encouragement.
- Provide one-to-one care. The staff initially assist the child with tasks then gradually reduce intervention and give the child more independence during the activities.
- Involve the child in small group activities with an adult present then increase group size over a period.
- If it is noticed that the child holds back choosing activities, then staff must give the child direction and gradually decrease this as the child shows more independence.
- Staff will discuss with the parents the behaviour we are experiencing in the club to see if there are any signs of this behaviour at home. Full support and advice will be given to parents as appropriate.

By carrying on the school ethos, we believe that we will be continuing to encourage good behaviour.

## **7. Emergency Fire Procedure Policy**

**Upon hearing the fire alarm all staff and children should follow carefully the instructions below:**

### **Staff:**

- Escort all the children calmly, quietly, and safely outside onto the side playground.
- Line them all up along the playground away from the school building.
- Members of staff check toilets before going onto the playground.
- Whilst on the playground keep the children quiet and still while the register is taken.
- Await instructions before leaving the playground and returning to the hall.

### **Hall:**

- The staff will escort the children calmly, quietly, and safely onto the side playground via the fire exit that is located next to the hall.
- The register will be taken, and the staff and children will be led onto the car park via the metal gates if it is safe to do so where they will await further instructions.



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### **Main Playgrounds/field:**

- The staff will escort the children calmly, quietly, and safely onto the side playground via the outside of the school building.

Out of School Club will follow the school lockdown policy and emergency plan in the event of other emergency situations arising.

### **8. Food and Hygiene Policy**

- Those responsible for the preparation of food should be fully aware of hygiene and storage regulations. All staff should hold a food hygiene certificate.
- Tables used for food and drink should be cleaned before and after use. Floors to be hoovered/mopped if any debris is on the floor.
- Children should be encouraged to wash their hands on a regular basis and before and after eating food. Hand sanitiser is always available.
- Children should not be allowed in food preparation areas.
- The kitchen area should be free of contamination, dust, flies, rodents etc. and all surfaces should be in good repair.
- All utensils should be kept clean and stored correctly.
- A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned on a morning and afternoon after session.
- All food and drink should be stored correctly and used within the recommended use by date.
- Staff drinking hot drinks will not be involved with the children.
- Staff preparing food will always adhere to personal hygiene recommendations.

### **9. Nutritional Food Policy**

#### **Objectives:**

#### **What we want to achieve:**

- Ensure that all meals available in school are healthy.
- Create an environment where pupils can enjoy their food in an area which is safe, hygienic, and comfortable. Promote food that reflects the healthy eating messages taught in the classroom.
- Encourage healthy eating.

(Pupils are encouraged to select their own breakfast and snacks from the choices on offer).

In Breakfast club we aim to provide children with a nutritional breakfast to help aid concentration and learning throughout the school day.

Daily we aim to provide rice, wheat, oats, and corn-based cereals, that are not sugar coated and these will be served with semi-skimmed milk.

Alongside these we will serve toast daily.

We will also try to provide seasonal fruits for the children.



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In After school club, we aim to provide healthy and balanced snacks and encourage children to make healthy choices.

The first snack we offer is a piece of fruit of the child's choice, the second snack offered later in the session is toast or a sandwich.

Milk, water, and juice will be provided unless another alternative has been requested by the parent/carer due to medical reasons/allergies.

Extra drinks will be provided during the session when appropriate or if requested by the child e.g. during hot weather.

## **10. Sickness Policy**

It is the parent/carers responsibility to ensure that their child is not ill when brought to the Out of School Club.

Children suspected of suffering from infectious conditions will be excluded from the Out of School club for 48 hours or until medical treatment has been sought and the child is well.

Parent/carers should inform the Out of School club as soon as possible of their child's absence.

In the case of a child becoming ill at the Out of School Club, staff will inform parents/carers as soon as possible and will be requested to collect their child. This is for the well-being of other children and staff on the premises and to prevent the spread of infection.

## **11. Lost Children Policy**

### **On Site Procedure**

- In the event of a child going missing or being lost on club/school premises the manager should be informed immediately.
- The Out of School staff should also be informed immediately.
- If a child is booked into a session and fails to arrive, checks WILL be made with parents/carers to locate where the child is.
- A thorough search should be made of the premises both internally and externally.
- The manager will inform the Head teacher. The local police should be contacted if necessary.

## **12. Late and uncollected children Policy**

In the event of any child(ren) being left at the Out of School Club due to unforeseen circumstances, Children's Services would be contacted. If necessary, the local police would also be contacted.

To help prevent this situation from arising, when children are registered for an Out of School Club place we obtain as much information as possible from the parent/carer. We do require at least two contact numbers, one being a parent and the second other relatives who can be contacted in emergencies.

A child will not be released to anyone other than a parent, without their prior consent and suitable means of identification or recognition. It is required that a parent inform the Out of School Club staff if their child is to be collected by someone unknown to them and give relevant details.

Staff will record any late or non-collection of children. If the problem is recurring, staff will work in partnership with parents/carers to address the issue.

If parents/carers are unwilling to work with staff on this issue, management will be informed, and a cost may occur.





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### **13. Toileting Policy**

All children in the Out of School Club must ask a member of staff if they need to go to the toilet, so all staff know who has gone to the toilet if there is a fire. Reception children are accompanied to the toilet by an older child. (Buddy system).

The use of wet wipes is available for all children to use before and after snack and if we feel for hygiene reasons their hands need to be clean.

Hand sanitiser is always available.

### **14. Fee's Policy**

In the interests of running a sustainable Out of School club facility for parents/carers, it is important that payments are made in advance for services provided.

You will be asked to pay in advance online via parent pay for the required sessions. If payment is not made, then your child will be unable to attend.

All absences will be charged at full price, including illness.

Late collection of your child/children (after 5.15pm Monday-Friday) will incur a £30.00 charge. Any parent/carer failing to comply with the club's agreement for payment may have their child's place suspended from the club until the situation is resolved. Any parent/carer who regularly breaks the agreement will have their child's place suspended permanently. Parents can request a receipt from ParentPay for any payment made.

### **15. Empty Pocket Policy**

LNPS Breakfast/After School Club recognises the need to ensure the welfare and safety of all children. To safeguard children in our care there is a requirement for staff, volunteers, and visitors on arrival at Out of School Club to place electronic devices, which can capture or store images e.g., Mobile phones, cameras, games consoles and USB sticks to leave these devices in a secure area. Parents / carers must not have mobile phones out whilst collecting their children from the club. In case of an emergency, staff, volunteers and visitors can be contacted on the Breakfast/After School club's mobile 07300338495.

### **16. Conflict of Interest Policy**

#### **Definition**

A conflict of interest is a situation in which an individual has competing interests or loyalties. A conflict of interest can exist in several kinds of situations.



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### Examples:

- A member of staff is related to a child within the provision.
- The manager of the provision has a close friendship with one of the families.
- A member of staff has a close relationship with the registered body of the provision (i.e., proprietor, Manager, or governing body of school).
- A member of staff holds second employment.
- A member of staff has connection with families within their workplace through social networking.
- A member of staff provides babysitting services for a family of the provision.

### 17. Principles for effective Professional Practice within the workplace

- No employee should allow their outside activities to interfere with their work.
- They should not allow any conflicts between their duties or their private interest to affect their ability to carry out their duties effectively.
- No employee should make use of or exploit the provision, their connection with the provision or information obtained in the course of their duties to further their own private interest.
- No employee should act in a manner likely to bring the provision into disrepute or effect the reputation of the business.
- Adults should be aware that behaviour in their personal lives may impact upon their work with children.
- Adults should understand that the behaviour and actions of their family members may raise questions about their suitability to work with children.
- Employees have a duty to disclose any potential or apparent conflict of interest which may affect their ability to carry out their role. Any employee who believes that they may have a conflict of interest should consult their line manager and complete a declaration of business interests' form.
- Staff should always approve any planned social contact with children of families with their line manager.
- Staff should always report and record any situation which may place a child at risk to the DSL on site.
- Staff should also report any information which may compromise the setting or their own professional standing.
- Employees should always follow their employers' Code of Conduct and Behaviour policy.
- Employers have a duty to take reasonable steps to prevent conflict of interests within the workplace. i.e., redeployment of staff if related to a child in their care.

### 18. Priority Policy

#### Places will be allocated as shown:

1. Siblings.
2. Children who need to attend 5 mornings/5 afternoons.
3. Less than 5 mornings/5 afternoons that attend regular set days.
4. As and when sessions if places are available



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# **WRAPAROUND CARE CLUB POLICY**

Written by S Celine

July 2023

Next review date

July 2024

Approved by Head teacher:

August 2023

Signed:

Signed:

Sam Celine

Victoria Wallace

Operations Manager

Headteacher

Date: 10.08.23

Date: 10.08.23