Walmley Junior School

Early Birds Childcare Policy

Date policy last reviewed: July 2025

Signed by:

L M Naughton	Headteacher	Date:	07.07.25
P Colden	Chair of governors	Date:	07.07.25

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Wraparound and holiday childcare: an overview
4. Responding to requests for wraparound childcare from parents
5. Dealing with requests from PVI childcare providers
6. Health and safety
7. Safeguarding
8. Inclusion
9. Admissions
10. Fees and Finances
11. Staffing
12. Offering food
13. Arrivals and departures
14. Travel to provision
15. Involving parents
16. Uncollected children
17. Missing child procedure
18. Illness and injury
19. Medication
20. Behaviour
21. Anti-bullying Policy
22. Emergency evacuation/closure
23. Monitoring and review

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.

Walmley Junior School 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 statutory 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 (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2023) 'Keeping children safe in education'
- DfE (2024) 'Wraparound childcare: guidance for schools and trusts in England'
- DfE (2024) 'Responding to requests for wraparound childcare'
- DfE (2018) 'Charging for school activities'

This policy operates in conjunction with the following school 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
- Debt Recovery Policy
- Extended Services Policy
- Fire Safety Policy
- First Aid Policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy

2. Roles and responsibilities

The governing board 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 or private, voluntary or independent (PVI) provider run wraparound childcare on the school site, unless there is a reasonable justification not to.
- Ensure the school responds to their community's wraparound needs by adhering to the right to request guidance.
- Ensure the school contacts the LA when there is demand for wraparound childcare from parents at the school which is not being met.
- Provide support to the Headteacher in determining the most appropriate model of wraparound childcare provision.

- Establish and agree the vision and aims of provision with stakeholders, including parents, governors, trustees, staff and PVI providers, where appropriate.
- Ensure activities do not interfere with the school's responsibility to provide a high quality and safe teaching environment.
- Ensure that the school has all necessary permissions from the landowner to use school facilities for wraparound provision.
- Ensure the school has appropriate Ofsted registrations in place, where applicable.
- Hold the Headteacher and Bursar 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:

- Work with the LA wraparound lead and others in the sector, to identify how the school can support parents to access wraparound childcare.
- 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.
  - Travel to provision, where needed.
  - 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.
- Report to the governing board on the performance of the wraparound childcare provision.
- Work collaboratively with the LA to ensure parents are, at a minimum, signposted to appropriate provision if the school is unable to have wraparound on the school site.
- 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 Bursar will:

- Determine the financial viability and practicalities of any new childcare service and offer evidence-based recommendations to the Headteacher as to whether the school should provide the service and how it should be delivered, i.e. school run or by private, voluntary and independent (PVI) providers.
- Promote and support government subsidies such as Tax-Free Childcare (TFC) and Universal Credit (UC) Childcare.
- Ensure that the 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.
- Review and update facilities management policies and procedures to ensure that they cover the childcare service, e.g. cleaning, maintenance and security.
- Where requested, report to the governing board on the financial performance of the childcare service.

The SENCO will:

- Review and update existing equal opportunities policies to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- 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.

3. Early Birds and holiday 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 school term time for school age children. It also refers to childcare provision in the school holidays. 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 and holiday 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 or holiday childcare. The school will consider and respond to requests from both parents and PVI providers.

The school is aware that parents can make a request for children from reception up to the end of KS3, i.e. Year 9, and, for disabled children, up to the age of 18.

Provision will be made available to children aged 7 to 11.

In line with DfE recommendations, where there is demand, the school will also consider wraparound or holiday childcare for children under the age of 5, or for Year 10 pupils and above.

4. Responding to requests for wraparound childcare from parents

In determining the provision of wraparound childcare the school will:

1. Gather information to understand the needs of parents and children.
2. Consider different delivery models for delivering wraparound childcare.

3. Liaise with the LA to understand the scope of existing provision in the area.
4. Determine whether it is able to use school space for wraparound provision.
5. Work with local authority wraparound lead and others in the sector, to identify how it can support parents to access wraparound childcare.
6. Decide whether or not to deliver wraparound childcare provision and communicate any decisions to parents and the LA.
7. Inform parents and the LA of how it will support parents to access wraparound childcare.

To ensure parents are fully informed, the school will make parents aware of their right to request wraparound and holiday childcare, setting out the process that they will need to follow and how the school will respond.

The school will specify that all parental requests for wraparound childcare should be made to the school in writing, either by letter, e-mail or via a school run parent survey.

To aid decision making, the school will ask parents to include the following information in their requests:

- The type of childcare requested
- The age range of the children requiring wraparound or holiday childcare
- When provision is most needed

The school will monitor the number and type of requests received, including those from prospective parents. All requests will be recorded, dated, and stored in the main office in accordance with the school's Data Protection Policy.

Once a request for wraparound childcare on the school site has been received from a parent, the school will engage with the designated LA wraparound lead and make them aware of the request. The LA will then work with the parent to consider whether there is suitable wraparound provision in the local area.

If the LA does not have suitable wraparound provision in the area, and the school does not have an up-to-date assessment of parents' wraparound needs conducted within the last year, the school will proceed with a whole school right to request exercise.

Whole school right to request exercise

To test the demand and type of childcare provision requested, the school will consult with the parents of all eligible children via a four yearly survey, i.e. a 'whole-school right to request exercise'. Where appropriate, the school may decide to enlist the help of a prospective childcare provider to help in determining demand.

Where possible, the school will align their right to request process with requests from the LA to keep it informed about the demand and supply of wraparound childcare in the school.

Making a decision

Once the school has confirmed parental demand, either via the whole-school right to request exercise, or an up-to-date assessment of parents' wraparound needs, within the past year, the school will work with the LA to:

- Understand options to increase access to wraparound childcare.
- Check the existing childcare available in the area.
- Consider whether providing wraparound childcare is a viable proposition for the school.

Informing parents of the decision

The school will inform parents on the outcome of the consultation exercise within a term.

When informing parents the school will give details of:

- How many requests were received.
- The reasons for any decisions.
- Any next steps the school will be taking.

The school will publish these details on the school website and inform parents of their location via email.

The school is committed to supporting parents to access suitable wraparound childcare on the school site; however, following an analysis of all the issues, the school will have the discretion to decide not to provide wraparound childcare under the following circumstances:

- There is a lack of a suitable space
- There is a lack of demand from parents and there are no nearby schools interested in collaborating to reach a critical mass
- There are no other local providers or schools with whom partnership arrangements could be made
- Similar provision already operates locally that meets demand and does not require parents to pick up or drop off their children between the school day and wraparound childcare

When handling right to request arrangements, the school will be open and transparent at all stages of the process and will:

- Be clear about timescales for dealing with requests.
- Speak to the LA and, where appropriate, any relevant landowner.
- Keep parents and providers informed at each stage.
- Give reasons for approving or rejecting requests.
- Work with the LA to understand the wider childcare offers in the area and identify if there is a need for new or expanded provision.

The school will consult with parents and the LA on the most appropriate model of delivery. The model suggested will be bespoke to the school's circumstances but may include the following:

- School-run provision, delivered by school staff on school site
- Working in partnership with other schools or PVI providers to offer wraparound childcare on the school site
- Commissioning PVI providers to provide wraparound childcare as a service on the school site
- Agreements to signpost to provision off the school site, which includes transport arrangements
- Community or cluster models

5. Dealing with requests from PVI childcare providers

PVI childcare providers can request to use school facilities for wraparound or holiday childcare at times when the school is not using them.

The school will ensure that the process is fair and open for all providers by:

- Asking them to make their requests to the school in writing.
- Looking at requests on a case-by-case basis.
- Having a termly window when providers can make requests.
- Specifying the information providers should include in their requests.
- Setting out clear criteria for considering a request.

- Publishing deadlines for considering provision on the school website, including any restrictions on use of the school site.

When the school receives a request from a PVI provider, it will acknowledge receipt of the request and inform them of the timescale for processing the request.

For all requests, the school will:

- Arrange a meeting with the provider to discuss its proposal.
- Identify how demand for the provision across the whole school will be established and the role of the lead provider in leading this process.
- Ensure that the practicalities of establishing the provision are identified, including the physical space available and any restrictions on the use of land.
- Consider:
  - The provider's track record of financial sustainability.
  - The length of contract to allow provision to grow and become sustainable.
  - What would trigger a break clause.
  - An exit strategy.
  - The provider's experience in providing childcare.
  - Whether provision will meet standards for provision outlined below.
  - Whether providers have appropriate registrations in place and encourage them to register with Ofsted, where they are eligible to do so.

Requests from PVI providers who already offer childcare services will also be considered. In these cases, the school will:

- Assess how far the existing provision meets parental needs.
- Follow the school's agreed procedures for reviewing contracts and renting facilities.

The school will discuss any plans to provide childcare with the LA and relevant landowner.

Informing the provider of the school's decision

The school will inform the external provider of its decision within one month of the submission of the proposal.

Where the school has rejected a request from a provider, it will not reconsider requests from the same provider for the same type of provision within 12 months of the last request.

If the school becomes aware of a change in demand for wraparound provision in the school or local area, it may reverse this decision.

Where it is decided that a childcare provider can offer wraparound care, the school will agree the following:

- The aims and objectives of the provision.
- A description of the provision.
- A plan for how to establish the provision.
- A contract or service level agreement for the provider to deliver wraparound childcare.
- Agreements on what the school and the provider expect from the arrangement.
- Pricing information
- Arrangements for marketing and informing parents
- What would trigger a break clause.

- An exit strategy.

Meeting the standards for wraparound provision

The school is aware of its obligations in ensuring that the school's model of wraparound provision meets the minimum standards. The school is also aware that its responsibilities will vary depending on the delivery model chosen; however, in all cases, the school's wraparound childcare provision will:

- Meet minimum safe standards of childcare and adhere to the law.
- Have robust and effective safeguarding practices.
- Be inclusive.
- Provide safe transport, where needed.
- Have appropriate staff.

To ensure the school provides high-quality, sustainable wraparound provision, it will consider the following when developing and delivering its provision:

- Make sure premises and facilities are safe, suitable, and meet all children's needs
- Check the environment is safe, welcoming, non-stigmatising, and inclusive
- Make sure the staff providing care are empathetic, considerate, and child focussed
- Confirm that staff have the skills to provide child-led, choice-based activity and play
- Check that any resources are safe, stimulating, varied and age appropriate
- Ensure provision is accessible to all children

6. 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 school'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.

7. 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 Safeguarding 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.
- Ensures that volunteers are properly supported and given appropriate roles, and that it 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 raised 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.

8. 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 school's Pupil Equality, Equity, Diversity and Inclusion Policy.

The school will ensure that all wraparound providers make childcare inclusive and accessible for all children, including children with SEND and children considered vulnerable.

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 school SENCOs
- 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.

Where adjustments are deemed unreasonable by the wraparound provider but are necessary for the child to access the provision, parents may be asked to cover the associated costs.

9. Admissions

Wraparound childcare provision will be made available to children aged 7 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. The following cases will be prioritised:

- Siblings of pupils already attending the school
- Pupils who attend the school
- Children living in the area who attend other schools
- Siblings of children living in the area who attend other schools

The pupil premium may be used to enable disadvantaged pupils to access wraparound and holiday childcare.

Before registration, parents will be given the following information:

- The availability of places
- Admissions and Fees Policy
- Behaviour Policy
- Wraparound Care Club Handbook
- Complaints Procedures Policy
- The Wraparound Care Club's privacy notice

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

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

10. 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, by publishing information on the school website, school letters and school newsletters.
- Consider how parents access and pay for wraparound care, such as through mobile applications, and how to administer the government childcare support schemes.
- 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 school has a charging and remissions policy in effect, which is published and available for parents' inspection.

The school is aware that, for parents to be able to access the Tax-Free Childcare and Universal Credit Childcare government subsidies, the wraparound childcare provision must be registered with Ofsted.

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

All charges associated with wraparound childcare provision will be applied in line with the conditions set out in the school's Charging and Remissions Policy and the Extended Services Policy.

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 standard daily fee for attending the breakfast club will be £2, the after-school care club will be £5.50 and the holiday club will be £10. The following conditions will also be in place:

- All fees must be paid weekly
- Fees can be paid by electronic transfer
- No place will be given without prior payment
- The clubs accept childcare vouchers
- Fees are charged if attendance is booked and the child does not attend
- There is a fee of £10 per hour for the late collection of children

The school 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
- Reducing the cost for children whose parents are in receipt of certain benefits
- Reducing the cost for children who attend free to access enrichment clubs, or breakfast provision, during time they would attend paid-for wraparound.

Details of the circumstances in which the school will propose to wholly or partly remit a charge will be outlined in the school's charging and remissions policy.

11. 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.

Ratios

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 in ensuring the safety and welfare of children. The school will take into consideration the following:

- How many staff are needed to ensure children 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.

Provision will cater for up to 45 children at a time, ensuring that there is a staff-to-child ratio of 1:15 at all times. When activities involve leaving the school premises, this ratio will change to 1:10.

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.

12. 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 either on school premises, or on other premises that the LA or school governing board have requested, 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:

- Consider registering with the LA
- 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 meet 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 the availability of safe food options.
- Be aware of any medical, religious or cultural requirements when considering individual pupils' needs.

13. 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:

Before-school care

- Parents will drop their child off at the before-school care club.
- Attendance will be recorded in the before-school care club's register; the parents of any pupil who was booked to attend and is not present when the register is called will be contacted immediately.
- A member of the school staff will collect pupils from the before-school care club and escort them to their respective classes.
- The staff member collecting the pupils will be informed of any pupils that did not attend the before-school care club as expected; the school will follow its Attendance and Absence Policy if the whereabouts of those pupils remain unknown after registration is called.

After-school care

- The collection point will be the year 3 corridor.
  One member of staff from the after-school care club will wait at the collection point until approximately10 minutes after the school day ends.
- If a pupil arrives at the collection point, but is not on the register, a staff member 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 office to check with 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 18 of this policy.

Holiday care clubs

- Parents will drop their child off at the holiday care club.
- Attendance will be recorded in the holiday club's register; the parents of any child who was booked to attend and is not present when the register is called are contacted immediately.

The school will have the following procedures in place for when children leave an after-school or holiday care club:

- Upon registration, parents will be expected to complete an authorised person information collection form, which will outline:
  - The names and contact numbers of any individuals authorised to collect their children from the club on their behalf.
  - Brief descriptions of each authorised individual.
  - A password for each authorised individual.
- At the end of the after-school care club, parents will sign their child out before they leave the premises.

- If someone other than the person registered is collecting the child, staff must be notified by the registered person in advance. The registered person must also provide a description of the individual and confirm the password.
- If the registered person is running late, staff must be notified before the end of the collection period by the registered person. If no notification is received, the club will follow the procedures outlined in section 16 of this policy.

Children will not permitted to leave the premises unaccompanied.

14. 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's policies will be available on the school's website, and hard copies will also 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.
- An annual survey will be conducted to collect feedback and improve services.

15. 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 10 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
- The parent will be warned that repeated late arrival will result in penalty fees

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

- 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
- When the parent arrives, they will be issued with a penalty notice of £10 per hour that they were late collecting their child.

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 note will be left on the door to the club informing the parent of the child's location. A contact number and address will be displayed.

16. Missing child procedure

The school will have procedures in place to ensure the 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(s) 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 liaises with the police and the parents of the child

17. 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 is 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

18. Medication

It is expected by the school that members of staff will always act in accordance with the school'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.

19. 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.

20. Anti-bullying Policy

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

Any child who is the victim of bullying will be supported in a sympathetic and friendly manner.

If bullying is reported, it will be noted and investigated by a member of staff and the parents of both children will be informed.

The school defines bullying as repeated harassment of others, including psychological, physical, verbal or emotional abuse.

If it is discovered that bullying has taken place, the following procedures will be adhered to:

- Incidents will be dealt with in a sensitive and thorough way
- Victims will have the chance to discuss what happened with a member of staff
- Victims of bullying will be reassured that the case will be taken seriously
- Victims of bullying will be monitored to ensure further incidents do not occur
- If another pupil reported the incident, they will be reassured that they did the right thing
- The child who is accused of bullying will discuss their behaviour to gain an understanding of why it was inappropriate
- If the bullying persists, more serious action, such as exclusion, will be considered
- All incidents will be reported to the Headteacher, and incidents will be recorded and investigated

Bullying of a sexual nature will **never** be tolerated and will be addressed according to the procedures outlined in the school's Child Protection and Safeguarding Policy. Where crimes, such as rape, assault by penetration, sexual assault and up-skirting, are included in a report of bullying, the police will be notified.

21. 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 point – currently, this is the school playground.
- 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.

22. Monitoring and review

This policy will be reviewed annually by the Headteacher, Early Birds Manager and the DSL.

The scheduled review date for this policy is July 2026.