



Ermington Wraparound Club

POLICIES and PROCEDURES July 2021

Ermington Wraparound Club is situated within Ermington Primary School and is operated under the Beacon Federation's leadership and governance. The club is available for pupils of the school and provides safe, caring and stimulating wrap-around care from Foundation to Year 6.

The Wraparound Club incorporates:

- Before School Club 7.45 – 8.40am
- After School Club (ASC) 3.15 - 5.45pm

We offer children:

1. High standards of supervision and care in a happy, safe setting, led by suitably qualified and experienced staff.
2. Access to the facilities and grounds of Ermington Primary School.
3. A programme of well-resourced activities to suit all ages and needs, and meals and snacks, as appropriate, which are healthy and enjoyable.

Admissions & Inclusion

It is our intention to make Wraparound Club accessible to all children and families as required. In order to accomplish this, we will:

- Welcome children from all backgrounds, and from all cultural, ethnic, religious and social groups, with and without impairments.
- Make all our policies available on request.
- When possible, be flexible about attendance patterns and procedures to accommodate the needs of individual children and families.

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of help and friendship and to be able to share with their parents afterwards the experiences enjoyed in the setting. In order to accomplish this, we will:

- Welcome the engagement of parents with staff when dropping off or collecting their child (an appointment will be necessary if something of significance needs to be discussed).
- Make clear to families from the outset that their child will be supported and nurtured, and reassure parents whose children may take a while to settle.
- Provide appropriate care and support for children at all times.

Bookings

All bookings must be made in advance via the School Gateway and payment will be taken at this time. Cancellations with more than 24hours notice will be credited to your school gateway account. If cancellation is within 24hours payment will still be taken.

Staffing & Training

We follow all statutory rules on adult-child ratios and aim for enhanced ratios as follows:

- Children in KS2 – 1:10
 - Children in KS1 – 1:8
- All our staff have full DBS clearance.
 - At least one member of staff on duty at any time is trained in Paediatric First Aid and holds an up to date certificate.
 - All members of staff have received Safeguarding training and this is updated regularly.
 - All members of staff have received appropriate training in Food Handling. The setting supports the work of the staff by means of regular monitoring.

We are committed to recruiting, appointing and employing staff in accordance with 2010 Equality Act.

Activities

- All children will be respected and their individuality and potential recognised, and valued. Activities offer children opportunities to play and develop in an environment free from prejudice and discrimination.
- Activities provide opportunities to play, learn, communicate, socialise and develop. Children may choose to access them alone, with other children and / or with adult company and support.
- The EYFS Framework is followed in planning the provision for our younger children.
- All activities are resourced appropriately with safe, high quality equipment. The range of activities accommodate both physical exercise, and also rest and relaxation as required by the child at any given time.

- Children are regularly given access to the outdoors.

SEND (Special Educational Needs and Disabilities)

We are committed to the inclusion of all children including those who have special educational needs and disabilities. We believe that these children should have the same opportunities to thrive and develop as other children and will, wherever feasible, provide the expertise and resources to support this. Parents of children with SEND should discuss their child's requirements with staff prior to registering them at Wraparound Club.

Safeguarding

The Wraparound Club operates under the leadership and governance of The Beacon Federation and adheres to all its Safeguarding Policies and Procedures and associated risk assessments. A named Designated Safeguarding Officer, a Deputy Safeguarding Officer and a Safeguarding Governor are in place and their names are displayed on the school premises.

All Wraparound Club staff are trained in safeguarding annually and receive regular updates throughout the year. The DSL or Deputy DSL are available during the times of Wraparound Club, either in person at school or via the telephone.

Behaviour Management

We believe that children and adults flourish best in an environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this:

- Expectations governing the conduct of the group and behaviour of the children will be explained to all newcomers, both children and adults.
- We recognise that behaviour is a form of communication of need, therefore we always consider why things may be happening and respond accordingly.
- All adults in the setting will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour.
- All adults will provide a positive role model with regards to friendliness & courtesy.
- Adults in the setting will praise and endorse desirable behaviour such as kindness and willingness to share.
- We will avoid children receiving adult attention only in return for undesirable behaviour.

- Bullying of any type is unacceptable.

Dealing with Unacceptable Behaviour

- If children behave in unacceptable ways, this will be made clear to them quietly and calmly. If they persist with the behaviour they may be asked to 'sit out' for a short period of time. If there are any more persistent examples of unacceptable behaviour, support from a member of the Senior Leadership Team will be requested.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.
- Adults will be aware that some kinds of behaviour may arise from a child's specific needs.
- Physical punishment of any kind, including smacking or shaking, will never be either used or threatened.
- Adults in the setting will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.
- Recurring problems will be tackled by the whole setting, in partnership with the child's parents, using objective observation records to establish an understanding of the cause.

Health, Safety & Wellbeing

The health, safety and wellbeing of children is of paramount importance. The following guidelines will be followed at all times in order to ensure the highest standards:

General

- All staff will be appropriately and adequately vetted.
- Sufficient staff will be appropriately and adequately trained in child protection, health & safety and first aid.
- Appropriate staffing will always be provided using the minimum of the current statutory adult:child ratios.
- Any incidents or accidents will be recorded and this record will be closely monitored and followed up with appropriate action.
- Regular Health and Safety inspections will be carried out by the school's leadership.

On Site Activity

- All adults are aware of the system(s) in operation for children's arrivals and departures and registers are updated accordingly.

- Children will leave the group only with authorised adults or older siblings (with parental arrangement). Outdoor space is always well supervised.
- Equipment is checked regularly and any dangerous items repaired/discarded.
- The layout and space allow children and adults to move safely and freely between activities.
- Fire doors are never obstructed.
- Fires/heaters/electric points/wires/leads and water temperature are adequately guarded and regulated.
- All dangerous materials, including medicines, handbags/shopping bags and cleaning materials are stored out of reach of children.
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- Adults do not walk about with hot drinks or place hot drinks within reach of children.
- Fire drills are carried out routinely during school hours, which enable children and adults (all of whom work as school staff) to know the correct procedure in the event of an emergency.
- Fire extinguishers are checked annually.
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in an emergency.
- A record of personal information is to be held confidentially on all adults and children attending the setting in case of an emergency.
- There is no smoking on site ever or under any circumstances.
- A correctly stocked first aid box is available at all times.
- There is no running, climbing on furniture, throwing toys equipment or aggressive behaviour within the setting.
- Activities such as cooking and energetic play receive close & constant supervision.
- When children are outside, there will be sufficient adults to maintain appropriate ratios for staff and children both inside and outside the setting.
- Equipment offered to children is developmentally appropriate; recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- The premises are left in a safe and secure manner at the end of each session.
- Any electrical item which has the facility for making visual/audio recording or taking photographs will not be permitted without prior arrangement with management.

Lone Working

Lone working will be avoided wherever possible. If only one member of staff is on duty running the Club, there will usually be other staff members nearby on the school site. If this is not the case, the staff member will be aware and prepared. The staff member will have the Club mobile phone on their person at all times, with emergency contact numbers saved.

Healthy Eating

- All snacks provided will be nutritious in line with School Food Standards, and will pay due attention to children/s particular dietary requirements.

- Fresh drinking water is readily available at all times.
- When cooking with children as an activity, the adults will extend the children's understanding of a healthy diet.
- No hot drinks are to be within reach of children.
- No food or drink will be reheated
- No nuts or nut products are permitted at any time.
- Grapes must be cut in half lengthways as these can present a choking hazard.

Illness

- Parents are asked to keep their children at home if they have any infection, and to inform the Wraparound Club or school staff of the nature of the infection so other parents can be alerted and make careful observations of any child who seems unwell.
- Parents are asked not to bring into any child who has been vomiting or had diarrhoea on to the school site (including when dropping off and collecting siblings) until at least 48 hours has elapsed since the last attack.
- If a child becomes unwell whilst at Wraparound Club, parents / carers will be contacted and asked to come and take them home. The child will be appropriately cared for and isolated from other children if necessary, whilst waiting for the parent / carer's arrival.
- Infectious and reportable diseases will be reported to the Health Protection Agency, for their information and guidance.
- If the children of staff are unwell, the children will not accompany their parents / carers to work in the setting.

First Aid and Administration of Medication (also see Administration of Medicines Policy)

- A trained paediatric first aider will be available within school throughout each session and be responsible for the completing the relevant paperwork.
- The setting will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed. The first aid equipment is safely secured and stored in an area out of bounds to the children.
- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing. (Authority from the parents is included on the registration form)
- Any first aid administered will be recorded in the school's First Aid record.
- Any head injury will be reported to the teachers (for Breakfast Club) and parents, using the 'Head Note' form, or a phone call if necessary.
- With regard to the administration of life saving medication such as insulin/ adrenaline injections or the use of nebulisers, a member of staff who has received training in these procedures will be on duty where required.
- If a child is on prescribed medication the following procedures will be followed:
 1. If possible, the child's parents will administer medicine.

- II. If not, then parents/carers must complete an 'Administration of Medication' form. The medication must then be stored correctly and clearly labelled with the child's name, and given to them only in line with the instructions on the form.
- III. All medications will be inaccessible to children.
- IV. A medication book will be used to record: name of child receiving medication; times that medication should be administered; together with the signature of the person who has administered each dose.

Intimate Care (Also see School Intimate Care Policy)

The setting is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner, respecting the child's privacy at all times.

- Intimate care and toilet training will be undertaken in partnership with parents. (Authority from the parents to undertake intimate care is included on the registration form).
- Intimate care will be undertaken by a named member of staff, who may request the assistance of another if deemed necessary.
- The named staff will be trained in Safeguarding awareness.
- A child will be encouraged to undertake their care to the best of their ability, with assistance given as required.
- All soiled items of clothing will be sealed and disposed of appropriately.

Sun Cream

- This will be administered as required by an authorised member of staff as a duty of care. (Authority from the parents to apply suncream is included on the registration form).
- Children will be encouraged to undertake the application of their own cream with assistance as required.
- All members of staff are trained in Safeguarding and have an enhanced DBS.

Smoking

- No smoking is permitted within the School grounds or the setting at any time.
- Staff are strongly discouraged from smoking on their way to work or within a reasonable time of arrival, or from smoking in close vicinity to Wraparound Club e.g, in surrounding roads.
- Staff are not permitted to smoke while wearing their work clothes.

Personal hygiene

- Children will be reminded to wash their hands before eating and after using the toilet, and supervised in doing so where necessary.

- A box of tissues will be available and children encouraged to blow and wipe their noses when necessary. Soiled tissue to be disposed of hygienically.
- Soiled nappies are disposed of as instructed and removed by an external company.
- Rubber gloves must be worn when dealing with body fluids.
- All staff and volunteers should be aware of how infections can be transmitted.

Food Preparation

The Wraparound Club will observe current legislation regarding food hygiene and training.

- Food will be stored at appropriate temperatures and only food that is within its 'use by' date will be served.
- All food items will be stickered with the date that they were first opened.
- Tea towels and dishcloths will be scrupulously clean and changed daily.
- All utensils will be kept clean and stored safely, e.g. closed cupboard or drawer.
- The kitchen will be thoroughly cleaned at the end of each day and all surfaces at which children eat will be wiped down regularly throughout the day.
- Cracked or chipped china will be thrown away.

Cleaning & Clearing

- Any spills of blood, vomit or excrement wiped up, isolated in a sealed bag.
- Rubber gloves always used when cleaning up spills or body fluids.
- Floors and other affected surfaces disinfected.
- Fabrics contaminated with body fluids will be isolated and removed if appropriate.

Cleaning of Premises

- All surfaces to be cleaned by staff at the end of each session, with an appropriate cleaner.
- Hall, kitchen and toilet area are cleaned daily by the Caretaker and school cleaners.
- Toys are to be cleaned regularly.

Non-Collection of Children

We advise parents that if they are running late, to phone and advise us accordingly. If we receive no telephone call or contact before the collection time booked, and the child has not been collected, we will follow the following procedure:

1. Within 10 minutes - telephone the first point of contact.
2. If the first point of contact is unsuccessful, immediately phone the emergency numbers/other contacts.
3. Continue trying all contact numbers for a further 15 minutes.
4. After 25 minutes – telephone Devon Social Services Emergency Duty Service (0345 600 0388) to discuss the situation.