



# St Michael's Prep School

## Wrap Around Care Policy

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# St. Michael's Prep School

## Wrap Around Care Policy

### March 2018

**This document is a statement of the aims, principles and strategies for wrap around care at St. Michael's Prep School, Otford Court, Row Dow Otford, Kent. TN14 5RY**

## Introduction

St. Michael's Prep School is delighted to be able to offer 'Wrap Around Care' to our pupils in a dedicated space known as The Hive. We offer an early morning breakfast club from 7.30am to 8am and The Hive from 4pm to 7pm. Both clubs are run by qualified and experienced members of St. Michael's staff.

St. Michael's 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

## 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 7pm and for evening events.
- 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 and a High Tea in a pleasant, relaxed environment
- To employ caring, committed qualified staff
- To ensure our commitment to our equal opportunities
- To provide a varied programme of stimulating activities

## **Bookings**

In order to plan the best care, it is helpful to have advanced bookings. For this reason, we encourage families to make bookings half termly. Places may be limited so priority will be given to families who have booked for a whole half term. Of course we can cover unexpected delays but for staff ratios to be secured we do require 24 hours for ad hoc bookings. Spaces may be available on an ad hoc basis but places cannot be guaranteed. No refunds can be given. Bookings can be made via email to [wraparoundcare@stmichaels.kent.sch.uk](mailto:wraparoundcare@stmichaels.kent.sch.uk) or by completing the designated Breakfast and The Hive form.

## **Fees 2017-18**

### **The Hive from 4pm-7pm**

Hourly Rate: £6 if pre booked half termly/termly, £7.50 if a one off or on the day.

**Charged by the hour only, no pro-rata rate**

Tea: £2.50

Late Collection Fee from 7pm: £10 per 15 minutes

### **Breakfast Club from 7.30am-8am**

Daily rate: £6 including breakfast if pre booked half termly/termly, £7.50 on the day.

## **Procedures for the “Breakfast club”**

### **Greeting**

The Breakfast Club will be take place in The Hive, where a member of staff will greet the children and parents/carers as they arrive. A register will be taken on arrival. This will normally be by the club leader, who may delegate this responsibility to another member of the team on occasions if numbers require two staff. Children are than encouraged to choose their own breakfast and drink before participating in table top activities. At 8am Pre-Prep children will be walked to school by a member of staff, and Prep School children will join their friends on the playground.

### **Eating**

All children are expected to wash their hands before they have breakfast. Children eat at designated tables. Food served includes cereals, toast, bread, fruit and a drink of fruit juice, milk or 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 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 the “The Hive”**

The After School Care will be held in The Hive

### **Pre-Prep Children**

Pre-Prep children will be able to access the The Hive from 4pm when their activities finish. They will be greeted by the Year 1 and 2 dismissals doors by a member of staff and walked down to The Hive. On arrival the children will be registered.

### **Prep-School Children**

Prep school children will be brought to the Pre-Prep building from the Prep Late Room at 5pm. On arrival the children will be greeted and registered.

## **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 from 4pm for children attending The Hive.

Each term The Hive will have a themed activity. 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.

The After School Care Manager is responsible for the day to day planning of The Hive. 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 tidying away at the end each morning or day. Children will be encouraged to help with this. All After School Care Staff will take responsibility for evaluating the activities provided. Evaluations are recorded directly onto the daily planning sheets. 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. iPads will be made available under existing school policies to help aid children with their studies. We do not watch TV at After School Club.

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 and High Tea**

At approximately 4.20pm children will be given a small snack and a drink. High Tea and a drink will be provided from 5.00pm for those children whose parents have signed them up for it.

### **Preparation of food**

All staff have completed a basic food hygiene course level 2 and must follow agreed hygiene protocol and keep the area clean and tidy at all times.

Food is supplied by the 'Brookwood' catering staff, which will be delivered to Pre-Prep kitchen, where they will be kept in the fridge until 5.00pm when food is served.

### **Hygiene, Health and Safety**

Children will be escorted to the toileting area to wash their hands prior to eating a snack and/or High Tea.

Children will wash their hands thoroughly after using the toilet.

Tables will be wiped down with disinfectant before and after eating their snacks and/or High Tea.

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 because there are fewer than ten children, one member of staff is present. A Senior Leader is always onsite from 7.30 am. At after school club there are two or three staff one of whom will be a qualified first aider. All staff will have current Disclosure and Barring Service checks in place.

All staff will have the correct qualification for the job or will be working towards the appropriate training under the supervision of outside agencies and the guidance of the After School Care Manager.

### **Contingency arrangements for staff absence**

If a member of staff is to be absent, he/she must ring the After School Care Manager or Breakfast Club Leader, Head Teacher or Deputy Head as soon as possible who will then arrange appropriate cover.

### **Contact details**

For Breakfast Club the whole school medical contact details are kept in The Hive's locked filing cabinet and can be accessed via SIMS.

For the After School Club, a copy of each child's registration document containing contact and medical details will be kept in The Hive's locked filing cabinet. A daily attendance register will also be kept in the same cabinet.

### **Medication**

Medication can be administered if we have prior written consent or a parent signs the designated Breakfast Club or The Hive 'Administering of Medicines' record book in advance of their child attending the setting. The Administering of Medicines record book for The Hive will be kept in the Pre-Prep's office and the Breakfast Club's 'Administering of Medicines' record book is kept with the Breakfast Club Leader.

A log of use of inhalers/prescribed treatments will also be kept to ensure that frequency of use is recorded for possible medical follow up. Should a child need their inhaler during The Hive this will then be recorded onto the log as well as the settings dismissal sheet for communication to the parent or carer on collection.

Parents must confirm details of the medicine, dosage, possible side effects, whether the medicine should be refrigerated and times to be administered.

Medicine which has not been prescribed by a doctor will not be administered by the breakfast club or the after school staff, the exception being pain relief which can be administered on request by parents. No Aspirin will be given to any child.

The Breakfast Club and Hive follow the school's Administration of Medicines Policy.

### **First aid**

There will be a qualified First Aider available at all times. If First aid is administered a record of the incident is recorded a) in the accident book and a copy given to the parent/carer and

b) It is noted and logged on the dismissal sheet. A record of children who have experienced any medical issue that requires communicating to The Hive is kept by the office and communicated by the lead School Leadership Team member escorting children to The Hive.

## **Behaviour**

Each child will be given their own reward/sticker chart. Stickers will be awarded for good behaviour, tidying up, being kind, helpful, and polite, art work, drawings, quizzes and competitions. The school's Golden Values are displayed in The Hive.

Both clubs are expected to adhere to St. Michael's code of behaviour. Both the Breakfast Club and The Hive'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. The Behaviour policy is available on the school website.

All staff members of the Breakfast and The Hive 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 Pre-Prep's outside garden and the adventure playground located on the grounds just outside the main Prep building. 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 dictated by numbers present and the needs of the pupils. When outside regular head counts should be carried out periodically as routine checks by all members of staff.

## **Fire safety and emergencies**

Should the alarm sound, all staff should assemble the children as quickly as possible; the assembly point for The Hive and Breakfast club is located in the lower car park, which is accessed via the main bridge walkway. The school's Fire policy and Fire Safety procedures can both be viewed on the school's website.

The Breakfast/After School Club registers must be taken to assembly points by staff members in charge. Toilets will, if needed, be checked and internal and external doors should 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 The Hive will adhere to all current policies set out by St. Michael's Prep School.

The Breakfast and The Hive will be available to pupils attending St. Michael's Prep School. The Breakfast Club and The Hive children can attend from Reception to Year 8.

The attendance fees are designed to cover all running 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.

## **Dismissal**

Parents can collect their children at any time between the hours of 4 – 7pm

Parents will be asked to sign the end of day dismissal sheet before leaving The Hive.

It is the responsibility of the member of staff who answers the bell in The Hive to make sure that parents have signed their children out and all relevant information has been passed on to the parent/carer.

It is the responsibility of Parents/Carers and Children to make sure that all their personal belongings have been collected from The Hive and taken with at the end of the day.

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.

Parents/Carers need to exit the school via the external Hive door, which leads to the silver gates in the playground.

In the advent that The Hive is not in the building when a parent comes to collect their child, a message will be left on the outside external Hive door notifying parents/carers where we have gone.

It is the responsibility of the After School Care Manager when leaving the building to make sure that all relevant information is taken with them including:

- Contact details
- Inhalers/ prescribed medication
- First aid kit
- Dismissal sheets
- Accident book
- Mobile phone
- Children's belongings if near their collection time

There is a late collection fee of £10 for every 15 minutes of lateness.

## **Parents should**

- Make sure that the Parent information form is updated with the correct emergency contact details.
- Make sure that all medical and allergy information is current and updated when necessary.
- Collect children promptly at the end of each session/day.
- Communicate clearly with staff, keeping them informed of any changes in arrangements.
- Be aware that payment is still required for all sessions booked even if their child/children are absent.
- 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

## **Appendix**

### **Staff and Qualifications**

#### **The Hive**

Mrs Nicola Smith: After School Care Manager/Teaching Assistant NVQ3 Early Years Childcare & Education

Miss Natalie Chambers: Teaching Assistant/After School Care Assistant BA Hons, NVQ2 Children's care, Learning and Development

Mrs Elaine Lisney: OCR Level 2 Certificate in Supporting Teaching and Learning in Schools

Mrs Sara Lake: Nursery Assistant/After School Care Assistant CACHE3 Pre-school practice

Miss Sara Martin: Admissions Assistant/After School Care Assistant BA Hons

#### **Breakfast Club**

Mrs Joanna Wilkinson BTEC Caring Services, (Nursery Nursing)

**Review date:** March 2019

Policy written by Mrs Nicola Smith