



## Wrap Around Care S Club Policy

Approved:	3 <sup>rd</sup> November 2025
Next Review:	Autumn Term 2026

## **Aims**

The purpose of this policy is to provide clarity on the operation of our wrap-around care provision, known as “S Club”, and to ensure alignment with all St Wilfrid’s school policies, safeguarding, and statutory guidance.

Our aims are:

- To provide wrap-around care in a safe, secure, and inclusive environment for the children of St Wilfrid’s CE Primary School.
- To offer a variety of stimulating, age-appropriate, and safe play opportunities, promoting creativity, independence, and social development.
- To ensure that all children, including those with special educational needs or disabilities (SEND), are supported and included.

To achieve our aims:

- Club sessions are held every day during term time.
- Premises and equipment are regularly cleaned, inspected, and risk-assessed.
- A qualified first aider is always on site.
- Regular fire drills are conducted, and all staff and children are familiar with procedures.
- Children are encouraged to be independent, experiment, be creative, and develop self-discipline and acceptable behaviour.

## **Organisation**

S Club Management

S Club is coordinated by Julie Morton and Mandy Streets. They are supported by trained playworkers.

All staff and volunteers:

- Are subject to enhanced DBS checks.
- Undertake induction, ongoing safeguarding, first aid, and health & safety training.
- Report directly to the Headteacher and governing body for oversight.

## **Timings of Club**

Session	Days	Time
Breakfast Club	Mon – Fri	07:30 – 08:50
After School Club	Mon – Fri	15:25 – 18:00

## **Allocation of Places**

- Places are allocated on a first-come, first-served basis.
- Parents must inform the coordinator of required sessions.
- If a session is full, children are placed on a waiting list in order of request.
- Emergency or ad hoc bookings will be considered only if staffing ratios and space allow.

Staff-to-child ratio: 1:8 at all times.

## **S Club Fees and Payment**

- Breakfast Club: £7.00 per session
- After School Club: £10 per session

### Payment terms:

- Parents are invoiced half termly in advance via ParentPay or childcare vouchers.
- All absences, including illness, are charged at full price.
- Late collection incurs a fee of £10.00 per 15 minutes beyond 18:00.
- Non-payment may result in temporary or permanent exclusion from the club.

### Refunds:

- Refunds may be offered only in exceptional circumstances or if the club is cancelled due to school closure or staff absence.

### Data Protection:

- All financial and personal data are stored securely in line with GDPR.

### Drop-Off / Pick-Up Arrangements

- Doors open no earlier than 07:30.
- Parents must provide details of authorised collectors during registration.
- Any change to collection arrangements must be communicated via the S Club mobile (07891 895308).
- Staff will not release children without parental consent.
- If a child is uncollected 30 minutes after the session ends, staff will follow safeguarding procedures, including contacting social services if necessary.

### Security Measures:

- Passwords or collection codes may be used for additional security.
- Visitor access is monitored and identification is required.

### Provision and Activities

- Focus is on play and leisure,
- Activities include: art & crafts, construction, clay/playdough, technology, computers, group games, puzzles, and physical play,
- Activities are risk-assessed, inclusive, and adapted to meet the needs of children with SEND,
- Children are encouraged to develop independence, social skills, and teamwork.

### Safeguarding

- Staff follow the school's Child Protection Policy and KCSIE 2025.
- All concerns are recorded on CPOMs.
- If the DSL is unavailable, staff contact the Headteacher, another DSL, or the local MASH team and follow their advice.
- All staff are mandatory reporters and trained to identify signs of abuse, neglect, or safeguarding risks.
- Whistleblowing procedures are available for staff.

## **Emergency and Fire Procedures**

- Fire alarms trigger immediate evacuation to the playground assembly area.
- Staff line children up safely, check toilets, and take registers.
- Children and staff await instructions before returning to S Club rooms.
- Risk assessments are conducted for all indoor and outdoor areas, including offsite visits.

## **Food and Hygiene**

- Staff preparing food hold food hygiene certificates.
- Tables, surfaces, and floors are cleaned before and after food preparation.
- Children wash hands before and after eating; hand sanitiser is available.
- Food and drink are stored safely, in line with allergy policies and dietary requirements.
- Children do not enter food preparation areas.
- Staff use safety mugs for hot drinks and follow personal hygiene standards.

## **Personal Care**

- Consent is obtained via the school's existing personal care forms.
- Two staff members are present for personal care.
- Children are encouraged to be as independent as possible.

## **Administering Medicine**

- Staff administer prescribed medication only, in line with the school's existing medical consent forms and policy.
- Medication must be clearly labelled with the child's name and dosage.
- Staff are trained to manage children with chronic conditions (asthma, allergies, epilepsy) safely.

## **Accidents and Injuries**

- Parents provide consent via the school's medical consent forms.
- Staff provide first aid in line with the school's First Aid Policy.
- In serious incidents, emergency services are contacted and parents notified immediately.
- A staff member remains with the child until a parent or carer arrives.

## **Behaviour Policy**

- S Club follows the school behaviour policy.
- Positive behaviour is rewarded with verbal praise, stickers, Dojo points, House points, or certificates.

### **Behaviour steps / sanctions:**

- Praise positive behaviour; model expectations
- Quiet reminder and informal monitoring
- Verbal warning; issue white cloud
- Further warning; issue blue cloud; reflection time
- Leadership involvement; parents informed

Staff support withdrawn or anxious children with praise, encouragement, one-to-one assistance, and gradual integration into group activities.

Behaviour support is tailored for children with SEND.

## **Special Educational Needs (SEN) & Inclusion**

- All children are welcomed and supported.
- Reasonable adjustments are made to meet individual needs.
- Children with disabilities are included in social and learning experiences wherever possible.
- Inclusion teaches acceptance and challenges prejudice, benefiting all children.
- While every effort is made to accommodate children with additional needs, there may be occasions where a place cannot be offered if adequate staffing, resources, or safe supervision are not available. In such cases, the coordinator will discuss alternative arrangements with parents/carers to ensure the child can access appropriate care safely.

## **Communication and Parental Involvement**

- Staff communicate regularly with parents about progress, health, or behaviour.
- Parents are encouraged to share concerns or feedback.
- Positive parent-staff partnerships promote a happy, secure environment.

## **Complaints and Comments Policy**

- Step 1: Speak to a staff member.
- Step 2: Contact S Club Coordinator or, in their absence, the Headteacher.
- Step 3: Inform the Governing Body if unresolved.
- All complaints are recorded, investigated, and responded to in writing.
- Ofsted can be contacted directly: [Ofsted complaints](#).
- Staff complaints are dealt with according to the school's whistleblowing and HR policies.

## **Offsite Visits**

- All offsite visits are risk-assessed and follow the school's Offsite Visits Policy.
- Children are always supervised at ratios that meet statutory requirements.

## **Review**

- This policy is reviewed annually, incorporating feedback from staff, children, parents, and governors.
- Compliance with statutory guidance (KCSIE, Ofsted, health & safety, SEND) is checked at each review.