



EXTRA-CURRICULAR ACTIVITIES AND WRAPAROUND CARE POLICY 2023/2025

Hartlebury Church of England (Voluntary Controlled) Primary School



Through love, we recognise everyone

*as a **unique** child known to God.*

We will walk with you on

*your **journey** to reach your*

*full **potential**.*

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Hartlebury Church of England (Voluntary Controlled) Primary School

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EXTRA-CURRICULAR ACTIVITIES AND WRAPAROUND CARE POLICY

Introduction

Hartlebury Church of England (Voluntary Controlled) Primary School, believes in creating a safe, welcoming and stimulating environment for all the children in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence.

In order to help and support parents, the school aims to provide an affordable and convenient wraparound service. Breakfast and After-School clubs are made available to children aged 3 to 11, allowing parents more flexibility with their working hours. The club staffing structure ensures that there is a staff to child ratio of 1:10 at all times.

The school also provides numerous extracurricular clubs and activities as a method of developing children's social, behavioural and academic skills. All clubs and activities are conducted to the same high standard as that of the educational provision. These are available to children in Years 1-6, with a staffing ratio of 1:16. Reception children may join these clubs in the Summer term.

Wraparound and extracurricular clubs and activities, may include provision by external providers – appropriate safeguarding procedures will be followed with regards to these.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE (2023) 'Keeping children safe in education'
- DfE (2016) 'Wraparound and holiday childcare'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Attendance and Absence Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Early Years Policy
- Complaints Procedures Policy
- Health and Safety Policy
- Behaviour Policy
- Fire Safety Policy

Wraparound and Holiday Childcare

Wraparound childcare is defined as childcare provided by a school that runs outside of normal school hours, e.g. breakfast clubs.

Holiday childcare is defined as childcare which is provided during school holidays.

Parents have the right to request that the school considers the provision of wraparound and holiday childcare for children in Reception up to Year 6.

Where there is demand, the school may provide wraparound and holiday childcare services for children under the age of 5 years old, but it is not obliged to do so.

The charges for wraparound will be broadly cost neutral. Any profit that the school makes from providing these services will be reinvested in the service or in the school.

The process for handling requests from parents is as follows:

- Parents are informed of their right to request wraparound and holiday childcare, the timetable for the process and the correct process they are expected to follow when making requests
- Parents are informed of the threshold for considering requests – this is **five** requests
- The demand for a childcare service is calculated
- Where the threshold is reached, the Executive Headteacher and the Head of School will discuss with the LA and consult with the governing board to decide whether the school will provide the service
- Within eight weeks from the count of the number of requests, parents are informed of the school's decision, including the number of requests received and the reasons behind the decision

Parents may exercise their right to request that the school considers the provision of childcare during the **first two weeks of every term**; requests made outside of this time period are not considered.

Parents are advised to submit written requests or emails describing the type of service they require, the times of day when the provision is required and the age of their children.

All requests from parents are recorded and dated, and stored in the **main office** in accordance with the school's Data Protection Policy.

The school is permitted to refuse to provide the service only under the following circumstances:

- There is a lack of a suitable space
- There is a lack of demand from parents
- The school is unable to make arrangements with partner organisations
- A similar service is already available and can be used without difficulty
- The school has been placed in special measures

Where the school opts to provide the service, parents are informed of the allocation of places during the **third week of every term**.

If the school is unable to provide the service, parents are signposted to the local Family Information Service for up-to-date information about alternative childcare services in the area.

Roles and responsibilities

The governing board will:

- Maintain strategic oversight of how the 'right to request' process is working.
- Provide support to the Executive Headteacher and the Head of School in deciding whether the school should provide new childcare services.
- Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school.
- Hold the Executive Headteacher and the Head of School to account for the performance of the childcare services.

The Executive Headteacher/Head of School will:

- Discuss with the LA and consult with the governing board about the viability of any new childcare service.
- Recruit any additional staff required for the childcare service and line manage the childcare service's staff.
- Report to the governing board on the performance of the childcare service.
- Manage any complaints relating to the childcare service.

The school's finance Officer (Moirá Fudge) will:

- Determine the financial viability and practicalities of any new childcare service and offer evidence-based recommendations to the Executive Headteacher and the Head of School as to whether the school should provide the service and how it should be delivered i.e. in-house, blended or externally-run.
- Ensure that employment contracts are revised for school staff working at the childcare service.
- Ensure that the appropriate risk assessments have been undertaken in respect of the childcare service.
- Ensure that the appropriate insurance is in place for any new childcare service.
- Ensure that any reasonable adjustments are made to allow disabled children access to the childcare service.
- Implement an appropriate payment system for the childcare service.
- Purchase materials and equipment for the childcare service.
- Market the childcare service on various channels.
- Maintain financial records for the childcare service.
- Review and update facilities management policies and procedures to ensure that they cover the childcare service, e.g. cleaning, maintenance and security.
- Ensure that the provider is registered with Ofsted.
- Manage contracts, including putting in place the appropriate service level agreements, break clauses and exit strategies with external providers.
- Where requested, report to the governing board on the financial performance of the childcare service.

The SENDCO (Sophie Bartlett) will:

- Review and update existing equal opportunities policies to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that staff working at the childcare service consider the needs of children with SEND when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations.

The Head of School/DSL (Sophie Bartlett) will:

- Review and update existing child protection and safeguarding policies and procedures to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that providers have clear policies and procedures in place to safeguard children.
- Ensure that any additional staff (both paid and volunteers) recruited for the childcare service complete an enhanced DBS (with barred list) check before they care for children.
- Obtain written confirmation from the external provider confirming that enhanced DBS (with barred list) certificates have been obtained for staff working at the childcare service.

Dealing with requests from external childcare providers

The school records all requests from providers, informing them of the timetable for processing requests. The school adheres to the following steps:

- A meeting is arranged with the provider to discuss their proposal
- The demand for the provision is established
- The practicalities of establishing the provision are identified

Requests from providers who already offer childcare services to the school are considered.

The school assesses whether the current providers can establish the provision, and then reviews the proposal in the same manner as other requests.

The school is permitted to reject a proposal from a childcare provider under the following circumstances:

- The provision is unsuitable
- The information provided is insufficient
- Value for money cannot be guaranteed
- The quality of the provision is inadequate
- There is a lack of capability to deliver the provision

The school informs the external provider of their decision within eight weeks of the submission of the proposal.

When the school accepts a proposal, they agree a plan with the external provider which describes how the provision will be established.

The school ensures that a clear framework is established for the delivery of the provision, which includes the following information:

- Aims and objectives
- A description of the childcare service
- Pricing information
- Arrangements for marketing and informing parents

Admissions and fees

The school has a first come, first served policy for admissions to wraparound services. When all the places have been filled, new applications are placed on a waiting list. The following cases are prioritised:

- Siblings of pupils already attending the school
- Pupils who attend the school

The staff to child ratio for our school's wraparound services is **1:10**. When activities involve leaving the school premises, this ratio changes to **1:10**.

The standard daily fee for attending the breakfast club is £5. The after-school care club is £8 Mondays to Thursdays (3.15pm – 6pm) and on Fridays (3.15pm - 5pm) £7. The following conditions are also in place:

- All places must be booked and paid for in advance on ParentPay. If there is an outstanding balance on ParentPay, your child will not be able to attend any wraparound care until the outstanding balance has been cleared.
- No place will be given without prior payment.
- The clubs accept childcare vouchers.

Extracurricular clubs and activities

Extracurricular activities are offered with the aim of developing pupils' life skills, such as clubs – these are not the same as wraparound care.

A range of opportunities are provided to pupils to promote a healthy lifestyle and sporting activities to encourage team work.

All clubs are available to a mix of age groups, ensuring that pupils are given the opportunity to interact with others who have similar interests, rather than always being with classmates or small groups.

In order to ensure that pupils' interests and needs are met, pupils are given the opportunity to contribute to the planning of extracurricular clubs and activities.

Extracurricular clubs and activities are provided at a cost of £3 per child.

Extracurricular clubs are organised, managed and conducted in accordance with the school's existing policies.

The staff to pupil ratio for extracurricular clubs and activities is **1:16**. When activities involve leaving the school premises, this ratio changes to **1:10**.

Pupils partaking in the club/activity are registered at the beginning and end of the session in order to ensure that nobody is missing.

All extracurricular clubs and activities follow the same procedures and protocols as the school's extended services.

Whilst clubs and activities are being conducted, the designated member of staff leading the extracurricular club is responsible for the safety and welfare of all pupils.

Appropriately trained members of staff partake in clubs and activities where SEND provision is needed.

Extracurricular clubs do not discriminate against pupils with SEND.

Arrivals and departures

The school is fully committed to the safety and security of all the children in its wraparound and extracurricular activities; therefore, several procedures are in place.

- Parents/Carers complete a Google form to confirm who is authorised to collect their child. This information is imported into the school's shared Google document daily. All staff have access to this document titled Daily Information. Authorised to collect information is added to the child's Arbor record.
- All bookings and payments for breakfast club and after school care are made through ParentPay at least 48 hours in advance. This information is imported into the school's shared Google document daily. All staff have access to this document titled Daily Information. Parents/Carers are able to request wraparound care on the day it is required and provide details of who will be collecting their child. This information is then recorded on the Daily Information document.
- Extra-curricular activities are recorded on the shared Daily Information document.
- The Daily Information document is completed by the School Secretary. The school's Finance Officer or a member of the Senior Leadership Team will complete this in their absence.
- Parents/Carers advise daily by phone or email if there are any changes to their child's collection arrangements. This information is recorded on the school's shared Google document titled Daily Information.
- A printed version of the children in wraparound care and extra-curricular activities is given to the relevant member of staff to ensure the children have arrived.
- Parents/Carers sign their child out on collection.
- Telephone access available from the mobile classroom to communicate with the school office if required.

Breakfast Club

- Parents drop their child off at the breakfast club in the mobile classroom.
- Attendance is recorded in the breakfast club's register.
- A member of the school staff will collect pupils from the breakfast club and escort them to their respective classes.

After-School Care

- The registration point is the Mobile classroom.
- **Reception, Year 1** and **Year 2** pupils will be escorted to the registration point by **their class adults** and recorded in the after-school club's register upon arrival, whilst older pupils will find their own way. If a pupil arrives at the Mobile, but is not on the register, a staff member will check with the school and the parent.
- Where there are children booked to attend the club, but they have not arrived, the club will speak with the front office and class teachers to clarify the child's whereabouts.

Extra- Curricular activities

- The registration point is in the school hall or the designated area for the selected activity.
- **Reception, Year 1** and **Year 2** pupils will be escorted to the registration point by **their class adults** and recorded in the after-school club's register upon arrival, whilst older pupils will find their own way. If a pupil joins the activity but is not on the register, a staff member will check with the office or the parent.
- Where there are children booked to attend the club, but they have not arrived and staff have not made providers aware the club provider will notify the school office immediately.

Involving parents

The school aims to achieve effective communication with parents; therefore, it has the following protocols in place to ensure effective information sharing:

- All the club's policies are available on the school's website, and hard copies are also available upon request.
- All members of staff take note of information from parents that could affect the happiness and wellbeing of their child.
- Parents are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.

Missing child procedure

The school has procedures in place to ensure the safety and wellbeing of all the children in the school's care.

The school ensures it holds at least two emergency contacts for each pupil registered at the club.

If at any time a child cannot be located, the following steps are taken:

- All members of staff are alerted that a pupil is missing.
- Members of staff conduct a search of the premises and the surrounding area.
- At least **one** member(s) of staff stays with the other children involved in the club, in order to prevent further problems and keep a calm atmosphere.
- If the child is not located within **10** minutes, the police and the parents of the child are informed.
- The search for the child continues until the police arrive.
- The Executive Headteacher and Head of School liaises with the police and the parents of the child.

Uncollected children

Please ensure that you contact after school care as soon as possible for any late collections. Please make alternative arrangements for collection and inform school wherever possible.

Staff members do their best to ensure effective communication between clubs and parents.

If a parent is up to **15** minutes late, the following procedures are followed:

- The parent is reminded that they must notify a member of staff if they are running late.
- The parent is warned that repeated late arrival will result in penalty fees as indicated below.

If the parent is over **15** minutes late, the following procedure is followed:

- A member of staff attempts to contact the parent using the details provided on the child's personal file on Arbor.
- If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts listed on the child's personal file on Arbor.
- For the duration of the wait, the child is supervised by **two** members of staff and will result in penalty fees as indicated below.

If the parent is more than **30** minutes late, the following procedures are followed:

- If a member of staff has not reached the parent or an emergency contact, they contact the Executive Headteacher or Head of School for advice.
- Social Services and the Police will be contacted if we can not locate anyone on the emergency contact list.
- The child remains on the premises with a member of staff until the parent/police/social care arrives.
- Penalty notices on a sliding scale **up to £30.00 an hour** will be issued for late collection. Please contact the office for more details.

Health and safety

All members of staff at the school are aware of their responsibilities and duties in regards to the Health and Safety Policy. All members of staff are responsible for:

- Recording incidents, accidents and near misses.
- Maintaining a safe environment for children and adults.
- Taking part in any relevant health and safety training.

Safeguarding

All members of staff and volunteers are suitable to be working with children in wraparound care – anyone without the appropriate checks will be supervised by a member of staff who is permitted to undertake regulated activity with children.

All staff employed to work with children in wraparound care, up to the age of 11, are permitted to work with children and are not disqualified from working in a school, in accordance with the Childcare Disqualifications Regulations 2018.

Child protection and safeguarding extends to all wraparound care provision and the school expects all staff and volunteers involved in the provision of wraparound care to read and adhere to the Child Protection and Safeguarding Policy.

The Child Protection and Safeguarding Policy is provided to all staff and volunteers involved in wraparound care upon induction.

Any safeguarding matters are raised with the Head of School/DSL or Executive Headteacher/Deputy DSL as soon as possible. In the event that the Head of School/DSL or Executive Headteacher/Deputy DSL are not available before or after school hours, all safeguarding issues are recorded on our Safeguarding software CPOMS.

Illness and injury

In the event of illness or injury, the school will act in accordance with the Health and Safety Policy and the First Aid Policy.

Members of staff are trained in first aid and are aware of their duties if a child is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:

- If a child becomes ill, the parents are contacted and asked to collect their child.
- If a child is complaining of illness, but the member of staff does not believe it is serious, they monitor the child until the end of the session.
- If a child suffers a minor injury, first aid is administered and the child is closely monitored for the rest of the session.

If a child suffers a major injury or becomes seriously ill, the following procedures are implemented:

- If a child needs to go to the hospital, an ambulance is called and parents are notified.
- Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future.
- An Accident Reporting Form is completed the following day and sent to the SAET Central Estates Team.

Medication

Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy.

Members of staff are aware of the importance of administering prescribed medication to children. The school and its clubs understand that parental consent is crucial and has the following rules in place for administering medication to pupils:

- Before any medication is given, the child's medical forms are checked to see if the medication has been approved by the parent.
- When a member of staff administers medication, another member of staff witnesses the process.
- Details of the process are recorded on the child's medication form.
- If a child refuses to take the medication, the member of staff does not administer it. The parent is notified immediately.
- If a certain medication requires training to administer medication, only members of staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, the changes are recorded on the medical forms. Parents are required to sign the forms again before any change in procedure.

Behaviour

The school's wraparound childcare services are subject to the existing Behaviour Policy; disciplinary issues are reported to the parents of the child.

Repeated breaches of the Behaviour Policy may result in the child being barred from attending the clubs.

Any outstanding fees paid by the parent are returned if a child is barred from attending the clubs.

Anti-Bullying Policy

The school has a strict Anti-bullying Policy which is to be implemented at all times.

Any child who is the victim of bullying is supported in a sympathetic and friendly manner.

If bullying is reported, it is noted and investigated by a member of staff and the parents of both children are informed.

The school defines bullying as repeated harassment of others, including psychological, physical, verbal or emotional abuse.

If it is discovered that bullying has taken place, the following procedures are adhered to:

- Incidents are dealt with in a sensitive and thorough way
- Victims have the chance to discuss what happened with a member of staff
- Victims of bullying are reassured that the case will be taken seriously
- Victims of bullying are monitored to ensure further incidents do not occur
- If another pupil reported the incident, they are reassured that they did the right thing.
- The child accused of bullying is made to understand why their behaviour was wrong.

- If the bullying persists, more serious action, such as exclusion, is considered
- All incidents are reported to the Executive Headteacher and the Head of School, and incidents are recorded and investigated.

Bullying of a sexual nature will **never** be tolerated and will be addressed according to the procedures outlined in the school's Child Protection and Safeguarding Policy. Where crimes, such as rape, assault by penetration, sexual assault and up-skirting, are included in a report of bullying, the police will be notified.

EYFS

Reception-aged children are unable to partake in the school's extracurricular clubs and activities until the **Summer** term. Once the **Summer** term has commenced, **Reception**-aged children are only able to participate in **one** extracurricular club.

Emergency Evacuation/Closure

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.

In the case of an emergency, the following procedures are followed:

- Emergency services are contacted.
- All children are evacuated from the building and taken to the designated emergency assembly point – currently, this is the school's playing field.
- A member of staff collects the register and checks that all the children are at the emergency assembly point.
- If a child is missing from the emergency assembly point, the emergency services are immediately informed.
- Parents are contacted to collect their children.
- All children remain at the emergency assembly point until they are collected by their parent.

If a child has not been collected after undergoing the emergency procedure, members of staff follow the uncollected child procedure.

Monitoring and review

This policy is reviewed **annually** by the Executive Headteacher and the Head of School/DSL.

The scheduled review date for this policy is **January 2025**