

Wraparound Care policy

Introduction

The purpose of this policy document is to define the principles, aims and organisation of Wraparound Care at The Ladies' College Pre-Preparatory Department and to provide a framework which:

- Promotes consistency in school planning and school practice.
- Facilitates development and change.
- Informs new staff, pupils, parents, governors and the wider community.

This policy is reviewed as outlined in the Policies' Policy and annually from Michaelmas 2018. Any changes will be added as appendices until discussion and incorporation at the next full review.

The Ladies' College Wraparound Care Provision is run in conjunction with Guernsey Health and Social Care regulations for Day Nurseries and Out of School Care. These can be reviewed on the following links:

<https://www.gov.gg/CHttpHandler.ashx?id=106029&p=0>
<https://www.gov.gg/CHttpHandler.ashx?id=87061&p=0>

Principles

The policy of The Ladies' College is to ensure that we provide a safe, secure environment in which holistic learning may take place effectively.

Provision

Wraparound Care enables the children in our care who need extended hours the stability of a single environment and their families the reassurance of knowing their child is in a positive environment for the hours in which care is needed.

Wraparound Care is provided for the children within the Pre-Preparatory Department for girls aged from 3 years to 4 years.

(Provision for Out of Hours Care for other age groups appears in the Appendix)

Sunrise:

Sunrise is run from 07:45 to 08:45 for Pre-Preparatory children aged 3 to 4 years, enabling them to start the day in a relaxed, happy environment with suitable activities provided. The College will provide each child with breakfast.

Sunset:

Sunset is organised as follows and is open for Pre-Preparatory children aged 3 to 4 years, enabling them to end the day in a relaxed, happy environment with suitable activities provided.

Early Sunset from 14:45 to 15:45. (A snack will be provided).

Sunset from 14:45 to 17:45(A snack and tea will be provided).

The charges are booked per session through the Registrar and will be billed termly, with a requirement to give a half term's notice of any changes.

Aims and Objectives

- To provide each girl with a welcoming, secure, familiar environment, in which she may continue to grow in confidence, enjoy her talents to the full and value the qualities of others.
- To provide an 'out of school hours' childcare facility that meets the needs of the College's community of parents and carers.
- To support parents' flexibility with their working days.
- To strengthen partnerships with parents and carers.

Wraparound care runs in conjunction with the beliefs and ethos of the school to:

- Develop a Growth Mindset
- Experience a holistic approach to learning through play
- Create opportunities to develop confident and successful lifelong learners
- Promote a positive and knowledgeable response towards personal health and wellbeing;
- Promote understanding and knowledge of risk-taking and the safety implications
- Develop communication skills, self-confidence, take personal responsibility, cooperate with and respect the needs of others;
- Enhance gross and fine motor skills, dexterity and co-ordination
- Enhance practical problem-solving and teamwork skills

Staffing

At least two staff members will be required at any time and, depending on ratios, additional staff may be needed.

All staff involved in the running of Wraparound Care have current DBS College clearance whilst also completing HSC Checks. Checks are completed before any adult commences work. These checks apply to all adults and volunteers and includes work experience students.

The Head of Prep-Preparatory and Wraparound Care has responsibility for the provision of day to day staffing care, and is line managed by the Head Teacher of Melrose. The Head Teacher of Melrose is the "registered person".

The registered person ensures that suitable contingency arrangements are in place to cover emergencies and unexpected staff absences, holidays, training and sickness.

The provision manager/session leader holds a minimum of a Level 3 qualification.

Ratios are in line with Health and Social Care (HSC) statutory requirements:

3-5 years – 1:8

The Ladies' College Pre-Preparatory is registered for 28 children to attend Wraparound Care, as governed by adult: child ratios.

Safeguarding and Health and Safety

All staff complete HSC and DBS enhanced checks and participate in Level 1 and Level 2 Child Protection training. At least 1 member of staff holds the Food Hygiene and Paediatric First Aid training certificates.

All staff are expected to take the following responsibilities:

Understand and follow all existing school policies and procedures particularly for:

- i. Safeguarding
- ii. Child Protection
- iii. Code of Conduct
- iv. Health and Safety
- v. Fire Safety Procedure.

Colleagues must also:

- follow the College's E-Safety policy and procedures.
- Complete and implement a risk assessment for the Sunrise and Sunset Clubs.
- Observe standards of dress consistent with safety and/or hygiene.
- Know and apply the emergency procedures in respect of fire and first aid.

Admission, operational procedures and payment of fees

The Registrar has responsibility for new pupils and for managing the Pre-Preparatory database. The Head of Pre-Preparatory and Wraparound Care must also be able to manage this in the absence of the Registrar. A request for Wraparound Care will be processed through the same system. The Finance Office will be able to view this system to inform termly billing.

- Registration request/form, is available from the Registrar, this must be completed prior to a child starting at the club.
- Emergency contacts must be given before a child can attend the club for specific hours of clubs.
- Availability is on a first come first served basis, to a maximum of 28 from the Pre-Preparatory Department and in accordance with Adult/Child ratios.

- Regular slots should be booked in termly blocks in advance
- If a regular slot needs to be cancelled, there needs to be a half term's notice given in writing.
- One-off slots can be booked, if space is available, ideally with at least one full week's notice, although we do aim to react to short term additional needs.
- Confirmation of a place will be given by email.
- At least a half-term's notice in writing is required, to withdraw from Wraparound Care.
- Fees will be charged with termly school fees.
- All children must be clean and dry before accessing the Wrap Around Care facility
- Parents must have received written confirmation before a child is able to attend.
- Parents must advise of any allergies on the booking form.
- If a child has been booked into Wraparound Care in advance and they are absent from school the fees are still payable.
- Breakfast and tea will take place at set times during the Wraparound Care hours.
- Children can be dropped off and/or collected at any time during the Wraparound Care hours, if this is before food provision this will be forfeited.
- Parents are required to advise by email if a child is absent from school if due to attend Wraparound Care.
- If the parent is unable to collect their child, they must notify the College, preferably in writing, and have a confirmation response or, in emergencies, call 716635 (direct number). Please do not leave answer phone messages.
- The school reserves the right to refuse access to the Wrap Around Care facility if it is deemed that after a trial the extended hours is not in the best interest of the child.
- Parents are required to collect their children before/or immediately at the end of the session, the school reserves the rights to place an additional charge for late collection. For repeated late collection issues the school reserves the right to refuse the Wraparound Care facility to be utilised.
- The outdoor environment will be used under staff supervision only if the child has suitable clothing. e.g. coat, boots etc.
- The staff cannot be held responsible for any loss or damage to individual property whilst attending this provision.

Food Provision

The provision of food is for the Sunrise and Sunset sessions. The food will be prepared and supplied by The Core team in accordance with its relevant policies.

Resources and Facilities

Wraparound Care will be held in The Pre-Preparatory Department. The following are available to pupils during this time.

- Painting easels and aprons
- Small world resources
- Touch screen computer
- Quiet area for reading
- Quiet room for homework
- Block and construction resources
- Art and craft resources
- Fine manipulation resources
- Gross motor toys and climbing frame
- Sand, water and playdough
- Role play area
- Outdoor area and equipment
- Drinks and snacks, meals provided by The Core
- First aid kit
- Small kitchen for cooking activities and serving food
- Smart board

Out of Hours Care

The Out of Hours care facility runs in conjunction with the Wraparound Care policy.

Hours and Ages:

Early Morning Club from 07:45-08:30 for girls aged 5-11 years

The charges are booked per term and will be billed termly with school fees.

Sunrise from 07:45 to 08:45 for girls aged 4 up to 5 years (Breakfast will be provided)

Early Sunset from 14:45 to 15:45 for girls aged 4-7years (A snack will be provided)

Sunset from 14:45 to 17:45 for girls aged 4-11years (A snack and tea will be provided)

Sunset from 15:45 to 17:45 for girls aged 7-11years (A snack and tea will be provided)

The charges are booked per session, through the Head of Pre-Preparatory and Wraparound Care and will be billed termly with school fees.

Ratios and therefore availability are in line with Health and Social Care (HSC) statutory requirements:

5 years + - 1:10

Admission, operational procedures and payment of fees

- Emergency contacts must be given before a child can attend the club for specific hours of clubs.
- Availability is on a first come first served basis, to a maximum of 28 from the Pre-Preparatory Department and in accordance with Adult:Child ratios.
- Regular slots should be booked in termly blocks in advance
- If a regular slot needs to be cancelled, there needs to be a half term's notice given in writing.
- One-off slots can be booked, if space is available, ideally with at least one full week's notice, although we do aim to react to short term additional needs.
- Confirmation of a place will be given by email.
- Fees will be charged with termly school fees.
- Parents must have received written confirmation before a child is able to attend.
- Parents must advise of any allergies on the booking form.
- If your child has been booked into Out of Hours care in advance and they are absent from school the fees are still payable.
- Prep children will be sent/escorted to Out of Hours care by their class teacher.
- Junior children can make their own way, ensuring the teacher on duty knows where they have gone and is aware of the arrangement.

- Children can be dropped off and/or collected at any time during the Out of hours care times, if this is before food provision this will be forfeited.
- Parents are required to advise by email if a child is absent from school if due to attend Out of Hours care.
- If the parent is unable to collect their child, they must notify the school preferably in writing and have a confirmation response or in emergencies call 716635 (direct number). Please do not leave answer phone messages.
- Parents are required to collect their children before/or immediately at the end of the session, the school reserves the rights to place an additional charge for late collection. For repeated late collection issues the school reserves the right to refuse the Out of Hours Care facility to be utilised.
- During Out of Hours care, homework can be undertaken however staff will only oversee and not aid or check accuracy or completion.
- The outdoor environment will be used under staff supervision only if the child has suitable clothing. e.g. coat, boots etc.
- The staff cannot be held responsible for any loss or damage to individual property whilst attending this provision.