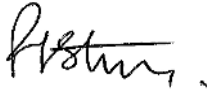


# Barncroft Primary School



## Wraparound Care

*Our vision for Barncroft Primary School is to be a hive of learning where everybody challenges themselves and is nurtured to become confident and respectful members of the community with the skills they need to achieve their dreams*

| Document Information                                                                                                     |                             |                         |             |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------|-------------|
| <b>Policy Name:</b>                                                                                                      | Wraparound provision Policy | <b>Created by:</b>      | Headteacher |
| <b>Reviewed by:</b>                                                                                                      | FGB                         | <b>Responsibility:</b>  | FGB         |
| <b>Last Review:</b>                                                                                                      | June 2025                   | <b>Next Review:</b>     | June 2027   |
| <b>Review Cycle:</b>                                                                                                     | Biennial                    | <b>Ratified by FGB:</b> | June 2025   |
| <b>Signature (Chair of Governors):</b>  |                             |                         |             |

## Early Birds and Night Owls Policy

This policy is designed to inform staff, parents/carers and the wider community about the rules and procedures in place for Early Birds and Night Owls.

### Aims

The aims of both clubs are:

- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day and at the end of the school day
- To provide an affordable, self-sustaining, childcare facility for parents/carers during term time
- To continue to build positive links/relationships with parents
- To provide children with a nutritious breakfast at the start of the day and where the children attend after 4:30pm, a nutritious snack

- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community

### **Support for Children who have an Educational and Health Care Plan**

Where parents/carers require the services of Early Birds and Night Owls and their child has an Educational and Health Care Plan (EHCP), then the provision must be discussed first with the Special Educational Needs and Disabilities Coordinator (SENDCo) or a member of the Senior Leadership Team (SLT). This is because the school may need to make reasonable adjustments to the provision in order to accommodate a child with an EHCP.

### **Initial booking of Early Birds and Night Owls**

Booking of Early Birds and Night Owls is made via their child's Arbor account.

### **Booking Arrangements**

Places are pre-booked and each club is filled on a first come, first served basis. Once a club is full, there is no waiting list and no facility to be placed on a waiting list. In order for a booking to be accepted, there must be sufficient funds in the parent's/carer's Arbor account. If a child does not attend on the day, the school will not be able to refund the payment. It is the parent/carer's responsibility to cancel any unwanted sessions.

### **Emergency bookings for Early Birds and Night Owls**

The school appreciates that sometimes things change and a child may need a place at short notice please bring your child along to Early Birds for the start time you require. If you require an emergency place at Night Owls at short notice, please contact the school office.

### **Use of the club mobile to contact the staff at Night Owls**

The following phone number should be used if you are unable to contact the club using the buzzer or you are running late to collect: 07423 142905 023 9400 9308. It must not be used for any other purpose. Should a parent/carer wish to speak to a member of staff for a longer discussion this can be completed during collection / drop off or to register a complaint, then the procedures at the bottom of this policy will need to be followed.

### **Charges**

The club must be sustainable. The cost per child will cover staff costs, administration and resources. The cost will be for each child and no discounts will be available for siblings. There will be no reduction for less than a whole session for either Early Birds and Night Owls. Where a child is only attending the shorter Night Owls session (up to 4:30pm) and is not collected until after this time, a charge will be made to extend the child's session to the longer session. Should the Arbor account go into debt, then this debt will need to be cleared before further sessions are able to be booked.

The charge for the Early Birds is £3.50 per day from 7:30am and £2.50 per day from 8am.

Night Owls is charged on a three-session system. A short session is from the end of the school day until 4:30pm and does not include food, this costs £4.00. A long session is from the end of the

school day until 6pm and will include food. This costs £8.50. A club session is when a child attends Night Owls after a teacher led club up to 6pm (this will also include food) at a cost of £4.50.

We do allow free places for staff members to allow them to complete their duties before or after school. However, on days when staff are not working or are absent for any reason, normal charges will apply.

We do reserve 5 places for children that we assess would benefit from attending and include emergency support places.

### **Staffing**

There will always be a minimum of two Early Birds staff at each session. In addition to Early Birds, the cleaning team will be on site, with members of the Senior Leadership Team (SLT) on site from 7:30am. There are also a number of teachers on site from 7:30am.

There will always be a minimum of two Night Owls staff at each session. Members of the Senior Leadership Team (SLT) will be on site or available to contact on the phone. A member of the site team is always on site.

If children from Early Years are present at the clubs, at least one member of staff will have the appropriate Level 3 qualification.

### **Dropping Off Arrangements for Early Birds**

Parents/carers should not drop off their children earlier than the start time of 7.30am as there will be no supervision of children arriving earlier. The children should be dropped off at The Year 6 door at the end of the car park.

### **Collection from After-School Club**

The children need to be collected from Barn Owls. Please ring the buzzer on the wall. The collection of a child can only be undertaken by someone on your child's contact list which you can view on your child's Arbor App. You can also add a new person onto your child's contact list via the Arbor app but if you need to remove someone from the list, please contact the school office.

Night Owls shuts at 6pm promptly. Where there is a delay in collecting a child, two members of staff will wait with the child, one member of staff shall attempt to make contact with the 1<sup>st</sup> priority on your child's contact list, the other will remain with the child. We will start to go down the priority list if we are unable to contact with the 1<sup>st</sup> priority. Please make sure your mobile numbers and contact priority is always up to date by checking and amending your contact list on your Child's Arbor App. Should this become a regular occurrence with the same family, then a meeting will be arranged between the family and a member of the SLT to discuss a way forward. This may include the family no longer being able to access the Night Owls provision.

Where a child has not been collected by 6:30pm or where we are unable to contact anyone from the contact list, then the Out of Hours Emergency Duty Line will be called (0300 5551373) to seek

advice on the school's next steps. The police may also be informed at this point or contacted should the school be unable to contact the Out of Hours Emergency Duty Line.

### **School Cancellation of Early Birds and Night Owls**

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies. In the event of a closure, a text message will be sent at the earliest opportunity, or we will endeavour to contact individuals by telephone. During adverse weather conditions, any school closure will be reported on Hampshire County Council's website, our own website and local radio.

### **Use of Registers for the Breakfast Club**

Children will be registered on Arbor as they are admitted by one of the Early Birds staff on duty. The register will be kept in the room during the session, and stored in the school office outside of club hours. The children will be registered again once they have entered their classroom (for the school's register). The children will be escorted to their classrooms/ to a point in the school where they are able to access their classroom without needing to use the outside of the school.

### **Use of Registers for the After-School Club**

The children will be escorted to Night Owls by a member of the school staff and sign in to Night Owls via our sign in app a register will be taken for each child placed in the care of the Night Owls staff. Where children are not on the register, they will remain in Night Owls until the office have been informed and the parents/carers have been asked to collect the child/children.

### **Food provision**

Only staff who have their Level 2 Food Hygiene certificate will be permitted to serve food to the children. Parents/carers will be responsible for updating their Child's Arbor account via the app of any allergies/ food intolerances that the children have. The staff members for Early Birds and Night Owls have access to view this information via their school Arbor account. Therefore, parents/carers will need to ensure that their child's details are always kept up to date on their child's Arbor account.

Food will be visibly inspected before being served and the use-by-dates will also be checked at the start of the day.

### **Medication**

Inhalers will be taken to the clubs and given if needed, in line with agreed Asthma Plans. Parents will be informed at pick up.

An emergency inhaler is available from the school office which can be used in emergencies but only if the parent/carer has completed the Emergency reliever inhaler consent on Arbor (see the Asthma Policy for further details).

All other medication administered will follow the existing school policy. If in doubt as to the application of this policy, parents/carers are encouraged to contact the office for clarification.

## **Accidents and First Aid**

Wherever possible, there will be a qualified first aider in Early Birds and Night Owls. Where this is not possible, there will be a first aider on site. In the very rare situation where there are no first aiders on site, then the members of the wrap around care will have access to a member of staff who will be on standby should there be an accident requiring first aid support.

In all emergency situations, adults must ultimately act in the interests of the child and whilst they should follow the policy, they must exercise their common sense in making judgements.

## **Medical Plans**

A small minority of children have a medical plan. If a medical plan is in place, a copy of this will be provided to Early Birds and Night Owls. It will be kept in the club files which are easily accessible by the staff. If required, additional training will be organised for the staff in order for them to be able to manage the specific medical needs of the children in their care.

## **Behaviour**

Wherever possible, the staff will be giving out rewards rather than sanctions.

## **Club Sanctions**

Whilst we will always try to promote positive behaviour, we recognise that we do need sanctions. These should always be applied with a view to modifying inappropriate behaviour and not administered as punishment. It should be explained to the child at each stage that this is an opportunity to modify and improve their behaviour. Time must be given to a child to reflect. There is an expectation that no further sanction will be given for at least 20 minutes as the child needs to time to reflect.

A quick warning should be given to say what expectations are and to give them the chance to reflect.

1.      Warning – A verbal warning will be given to the child. Their attention will be drawn to their inappropriate actions or behaviour but staff should not detract from club at this stage to spend time with the individual.
2.      Time Out - The child will be asked to spend some time away from their activity. The child should be reminded to modify their behaviour but the member of staff should concentrate on the club and not devote any more than seconds to the individual.
3.      Consequence - The child will need to go and see a member of SLT or a senior teacher.
4.      Fresh start – When the child comes back into the club, the matter will be deemed closed unless the action is considered to be requiring notification to the child's parent or carer. This would be judged on an individual basis but behaviours such as significant physical or verbal abuse towards

other children or staff, leaving the premises without permission, extreme defiance, and deliberate damage to property or stealing would all merit such an action.

### **Persistent poor behaviour**

#### **5. Exclusion – from Early Birds and Night Owls**

Whilst we will endeavour to ensure that we will implement this system rigorously, we recognise that there will be times when the behaviour is serious enough that the child will from that day forward be asked to leave Early Birds and Night Owls. Once again, this would be judged on an individual basis but behaviours such as significant physical or verbal abuse towards other children or staff, leaving the premises without permission, extreme defiance, and deliberate damage to property or stealing would all merit such an action. Where a child has been sent for a consequence on three separate occasions within a half term, this would also merit exclusion. However, such decisions should be exceptional – the whole point of the behaviour policy is to use the standardised system to modify behaviour. This decision would only be taken by the Headteacher.

If a child ever needs to be physically restrained, then the minimum force should be used for the shortest time to ensure the child's and others' safety and a restraint form must be completed. The Headteacher and parents must be informed.

### **Fire Procedure**

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly manner via the closest exit. They will congregate on the field. The club register must be taken outside and all names checked. There will be a fire practice once per term during normal school hours with an additional one per year for Early Birds and Night Owls in order to support staff.

### **Risk Assessments**

The staff at Early Birds and Night Owls will follow all school risk assessments.

### **Confidentiality of Documents**

Confidential documents are kept securely in the school office or on the school Arbor system.

### **Safeguarding**

In accordance with safeguarding arrangements, all staff involved in the running of Early Birds and Night Owls, will have current DBS clearance, and other required recruitment checks. These records are held in the school office. The staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must also follow the schools e-safety policy and procedures.

### **Appointments to Speak to a Member of Early Birds and Night Owls**

Parents may make appointments with a member of Early Birds and Night Owls staff to discuss matters/issues related to the wrap around care. Alternatively, the parent/carer may wish to discuss

their issues/ matters arising with a member of the SLT. Appointments will need to be made via the office.

### **Complaints**

All complaints must be in writing or by email from a parent/carer regarding Early Birds and Night Owls. They will be investigated by a member of the SLT and a record kept of the outcomes