



Belgrave Primary School

Wraparound Childcare Policy **(The Happy Hive** Before and After School Club)

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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.



Belgrave Primary 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.

The Happy Hive

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.

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.
- Follows the safeguarding and welfare requirements within the EYFS statutory framework (2025) when children in Reception year or younger are being cared for.
- 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.

Child Conduct and Behaviour

- In the interest of everyone's safety, the school's code of conduct and Relationships policy (behaviour policy) must be followed.
- Failure to adhere to the behaviour policy will result in a formal warning being given before the place is removed.

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 Equality Objectives Statement.

The school will make sure that The Happy Hive Before & After School Club 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 safely recruited 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.

Where necessary, with advance notice, 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.

Places

The school will have a first come, first served policy when bookings become available on ParentMail.

Fees and Finances

The school is aware that, for The Happy Hive Before & After School Club 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.
- 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.

Morning club times and charges are:

8am - 8.45am at a cost of £3.70

8.30am - 8.45am at a cost of £1.60

After school club times and charges are:

3.15pm - 4.15pm at a cost of £5.25

4.15pm - 5.30pm at a cost of £5.80.

Friday club runs until 4.15pm, there is no late club until 5.30pm on Fridays.

Your child can attend both after school sessions at a charge of £11.05

The following conditions will also be in place:

- Fees can be paid through ParentMail app.
- 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
- If a child is picked up late, parents will be charged an additional £5. The late collection charge will start at 4.20pm and 5.35pm respectively. This charge will continue to increase by £5 per 15 minutes late thereafter.
- Whenever a child is collected late, the parent will be reminded that they must notify a member of staff if they are running late and they will be warned that repeated late arrival will result in penalty fees.

Staffing

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 ensure we 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 five 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'.

Provision will ensure that there is a staff-to-child ratio of 1:15 at all times. Ratios of 1:8 for children in Early Years will also be applied. There will never be fewer than 2 staff on duty.

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.

At least one member of staff will hold a Paediatric First Aid qualification.

Offering food

The school is aware that offering food is an optional element of wraparound provision. The school will adhere to The School Food Regulations 2014, which apply to all food and drink provided to pupils on school premises up to 5:30pm. Morning club does not include any food.

When offering food and drink as part of 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 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.
- Minimise the chance 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.

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 school hall or IT suite (depending if there is a club taking place in the school hall)
- Attendance will be recorded in The Happy Hive Before & After School Club register; the parents of any pupil who was booked to attend and is not present when the register is called will be contacted immediately.
- All children will be taken to their classrooms.

After-school care

- Children in Reception and KS1 will be collected from the Reception/ KS1 classrooms by club staff and recorded in the 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 staff member will check with the school and the parent immediately.

- Where there are children booked to attend the club, but have not arrived, the school office 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 club folder contacting SLT.

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.
- Have appropriate staff.

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 when initially choosing the school.
- 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.

Uncollected children

Staff members will do their best to ensure effective communication between the school-run wraparound provision and parents.

There is a 5 minute 'grace' period at the end of the first session only, as long as the parent has phoned the wraparound care staff to say they may be late.

If a child is picked up late from the first session (after 4.20pm), parents will be charged an additional £5 to cover the cost of the second session.

If a child is picked up late from the second session (after 5.35pm), there will be a charge of £5 and an additional £5 per 15 minutes thereafter to cover the staffing costs.

Whenever a child is collected late, the parent will be reminded that they must notify a member of staff if they are running late and they will be warned that repeated late arrival will result in penalty fees. School will log late collections and if there are more than 10 late collections within a rolling 10-week period, the school reserve the right to prohibit the child from attending before and after school club.

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.
- A member of SLT will be contacted and informed.
- 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 on the answer phone of the emergency contacts informing the parent of the child's location.

