Brontë Academy Trust

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Haworth Primary School

Wraparound Childcare Policy

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
DH	Governors	1 Sep 26	1	31 Aug 28

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STATEMENT OF INTENT

The government expects all schools to have wraparound childcare on the school site, unless there is a reasonable justification not to, having considered all support available.

Wraparound childcare is defined as childcare that 'wraps around' the conventional school day, i.e. provision directly before and after the school day, during school term time for school -age children. It also refers to childcare provision in the school holidays.

There are many benefits to wraparound childcare, for children, families and schools. These can vary, but may include:

- Enabling parents to work or study
- Supporting vulnerable children
- Offering enriching activities that children enjoy
- Attracting parents to the school
- Supporting a soft start to the school day and attendance
- Investing fees into the school or community facilities

Bronte Academy Trust believes in creating a safe, welcoming and stimulating environment for all the children in its care and will support parents to access affordable and convenient, wraparound childcare by delivering, or facilitating provision that is child-centred, easily accessible, and responds to the needs of their families.

1 LEGAL FRAMEWORK

This policy has due regard to all relevant legislation and 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 'Health and safety; responsibilities and duties for schools'
- DfE 'Keeping children safe in education'
- DfE 'Wraparound childcare: guidance for schools and trusts in England'
- DfE 'Responding to requests for wraparound childcare'
- DfE 'Charging for school activities'

This policy operates in conjunction with the following Trust policies:

- Administering Medication Policy
- Anti-bullying Policy
- Attendance and Absence Policy
- Behaviour Policy
- Charging and Remissions Policy
- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Data Protection Policy
- Finance Policy
- Health and Safety Policy

2 ROLES AND RESPONSIBILITIES

The governing body will:

- Ensure the school supports the LA to understand parental demand and, where relevant, existing wraparound provision in the school
- Ensure the school has school run wraparound childcare on the school site, unless there is a reasonable justification not to
- Ensure the school responds to their community's wraparo9und needs by adhering to the right to request guidance
- Ensure activities do not interfere with the school's responsibility to provide a high quality and safe teaching environment
- Hold the headteacher to account for the performance of the childcare services
- Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school

The headteacher will:

- Understand and meet the requirements and standards for delivering wraparound childcare, including:

    - Robust and effective safeguarding and welfare practices that adhere to Keeping children safe in education (KCSIE) guidance
    - Health and safety policies
    - Inclusivity
    - Having appropriate staff
- Ensure provision meets minimum safe standards of childcare and adheres to the law
- Recruit and manage staff required for the wraparound childcare provision
- Ensure wraparound childcare provision does not require parents to pick up or drop off their children between the school day and wraparound
- Establish a clear and transparent charging and remissions policy, including the details of any extra charges being applied, where appropriate and necessary
- Check the school has the appropriate policies and agreements in place to deliver and run the wraparound care provision

The Office Manager will:

- Promote and support government subsidies such as Tax-Free Childcare (TFC) and Universal Credit (UC) Childcare
- Ensure that 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
- Take responsibility for the day to day financial administration of provision

The SENCO will:

- 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 DSL 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 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

3 WRAPAROUND CHILDCARE: AN OVERVIEW

The school is aware that the government expects all schools to have wraparound childcare on the school site, unless there is a reasonable justification not to, having considered all support available.

Wraparound childcare is defined as childcare that 'wraps around' the conventional school day, i.e. provision directly before and after the school day, during the school term time for school age children. Provision should:

- Be regular
- Have longer hours
- Be more dependable for working parents
- Not require parents to pick their children up from school and drop them off at another location

The school understands that wraparound childcare can be:

- On a school's site, run in house by the school or in partnership with a provider

- At a nearby school or private, voluntary or independent (PVI) provider

The school is aware that parents, and prospective parents, can request that the school considers establishing wraparound childcare. The school will consider and respond to requests from both parents and PVI providers.

Provision will be made available to children aged 3 to 11.

4 HEALTH AND SAFETY

The school will ensure that all members of staff at the school are aware of their responsibilities and duties as set out in the Trust's Health and Safety Policy. All members of staff will be 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

5 SAFEGUARDING

The school will consistently operate on the basis that safeguarding and promoting the welfare of children is everyone's responsibility.

The school will ensure that its wraparound childcare provision is a safe and happy place for children, that parents feel confident that their child is well looked after and that robust safeguarding arrangements are in place.

The school will ensure that 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.

Child protection and safeguarding extends to all wraparound care provision, and the school will ensure that all staff and volunteers involved in the provision of wraparound care have read and adhere to the Child Protection and Safeguardng Policy.

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

The school is aware that it is responsible for ensuring appropriate safeguarding policies and processes are in place, and that its arrangements for child protection will apply to any childcare provision provided by the school on-site.

The school will ensure that it:

- Follows the statutory guidance in KCSIE
- Meets the Childcare Register's requirements, even if it is not eligible for registration on the Childcare Register
- Makes sure that all staff receive safeguarding training and that they know the identity of the DSL, or deputies, and how to contact them
- Makes sure that all staff, including volunteers, have obtained an enhanced DBS check

- Makes sure it has appropriate policies and procedures in place to identify and deal with safeguarding incidents quickly
- Follows the safeguarding and welfare requirements within the EYFS statutory framework when children in Reception or younger are being cared for
- Ensures that volunteers are properly supported and given appropriate roles, and that is continues to follow the checking and risk assessment process set out in part three of KCSIE
- Prohibits a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity

Any safeguarding matters will be raised with the DSL or deputy DSL as soon as possible. If the DSL or a Deputy are not available before or after school hours, safeguarding issues will be realised with a named nominated person, e.g. the headteacher, who will then inform the DSL as soon as possible.

Where the school receives an allegation regarding an external provider that has utilised the school premises, the school will follow the usual safeguarding procedures set out in the Child Protection and Safeguarding Policy and ensure that the LA designated officer (LADO) is informed.

6 INCLUSION

The school understands that, under the Equality Act 2010, it has a duty to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality between different groups
- Foster good relations between different groups
- Promote mental health and wellbeing

The school will ensure it adheres to the statutory requirements set out within the Equality Act 2010, and acts in line with the Trusts Equality, Equity, Diversity and Inclusion Policy.

The school will make sure that wraparound childcare provision is inclusive and considers the following:

- Having an appropriate offer for children with SEND, including appropriate staff to child ratios
- Making sure all staff are appropriately trained to deliver high quality, accessible and inclusive provision
- Having a plan to ensure it can identify the needs of children with SEND – this may include working with schools SENCO's
- Understanding its responsibility to have arrangements in place to safeguard and promote the welfare of children
- Having properly vetted staff, both paid and voluntary, before they care for children
- Ensuring all staff are appropriately trained to deliver high quality, accessible and inclusive provision
- Speaking to families regularly to understand individual needs and how these may change
- Determining what transport arrangements may be necessary

Where necessary, the school will make reasonable adjustments for children with disabilities to access the provision. Where reasonable adjustments are required, the school will ensure that parents are not expected to contribute to any of the costs incurred.

7 ADMISSIONS

Wraparound childcare provision will be made available to children aged 3 to 11.

The school will have a first come, first served policy for admissions to wraparound provision. When all the places have been filled, new applications will be placed on a waiting list.

Parents will be required to complete and return the following forms before children attend wraparound provision:

- Booking form
- Medical form
- Parent contract
- Photo permission form

8 FEES AND FINANCES

The school is aware that, for wraparound childcare to be accessible to parents and be sustainable, it must be affordable.

The school will therefore:

- Make places as affordable as possible for parents
- Support and promote the use of government funding to help with the cost of childcare, such as Tax-Free Childcare and Universal Credit Childcare
- Benchmark prices against other wraparound provision in the area
- Determine what charges need to be made to maintain the financial viability of provision
- Ensure the Trust has a Charging and Remissions Policy in effect, which is on the Trust website

The school will ensure that any on-site wraparound childcare provision is registered with Ofsted and subject to inspection under the education inspection framework.

In line with government guidance on charging for school activities, any charge made in respect of individual pupils attending wraparound provision will not exceed the actual cost of providing the service.

Any fees applied will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full fees.

The following conditions will be in place:

- All fees must be paid when booking places
- Fees will be paid either via childcare vouchers or via ParentPay
- No place will be given without prior payment
- Fees are charged in attendance is booked and the child does not attend (unless it's a school event i.e. residential visit)

The Trust may, at its own discretion, wholly or partly remit wraparound childcare charges. Examples of circumstances where the school may decide to take such action may include the following:

- Reducing the costs for children whose parents deliver the wraparound provision or work at one of the schools in the Trust

9 STAFFING

The school will identify the most appropriate people to deliver wraparound, taking into account existing staff contracts and arrangements, and the mix of skills and experience required.

The school will exercise financial prudence when taking on additional staff and seek the best rates available.

Rations

The school is aware that the staff to child ratios needed will be dependent on the age of children using the wraparound childcare provision and the qualification levels of the staff employed.

When determining staffing levels, the primary concern of the school will be ensuring the safety and welfare of children. The school will take into consideration the following:

- How many staff are needed to ensure the safety and welfare of children
- The types of activity children will be engaged in
- The age and needs of the children, including SEND or medical needs
- If any children need 1:1 support
- Safeguarding

The school will also ensure there is:

- A process for staff absences to make sure you can continue to meet the correct ratios
- Enough staff to supervise children when eating or drinking
- Enough staff to support a child who is taken ill or requires medical attention

Where children who normally attend Reception class during the school day, or are younger – aged 5 or under – attend the wraparound provision, the school will ensure that sufficient staff are employed as stated in the 'Statutory Framework for the Early Years Foundation Stage (EYFS) for group and school based providers)

Qualifications and training

The school is aware that, for school aged children, there are no specific staff qualification requirements, and the school will therefore take responsibility for considering staff qualifications and training requirements.

When considering what level of training is required, the school will consider the individual needs of the children attending the provision and any requirements set out by the relevant regulatory bodies.

If children in Reception year or younger are present, at least one person who has a current paediatric first aid (PFA) certificate will be on the premises and available at all times – the certificate will be for a full course consistent with the criteria set out in Annex A of the Early Years Foundation Stage statutory framework.

10 OFFERING FOOD

The school is aware that offering food is an optional element of wraparound provision. The school is also aware that, for breakfast or after-school clubs which are on school premises, it must adhere to The School Food Regulations 2014, which apply to all food and drink provided to pupils on school premises up to 6.00pm.

When offering food and drink as part of before and after school wraparound childcare, the school will:

- Ensure it meets the appropriate food regulations
- Ensure that anyone handling food receives appropriate supervision and training in food hygiene
- Provide healthy and nutritious food that meets the requirements for The School Food Regulations 2014
- Comply with allergen regulations and:
    - Be aware of pre-existing food allergies, intolerances or coeliac disease
    - Have processes in place to ensure that availability of safe food options
- Minimise the change of choking incidents when looking after children aged 5 years old and under by making sure:
    - Staff know how to prepare food appropriately for their age and development
    - Children are within the sight and hearing of a member of staff when eating
- Be aware of any medical, religious or cultural requirements when considering individual pupils' needs

11 ARRIVALS AND DEPARTURES

The school is fully committed to the safety and security of all the children in its wraparound childcare provision; therefore, several procedures will be implemented for children arriving at before-or after-school care provision:

Breakfast Club

- Parent/carers will drip their child off at Breakfast Club
- Attendance will be recorded in the care club register

After-school club

- The collection point will be the ????????
- Nursery, Reception, Year 1 and Year 2 pupils will be escorted to the collection point by their class teachers and recorded in the afterschool club's register upon arrival – older pupils will be able to find their own way. If a pupil arrives at the collection point, but is not on the register, a member of staff will check with the school and the parent before turning the pupil away
- Where there are children booked to attend the club, but have not arrived, the club will call the children's parents immediately
- Where parents cannot be contacted, and the whereabouts of any children remains unknown, the club will follow the procedures outlined in section 14 of this policy

12 TRAVEL TO PROVISION

The school is aware of the need to ensure that wraparound childcare is practical for working parents to use.
The school will not provide wraparound childcare provision that requires parents to pick their children up from school and drop them off at another location.

When considering transport options to off-site provision, the school will:

- Consider whether the childcare provider is able to pick up and / or drop children to and from the school
- Consider practical solutions for escorting or transporting children between locations.
- Consider the individual needs of children, including health and disability related needs, and ensure the safety of children, and compliance with the Equality Act 2010
- Establish a process for easy pick up and / or drop offs between the school and wraparound childcare provider
- Support pick-ups or drop offs if there are no existing and appropriate options, for example running a walking bus

13 INVOLVING PARENTS

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

- Parents will be invited to visit the facilities before their child attends
- All the School / Trust's policies will be available on the School / Trust's website, and hard copies will be available upon request
- All members of staff will take note of information from parents that could affect the happiness and wellbeing of their child
- Parents will be welcomed at the collection point to exchange information and provide updates on their child's wellbeing

14 UNCOLLECTED CHILDREN

Staff members will do their best to ensure effective communication between the school run wraparound provision and parents. If a parent is up to 15 minutes late, the following procedures will be followed:

- The parent will be reminded that they must notify a member of staff if they are running late

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

- When the parent arrives, they will be issued with a penalty notice of £10 per 15 minutes of block lateness
- A member of staff will attempt to contact the parent using the details provided on the registration documents
- If contact is not made, a message will be left. The member of staff will then attempt to reach the emergency contacts listed on the registration form
- For the duration of the wait, the child will be supervised by two members of staff

If the parent is more than 30 minutes late, the following procedures will be followed:

- If a member of staff has not reached the parent or an emergency contact, they will contact the local social care team for advice
- The child will remain on the premises with a member of staff or will be placed with the local social care team

- If the child has left the premises with the local social care team, a message will be left with a contact number

15 MISSING CHILD PROCEDURE

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

The school will ensure that it holds at least two emergency contacts for each pupil registered at the childcare club.

All staff will be informed of the missing child procedure as part of their induction.

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

- All members of staff will be alerted that a pupil is missing
- Members of staff will conduct a search of the premises and the surrounding area
- At least one member of staff will stay with the other children involved in the childcare 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 will be informed
- The search for the child will continue until the police arrive
- The headteacher will liaise with the police and the parents of the child

16 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.

All members of staff will be trained in first aid and will be made 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 will be contacted and asked to collect their child
- If a child is complaining of illness, but the member of staff does not believe it serious, they will monitor the child until the end of the session
- If a child suffers a minor injury, first aid will be administered and the child will be closely monitored for the rest of the session

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

- If a child needs to go to the hospital, an ambulance will be called and a member of staff will accompany them.
- The parents of the child will be notified immediately
- Following the incident, members of staff will conduct a review of the incident in order to prevent any such incident from occurring in the future

17 MEDICATION

It Is expected by the school that members of staff will always act in accordance with the Trust's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy.

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

- Before any medication is given, the child's medical forms will be checked to see if the medication has been approved by the parent
- When a member of staff administers medication, another member of staff will witness the process
- Details of the process will be recorded on the child's medication form
- If a child refuses to take the medication, the member of staff will not administer it. The parent will be notified immediately
- If a certain medication requires training to administer, 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 will be recorded on the medical forms. Parents will be required to sign the forms again before any change in procedure is agreed

18 BEHAVIOUR

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

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

Any outstanding fees paid by the parent will be returned if a child is barred from attending the provision.

19 ANTI-BULLYING POLICY

The Trust has a strict Anti-bullying Policy which will be implemented at all times.

20 EMERGENCY EVACUATION AND CLOSURE

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illness, the wraparound care clubs will be closed.

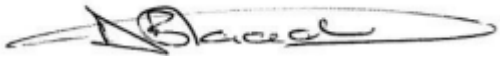
In the case of an emergency, the following procedures will be followed:

- Emergency services will be contacted
- All children will be evacuated from the building and taken to the designated emergency assembly
- A member of staff will collect the register and check that all the children are at the emergency assembly point
- If a child is missing from the emergency assembly point, the emergency services will be informed immediately
- Parents will be contacted and asked to collect their children
- All children will 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 will follow the uncollected child procedure

20 MONITORING AND REVIEW

Declaration of Responsibility
This Wraparound Childcare Policy was reviewed and formally adopted by Haworth AGC on

…….1 Sep 2026.....Date


.....Signed Chair of Governors

.....Signed Headteacher