Wrap Around Care S Club Policy

Approved:	**3rd November 2026**
Next Review:	**When required due to changes in legislation, statutory guidance, school policies or the operation of S Club.**

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.

A minimum staff-to-child ratio of 1:8 will be maintained. Additional staff will be deployed where required to meet the needs of individual children, including children with SEND, or where activities or circumstances require additional supervision.

Attendance and Registers

- An accurate register of all children attending S Club will be maintained for each session.
- Registers will record children's attendance and collection arrangements and will be checked by staff at the appropriate points during the session.
- Any unexplained absence or non-attendance will be followed up in accordance with the school's attendance and safeguarding procedures.
- Staff will ensure that the register is available in the event of an emergency or evacuation.
- Parents/carers should inform S Club as soon as possible if their child will not be attending a booked session.

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.
- A late collection fee of £10.00 will be charged for each 15-minute period, or part thereof, after 18:00.
- Persistent late collection may result in the S Club place being reviewed and further action being taken in accordance with the school's procedures.
- Parents/carers should contact S Club as soon as possible if they anticipate being late.

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.

Uncollected Children

- If a child has not been collected by the end of the S Club session, staff will attempt to contact the parent/carer using the contact details held by the school. If the parent/carer cannot be contacted, staff will contact the child's nominated emergency contacts.
- The child will remain safely supervised by S Club staff while attempts are made to establish contact. The S Club Coordinator and/or Designated Safeguarding Lead (DSL) will be informed.
- If the child remains uncollected and no responsible adult can be contacted, staff will follow the school's safeguarding and uncollected-child procedures. Where necessary, advice and support will be sought from the appropriate local authority children's social care/MASH service.

- Staff will continue to supervise and support the child until responsibility for their care has been formally transferred in accordance with safeguarding procedures.

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 and Safeguarding Policy and the current statutory guidance, including *Keeping Children Safe in Education (KCSIE)*.
- All concerns are recorded on CPOMs.
- If the DSL is unavailable, staff will contact another designated safeguarding person, the Headteacher or the appropriate local authority safeguarding service and follow the school's safeguarding procedures.
- All staff have a responsibility to recognise and report safeguarding concerns in accordance with the school's Child Protection and Safeguarding Policy.
- Whistleblowing procedures are available for staff.

Emergency and Fire Procedures

- In the event of a fire or other emergency requiring evacuation, the alarm will be raised and children and staff will evacuate immediately using the designated evacuation routes.
- Staff will supervise children safely and take the S Club register to the designated assembly point.
- Staff will check designated areas, including toilets, where this can be done safely.
- Registers will be checked at the assembly point and any missing child will be reported immediately to the person coordinating the emergency.
- Children and staff will remain at the assembly point until they are given instructions to return to the building or are otherwise directed by the emergency services.
- Emergency evacuation arrangements will take account of the individual needs of children and staff who may require additional assistance.
- Fire drills and emergency procedures will be carried out regularly in accordance with the school's fire safety arrangements.
- Risk assessments will be undertaken for S Club activities, indoor and outdoor areas and any 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

- S Club staff will administer prescribed medication only where the appropriate parental/carer consent and medical information have been provided, in accordance with the school's existing medical policy and procedures.
- Medication must be clearly labelled with the child's name, medication name, dosage and administration instructions.
- Medication will be stored safely and securely and will remain accessible to staff when required.
- Staff will only administer medication for which they have received appropriate information and, where necessary, training.
- Staff will follow the school's procedures for recording the administration of medication and will report any concerns or adverse reactions to the parent/carer and appropriate school staff.
- Children with ongoing medical conditions, including asthma, allergies or epilepsy, will be supported in accordance with their individual medical needs and any relevant healthcare or emergency plan.

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

S Club is committed to providing an inclusive service and treating all children fairly and with dignity. The provision will have regard to the requirements of the Equality Act 2010 and the school's SEND and equality policies.

- All children are welcomed and supported.
- Reasonable adjustments will be made where appropriate to enable children with disabilities and additional needs to access S Club safely and meaningfully.
- Individual needs will be considered when planning activities, staffing arrangements, supervision and support.
- Children with disabilities are included in social, recreational and learning experiences wherever reasonably possible.
- Inclusion promotes acceptance, respect and understanding and challenges prejudice and discrimination.
- While every effort will be made to accommodate children with additional needs, there may be occasions where a place cannot be offered, or an existing arrangement may need to be reviewed, where adequate staffing, resources or safe supervision cannot reasonably be provided. In such circumstances, the S Club Coordinator will discuss the situation with parents/carers and the school's SENDCo and consider appropriate reasonable adjustments or alternative arrangements.
- Behaviour support and activities will be adapted where appropriate to meet individual needs.

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 will be reviewed as required to ensure that it remains appropriate and reflects the current operation of S Club.
- The policy will be reviewed where there are significant changes to legislation, statutory guidance, school policies, safeguarding requirements, staffing arrangements or the operation of S Club.
- Feedback from staff, children, parents/carers and governors may be considered when the policy is reviewed.
- Any amendments will be approved in accordance with the school's policy approval arrangements.