

## **Wrap Around Care Policy**

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## **Introduction**

The purpose of this policy document is to define the principles, aims and organisation of Wrap Around 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 annually and amended annually.

The Ladies' College Wrap Around Care Provision is run in conjunction with all of 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>

## **1. Policy Intent**

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

## **2. Aims**

Wrap Around Care (WAC) is committed to ensuring the best interests of children's welfare, care and development at The Ladies' College.

The staff in charge are expected to display a commitment to treating all children as individuals and with equal concern and respect.

To provide a well-planned and organised play environment that offers children rich and stimulating experiences, alongside opportunities to explore, experiment, plan and make decisions for themselves. The programme of activities will recognise and take into account the differing ages, interests, backgrounds and abilities of the children.

To provide children with a range of equipment and resources appropriate to their age and

interests and will be updated on a regular basis to ensure all equipment is safe and complete.

Children will be offered access to outdoor play, subject to weather conditions, in the Pre-Prep garden and Preparatory playground, which is secure and safe.

Wrap Around Care enables the children in our care who need extended hours the stability of one environment and the families who we also care for the reassurance of knowing their child is in a positive environment for the hours in which care is needed.

### **3. Staff to Pupil Ratios**

The Ladies' College is committed to maintaining appropriate staff-to-child ratios ensuring that children are cared for safely and given adequate attention and support. WAC is run by the Head of Wrap Around Care who is supported by other members of staff. At least two staff members will be present at any time and depending on ratios additional staff may be present.

All staff involved in the running of WAC have completed HSC and DBS enhanced checks and have completed Level 1 and Level 2 Child Protection training. At least one member of staff holds Food Hygiene and Paediatric First Aid certificates. These checks apply to all adults and volunteers and includes work experience students. 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:

The minimum staffing ratio for children aged two years 1:4 and for those aged three to five years will be 1:8. Five years plus 1:10.

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

During WAC the Head of Melrose will ensure that there is always another member of staff present in the Pre-Prep department at any given time for assistance and emergencies. The Head and Deputy-Head of Melrose will further ensure that suitable and sufficient contingency plans are in place to cover emergencies, unexpected staff absences, holidays and sickness.

### **4. Staff Absences**

If staff are unable to attend work due to illness or other medical conditions, they contact the Deputy Head of Melrose prior to the start of the working day so that suitable cover for WAC can be arranged.

### **5. Hours, Provision and Booking**

*Breakfast Club* from 7:45am to 8:15am (Breakfast provided before 8am)

*After School Club Session 1* from 2:45pm to 3:30pm (A snack is provided)

*After School Club Session 2* from 3.30pm to 4:30pm (A snack is provided)

Requests for Wrap Around Care are made through the school Wrap Around Care Request Form sent out at the end of each term to book into clubs for the term ahead. Confirmation of

the WAC clubs allocated will be confirmed by email by the Head of Wrap Around Care. Priority is always given to Pre-Preparatory children in the first instance.

There is a charge made per session. Billing is completed termly in advance and a half term's notice is required for any regular change. Ad hoc sessions can be booked by emailing [MelroseWAC@ladiescollege.ac.gg](mailto:MelroseWAC@ladiescollege.ac.gg) but can only be booked if there are spaces available dependent on ratios for that particular day. Priority is always given to Pre-Preparatory children in the first instance.

The College 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.

## **6. Arrivals and Departures**

Wrap Around Care is held in the Pre-Preparatory Department. Prep children are escorted to the Pre-Preparatory by their class teacher. During WAC, the following resources and facilities are available, including but not limited to:

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

Adults promote independence, respect and safety and encourage and support children to be respectful when using the toys and to put them away when finished with.

Children can leave the After School Club (ASC) at any point between 14:45 and 15:30 if they are booked into Session 1, anytime between 15:30-16:30 if they are booked into Session 2 and anytime between 14:45 and 16:30 if they are booked into Session 1 and 2. Any child attending Session 1 who is not picked up by 15:45 will be charged for Session 2.

Parents collect children from the Pre-Preparatory Department. A clear handover of responsibility occurs between the ASC staff and the parent or carer and each child is signed out by the responsible member of staff.

No adult other than the parent or those named on the Admissions Form will be allowed to leave ASC with a child unless permission has been granted by the parent. In the event that someone else should arrive without prior knowledge, the school will telephone the parent or

carer immediately. If there is any case of doubt about the person collecting, the parent must be called and the child must not be released without their permission.

If the parent or carer is late in picking up their child who is attending ASC without prior warning, the child will be supervised. The parent of the child will be called. Any child not collected by 17:00, unless due to an emergency, will be charged for additional supervision.

## **7. Outdoor Play**

Any outdoor play will take place in safe, secure and well-supervised spaces. Before any outdoor activities commence, a visual safety check and risk assessment will take place. Outdoor play areas will be well maintained. Ponds, drains, pools or any unnatural water will be made safe or inaccessible to children.

The WAC leader will make sure there is a regular supply of water available to children at all times, especially in hot conditions. In such circumstances, the activity leader will also ensure that children are adequately protected from the sun, according to the provisions set out in the sun protection policy.

Parents/Carers need to ensure that children have suitable attire to play in the outdoor environment.

## **8. Safeguarding and Health and Safety**

### **8.1 Behaviour**

We are committed to establishing a learning environment that promotes positive behaviour and relationships where children treat each other with care and respect. The ASC leader will follow the College's Expectations Policy and will expect children in the ASC to adhere to the Golden Rules at all times. Any child who behaves inappropriately will be reported to the Head of Melrose and recorded on CPOMs. If necessary, a report either by email or verbally, will be given to parents.

### **8.2 Staff**

The staff in charge will have regard for maintaining appropriate dress and personal appearance for working with children and with awareness of health and safety issues.

Personal mobiles must not be used during working hours. Parents needing to contact the WAC leader may do so by calling the Pre-Preparatory directly on 01481 716635.

All staff are expected to undergo 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:

- i. Follow the school's E-Safety policy and procedures.
- ii. Complete and implement a risk assessment for all WAC clubs
- iii. Know and apply the emergency procedures in respect of fire and first aid.

### **8.3 In the event of a fire**

All children will immediately be escorted out of the building and to the assembly point using the nearest safe exit and following the routine fire evacuation procedures.

### **8.4 Toilet**

Children use the toilet independently throughout the club sessions. A member of the WAC team will supervise the children when a child is sick or has a toilet accident and the WAC leader needs to assist them.

### **8.5 First Aid**

The College recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given in during WAC.

There is a First Aid box located in Pre-Preparatory Department. The First Aid box is checked regularly by the Head of Pre-Preparatory to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations.

The box will contain the following items:

- Adhesive plasters
- Micropore tape
- Individually wrapped assorted dressings
- Waterproof disposable gloves
- Antiseptic wipes
- A disposable bag for soiled material

### **8.6 In the Event of a Major Accident, Incident or Illness**

There is always a named member of staff available with Paediatric First Aid Training. In the event of Emergency Medical Treatment, the procedures outlined in the College's First Aid Policy from section 'Action to be taken in the event of a First Aid Situation' will be followed.

### **8.7 Food Provision**

The provision of food is supplied by The Core College team in accordance with its relevant policies and is prepared by the WAC staff in accordance with food hygiene rules.

#### **Notes:**

At times the children will be allowed to watch a programme on the interactive whiteboard. All programmes viewed by the children will be 'U' rated. During Parent Meeting evenings we will host 'Movie Night' in place of ASC Session 2.

The staff cannot be held responsible for any loss or damage to individual property whilst attending this provision.