**At Knights Enham Schools we provide…**

Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.

**'Together We Achieve'**

Approved: September 2026

*Review: September 2027*

# Little Knights

# Wraparound Care Policy

## 1. Introduction

The purpose of Little Knights Wraparound Care is to provide high-quality, affordable childcare in a safe, happy and caring environment. The provision is primarily aimed at supporting working parents and carers, as well as families who require childcare in exceptional circumstances.

We aim to provide a welcoming environment where children feel safe, valued and cared for before and after the school day.

## 2. Aims

Little Knights Wraparound Care aims to:

Provide a happy, welcoming environment at the beginning and end of the school day where every child is valued and cared for.

Provide a range of fun, varied and stimulating activities that meet the needs and interests of the children.

Provide a consistent and reliable service, giving parents and carers confidence and peace of mind while their child is attending Wraparound Care.

Promote children's wellbeing, independence and positive relationships with others.

Provide a safe environment in which children can relax, play and socialise.

## 3. Before School Club

The Breakfast Club operates each school day from 8:00am to 8:45am – we can offer free places. More information can be found by contacting the main school offices.

Places must be booked via the Arbor App by 5:30pm on the day before the booking is required. This ensures that appropriate staffing and food arrangements can be made and that a place is available for the child.

Children attending Breakfast Club will be offered a breakfast consisting of a selection of cereals, toast and juice.

Please note that breakfast will not be available to children arriving after 8:10am.

Once breakfast has finished, children will have access to a selection of quiet activities until it is time to start the school day.

### Arriving at Breakfast Club

Children should arrive at the Infants Cooking Room door by the Parents' Shelter from 8:00am.

**Departing from Breakfast Club**

At 8:45am:

KS2 children will leave Breakfast Club and join the other KS2 children in their classrooms. They will be escorted from the Infants building to the Juniors building by a member of the Wraparound Care team.

Reception and KS1 children will be accompanied to their classrooms by a member of staff.

**4. After School Club**

The After School Club operates from 3:20pm to 5:00pm each school day. A snack will be provided.

The main provision will be based in the Infants Cooking Room. Children may also have access to the library, hall, playground/field and kitchen areas as appropriate.

The cost of After School Club varies depending on the time of collection and any school clubs taking place:

| Session | Cost |
|---|---|
| 3:30pm – 4:15pm | £4.00 |
| 3:30pm – 5:00pm | £6.00 |
| 4:15pm – 5:00pm | £4.00 |

Payment must be made at the time of booking via the Arbor App. Cash and cheque payments will not be accepted.

Children who have not been booked into Wraparound Care will not be accepted into the club. If a child attends without a booking, the parent/carer will be contacted and arrangements will be made for the child to be collected.

**Arriving at After School Club**

At 3:20pm, when classes are dismissed, children attending After School Club will collect their belongings and go directly to the hall, where they will be met by a member of the Wraparound Care team and registered.

Reception and KS1 children will be collected from their classrooms by a member of staff and accompanied to the club.

If a child who is listed on the register does not arrive at the club at 3:20pm, staff will make enquiries through the school office. If there is any concern about the child's whereabouts, the parent/carer will be contacted immediately.

**5. Collection from After School Club**

Children may be collected from Wraparound Care at any time before 5:00pm by:

A parent or carer; or

Another person authorised by the parent/carer on the child's Application Form.

Anyone collecting a child must be 16 years of age or over.

Where a child is collected by someone other than their parent/carer, the authorised person must know the agreed password and sign the child out.

If the person collecting the child is not listed on the child's contact information, the child will only be released once the main contact has been contacted and the identity and collection arrangements have been verified.

No child will be released into the care of anyone who has not been identified or authorised by the parent/carer without direct verbal confirmation from the parent or main contact.

The person collecting the child will be required to provide the agreed password.

Children will not be permitted to leave Wraparound Care independently.

If a child becomes unhappy or distressed while attending Wraparound Care, staff will speak with the child and take all reasonable steps to resolve the situation. This may include contacting the parent/carer or emergency contact so that staff and the child can work together to resolve the concern. In some circumstances, the parent/carer may be asked to collect the child.

**6. Late Collection**

We recognise that emergencies and unforeseen circumstances may occasionally prevent a parent or carer from collecting their child on time.

If you know that you will be late, you must contact the Wraparound Care team as soon as possible on **07355678249.**

Parents/carers should not rely on a late collection being accepted without prior notification.

Child Not Collected at 5:00pm

Two members of staff will remain on the premises while any children are still in their care.

If a child has not been collected at 5:00pm and the club has not been contacted, staff will:

Attempt to contact the parent/carer.

If necessary, contact another authorised person listed on the child's contact information.

Continue to make appropriate arrangements to ensure the child remains safe and supervised.

The actual collection time will be recorded in the register.

Late collection fees will apply in accordance with the school's published Late Collection Fees arrangements.

If a child arrives at Wraparound Care after their registration has been cancelled, they will not be the responsibility of Wraparound Care. The child will be returned to the school office so that appropriate arrangements can be made to contact their parent/carer.

**7. Record Keeping and Data Protection**

Knights Enham Schools is registered with the Information Commissioner's Office (ICO).

All records relating to Wraparound Care will be stored securely within the school. Paper records will be kept in a locked cabinet and electronic records will be stored securely in accordance with the school's data protection procedures.

Children's records will be obtained from the Application Form. Parents/carers are responsible for informing the School Office immediately of any changes to the information provided.

The School Office will maintain current records and information relating to children attending Wraparound Care. Previous records, registers and relevant data will be retained in accordance with the school's data retention and data protection requirements.

**Responsibilities of Parents/Carers**

Parents/carers are responsible for:

a. Informing the School Office immediately of any changes to their contact details so that records remain accurate and up to date.

b. Ensuring that the school holds current and accurate information regarding arrangements for dropping off and collecting their child/children.

c. Providing full details of any special dietary requirements, allergies, medical conditions or other relevant information on the Application Form and updating the school if circumstances change.

**8. Attendance and Registers**

Registers will be compiled using information from Application Forms and booking records.

The Wraparound Care team is responsible for updating the daily register and checking with the School Office each afternoon regarding any changes to attendance, including children who are absent from school or who will not be attending Wraparound Care for another reason.

Staff will sign children into Wraparound Care using Arbor.

Parents/carers are responsible for notifying the School Office if their child will not be attending a booked session. The School Office will pass this information to the Wraparound Care team so that registers can be updated.

Contact with the Wraparound Care mobile phone should not be made by text message.

When leaving a voicemail message, parents/carers must provide the agreed password to ensure that the message and collection arrangements can be appropriately verified.

Parents/carers or authorised adults are responsible for signing children out when they are collected.

**9. Health and Safety**

Wraparound Care staff will take all reasonable steps to ensure that the club provides a safe, secure and healthy environment at all times.

This will include:

Maintaining appropriate standards of hygiene and cleanliness throughout the setting and for all equipment.

Promoting good hygiene practices among children.

Planning activities with appropriate supervision and consideration of children's ages, abilities and individual needs.

Regularly checking equipment to ensure that it remains safe and suitable for use.

Removing damaged or unsafe equipment immediately for repair or disposal.

Ensuring appropriate staffing levels and supervision when children are participating in outdoor activities.

Ensuring that relevant staff hold an up-to-date First Aid qualification and that qualifications are renewed when required.

Following the school's health and safety procedures and risk assessments.

**10. Administering Medication**

Any medication brought into Wraparound Care must be clearly labelled and stored safely.

Staff will administer prescribed medication only when:

The medication is in its original container and has the appropriate dispensing label.

The necessary medical consent form, available from the School Office, has been completed and signed.

Staff are confident that they understand the instructions for administering the medication and have received any necessary training.

It is the responsibility of the parent/carer to ensure that medication is correctly labelled and to collect it at the end of the day where appropriate.

In most cases, children will have received any required medication during the school day and therefore may not require medication during Wraparound Care.

No general-use medication will be stored in the First Aid Box.

Medication prescribed for individual children, such as an EpiPen or inhaler, may be stored in school and made available to the child as required. The school must hold appropriate medical information confirming that the medication has been prescribed for the child, together with clear instructions regarding dosage and administration.

Staff will follow the school's medication procedures when administering medication.

Protective gloves must be worn when treating a child where contact with bodily fluids is involved.

**11. First Aid and Accidents**

A fully stocked First Aid Kit and accident recording system will be available on site at all times and kept in a designated area.

Records will be maintained for children registered with Wraparound Care who have medical conditions or additional needs, including asthma, epilepsy or other relevant illnesses or disabilities. This information will be readily accessible to appropriate staff while maintaining confidentiality.

All accidents and injuries will be dealt with by a qualified First Aider wherever possible and recorded appropriately.

Parents/carers will be informed of any accidents or injuries when their child is collected and, where required, asked to sign the accident record.

Where an incident requires emergency medical assistance, the emergency services will be contacted and the parent/carer will be informed immediately.

**12. Illness**

Children who are unwell should not attend Wraparound Care.

If a child develops symptoms of illness while attending the club, a member of staff will contact the parent/carer as soon as possible and arrangements will be made for the child to be collected.

In an emergency, staff will seek appropriate medical advice or assistance and inform the parent/carer as soon as possible.

Children should not attend Wraparound Care if they have symptoms or illnesses that require them to remain away from school, including:

Diarrhoea

Vomiting

A high temperature

Chickenpox

Measles

Meningitis

Hepatitis

The school will follow current public health and school exclusion guidance where applicable.

**13. Food and Hygiene**

Breakfast will be provided to children attending Breakfast Club at the specified time within the daily schedule.

Wraparound Care will make reasonable arrangements to accommodate children's dietary requirements and allergies. All dietary requirements and allergies must be clearly stated on the Application Form and updated if circumstances change.

Children will not be permitted to bring food or drink from home to consume on the premises unless this has been specifically agreed with the school for an individual child's medical or dietary needs.

Wraparound Care will follow relevant food hygiene guidance and regulations and will ensure that staff involved in food preparation receive appropriate training.

The club will promote healthy eating and provide access to drinking water throughout the session.

As far as reasonably practicable, food containing nuts will not be kept or served within the club. However, parents/carers should be aware that the school cannot guarantee a completely nut-free environment.

**14. Equipment**

Equipment will be checked regularly as part of the school's Health and Safety procedures to ensure that it is safe, appropriate and suitable for children's use.

Any equipment identified as unsafe or unsuitable will be removed immediately and either repaired or disposed of appropriately.

Equipment purchased for Wraparound Care will, wherever possible:

Be fun and engaging.

Support children's learning and development.

Provide appropriate challenge and stimulation.

Promote creativity and independence.

Reflect positive images of people from different races, cultures, abilities and genders.

Avoid stereotypes and promote inclusion and diversity.

**15. Staffing**

Staff will be recruited in accordance with the school's safer recruitment procedures and relevant safeguarding requirements.

The Wraparound Care provision will operate with a minimum staffing ratio of one adult to ten children (1:10). This ratio will be maintained throughout the operating hours of the club, subject to any additional staffing requirements arising from individual children's needs.

The roles of Supervisor and Assistant may be undertaken on a job-share basis where appropriate.

Volunteer helpers may be welcomed where they can make a positive contribution to the provision. Their role, responsibilities and attendance will be agreed with the Wraparound Care management team.

Volunteers may bring specialist skills, interests or experience that add variety to the range of activities available to children.

All volunteers must work under the direction and supervision of the Wraparound Care Supervisor or other designated member of staff.

The minimum age for volunteer helpers is 16 years. Volunteers will not be included when calculating the required staff-to-child ratio.

**16. Fire and Emergency Procedures**

Staff will carry out regular fire drills and ensure that they are familiar with the school's emergency procedures, including evacuation routes, emergency exits and the location of fire-fighting equipment.

In the event of a fire:

A member of staff will raise the alarm and alert children and other staff.

Staff will follow the school's written fire evacuation procedures.

The Fire and Rescue Service will be contacted.

Staff will take the register and account for all children and staff.

An incident report will be completed and retained appropriately.

Other emergency situations will be managed in accordance with the school's emergency procedures.

**17. Behaviour**

The school's Behaviour Policy applies to children attending Wraparound Care.

Staff will ensure that children understand what constitutes acceptable and unacceptable behaviour and will promote positive behaviour through clear expectations, encouragement and appropriate support.

Parents/carers will be informed of significant or repeated incidents of unacceptable behaviour.

Relevant incidents will be recorded on CPOMS in accordance with the school's safeguarding and recording procedures.

The Wraparound Care management team reserves the right to exclude a child from the provision where they persistently display behaviour that is considered unacceptable or presents a risk to themselves or others. Any decision to exclude will be made in accordance with the school's Behaviour Policy and relevant procedures.

**18. Equal Opportunities**

Little Knights Wraparound Care is committed to providing an inclusive service that recognises and responds to the individual needs of all children.

We recognise that children have a wide range of abilities, backgrounds, needs and experiences and will make reasonable efforts to ensure that all children are able to access and participate in Wraparound Care.

The school's Equal Opportunities Policy should be read alongside this policy.

**19. Special Educational Needs and Disabilities (SEND)**

Wraparound Care will support children with Special Educational Needs and Disabilities (SEND) wherever this can be safely and effectively achieved within the available staffing arrangements, ratios and premises.

Staff will receive appropriate training and guidance to support children's individual needs where required.

Where a child requires additional staffing or specialist provision beyond the resources available within Wraparound Care, the school will consider the child's needs on an individual basis. Additional provision may be subject to the availability of appropriate funding and resources.

Children who already receive additional support during the school day will have their Wraparound Care arrangements considered on an individual basis.

**20. Safeguarding and Child Protection**

Little Knights Wraparound Care recognises its legal and moral responsibility to safeguard and promote the welfare of every child.

Every child has the right to feel safe, secure and protected from harm at all times.

Little Knights Wraparound Care has a responsibility for the care, welfare and safety of all children attending the provision. All staff, regardless of their role, are expected to act proactively and appropriately in relation to child welfare and safeguarding concerns, particularly where there is a possibility that a child may be at risk of significant harm.

All safeguarding concerns will be managed in accordance with the school's safeguarding and child protection procedures.

For further information, please refer to the school's Child Protection and Safeguarding Policy, available from the school and on the Knights Enham Schools website.

**21. Policy Review**

This policy will be reviewed annually, or sooner if there are changes to legislation, statutory guidance, school procedures or the operation of the Wraparound Care provision.