Wraparound Care Policy

Review Date: July 2027

Northfleet Nursery School Wraparound Care Policy

Northfleet Nursery School is pleased to be able to provide the children of our school the opportunity to attend After School Club. These sessions must be booked in blocks over the space of terms as defined below:

Term 1 – 1st September – 16th October (After School Club to start on 28th September)

Term 2 – 2nd November – 18th December

Term 3 – 4th January – 12th February

Term 4 – 22nd February – 25th March

Term 5 – 12th April – 28th May

Term 6 – 7th June – 23rd July

However, places are subject to availability

Our After School Club operates in line with the school's ethos and values and high expectations of pupil behaviour. The wraparound care staff members have been appointed for their expertise in childcare and also have the necessary qualifications for safeguarding, behaviour management and first aid.

It is the wish of everyone involved at our School's Wraparound Care Provision to provide a happy, stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded development.

The safety and wellbeing of all children attending the wraparound care provision is of paramount importance. The club operates in line with Northfleet Nursery School's safeguarding policies and procedures.

Safeguarding

All staff working within the provision have a responsibility to safeguard and promote the welfare of children. Staff will maintain appropriate supervision of children at all times and ensure that the environment remains safe, secure and supportive.

All concerns relating to a child's welfare will be taken seriously and reported in accordance with the school's safeguarding procedure.

Admissions Criteria for Wraparound Care

Northfleet Nursery School's Afterschool Club is available to children who attend our Working Parent's Entitlement.
Once a pupil leaves our school whether still in primary education or moving onto secondary education this childcare service will no longer be available to them.

Registration Forms

Parents and Carers will be required to complete the sign-up form to considered for a place.

Maximum Numbers and Waiting Lists

Currently our staff/pupil ratios allow for 20 children to attend After School Club.

Wraparound Care will operate a waiting list once the maximum number of children has been reached. Places will be offered as spaces become available. We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios.

Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by the School having regard to the age and needs of the children and the types of activities, referring to the relevant guidance.

Specific Individual Needs

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child
- Liaison will be arranged with relevant professional support networks if applicable
- Appropriate staffing levels are maintained

Northfleet Nursery School After School Club:

- Is open term-time only with sessions running from 3:00pm to 4:00pm
- Will be closed during the holidays including bank holidays and INSET days
- A snack can be provided for children attending after school club.

After School Club Fees (per child / per session):

- Only (3:00pm – 4:00pm) £6 per session

Term 1 - £90 (28th September - 16th October)

Term 2 - £210 (2nd November - 18th December)

Term 3 - £174 (5th January - 12th February)

Term 4 - £144 (22nd February - 25th March)

Term 5 - £204 (12th April - 28th May)

Term 6 - £210 (7th June - 23rd July)

Payments and Refunds

Payments

- Booking must be made for the whole term – to assist families with budgeting we have broken down the payments into 6 terms. Payment must be made before the child starts their After School Club place. Please contact the school office if you require more information.
- Please note that the Wraparound Care staff are not permitted to receive cash or cheque payments for these clubs.

Refunds

- Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc.
- If you wish to collect your child at the end of standard session time (3:00pm) you are able to do so but no refund will be given for non-attendance.

Arrival and Departure Procedure

After School Club will operate a rigorous procedure regarding the security and safety of all children within our care. In order to ensure the safety of the children it is not possible to make allowances, which do not adhere to the policy and procedure outlined in this document.

Arrival to After School Club

All pupils will be escorted from their classroom to the After School Club classroom by a member of staff where they will be registered. This is to ensure the safeguarding of your child

At the beginning of each After School Club session there will be a register taken.

Departure from the After School Club

- Children cannot be collected any earlier than 4:00pm
- Children must be collected at the end of the booked session by either the legal parent or carer or a person named and given a password. We will not release children to any siblings or children under the age of 16 years.
- The After School Club door will open at 4:00pm, to enable your child to be collected promptly.
- The school gate will close at 4:15pm. Any child not collected on time will be liable for our late collection fee as detailed in our charging policy.
- In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:
    - The office must be contacted, (office@northfleet-nur.kent.sch.uk) The office or Parent/Carer will provide a password which will be given to the After School Club staff.
    - When the person arrives the password will be checked and if it matches, the child will be handed over.
    - If we are unable to match the password or if the staff are uncomfortable with handing over, then the child will be retained and we will follow our Safeguarding procedures.

Non-Collection of a Child from After School Club

In the event that a child is not collected from the After School Club by the end of the session, the Supervisor should:

- Establish if a message has been left by the parent/carer
- Try to contact the parent/carer. Appropriate messages must be left asking for them to contact the club immediately.
- A member of staff must remain near the telephone in order to receive any calls
- If the child has not been collected by the end of the Club's registered session and contact with the named parent/carer has not been established the Supervisor must contact other authorised collectors from the registration form.
- The Supervisor must inform the Head Teacher or one of the other designated safeguarding leads.
- After all avenues of contact have been exhausted and the Club has not received any contact from the parent/carer or authorised collectors, the Head Teacher (or other designated safeguarding leads) will make the decision to contact the Local Authority's Designated Child Protection Officer.
- At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Local Authority Child Protection Officer or a Designated Safeguarding Lead.

Late Collection from After School Club

The school shall apply the following procedures for late collections and reserves the right to apply an additional charge where child/children are picked up late from the after-School Club:

- First late collection – 'verbal' warning.
- Second late collection - Charging policy enforced

Contacting the After School Club

By Phone:
After School Club can be contacted during club hours on the main school telephone number:
01474 533950
The school office staff will take your message and share it with the club supervisor.

By Email:
If you wish to contact After School Club please email the school office
Office@Northfleet-Nur.Kent.Sch.Uk

Emergency Evacuation and Closure

In the event of emergency evacuation, staff and children will follow the school's fire and emergency procedures and move to the designated assembly point. A register will be taken to ensure that all children are accounted for. If the school site needs to close unexpectedly due to an emergency, parents or carers will be contacted and asked to collect their children as soon as possible. Staff will continue to supervise children until they are safely collected.

Relevant Policies

Please see below for links to relevant policies:

Medication Policy

Behaviour Management Policy

Complaints Procedure

GDPR Policy