

St. Chad's Catholic Primary School



Grow in Love. Live in Peace

Title: Wraparound Care Policy - 2025-2026

(Annual)

Author: Senior Leadership Team (SLT)
Committee: Resources
Date Prepared: 01/08/2025
Date of Review: 01/08/2026
Chair of Board of Directors: Marco Starace



Safeguarding Statement

This school takes notice of and adheres to all national and local policies and guidance in regard to Safeguarding


Children and Young People.

Lead Safeguarding Persons: DSL Mrs T Lawlor, Mrs P Mitchener and Mrs J Mooney

Director Designated Safeguarding Officer: Marco Starace

Introduction

Key people / dates

 <p>St Chad's Catholic Primary School</p>	Designated Safeguarding Lead (DSL) team	Mrs Tamsyn Lawlor, Mrs Paula Mitchener, Mrs J Mooney, Mrs S Davern, Mrs S Odewale
	Safeguarding Governor	Mr Marco Starace
	Date this policy was reviewed and by whom	August 2025 Mrs T Lawlor
	Date of next review and by whom	August 2026 Mrs T Lawlor

What is this policy?

We aim to:

- Provide a safe, nurturing and welcoming environment to all pupils, where children feel valued, happy and secure, in a familiar setting with adults they know and trust.
- Provide a variety of experiences and play opportunities, inside and outdoors, which enhance children's learning, social and emotional development and wellbeing.
- Provide a high quality, assured service for parents and carers and foster positive relationships with families.
- Develop children's self-esteem through positive attitudes to one another.
- Encourage independence, social engagement and appropriate patterns of behaviour.
- Offer a child-centred environment in which the individual child can be supported and encouraged appropriately for their needs.
- Promote equal opportunities for all regardless of race, gender, age, ability, or religion.
- Ensure our staff feel valued and continue to be informed of current thinking, safeguarding, legislation and appropriate policies.

Contact Information

Hope's Haven Wraparound Club
St Chad's Catholic Primary School
Alverston Gardens
SE25 6LR
Tel: 02087713470
Email: wac@stchadsprimaryschool.com

How will this policy be communicated?

This policy can only impact upon practice if it is a (regularly updated) living document. It must be accessible to and understood by all stakeholders. It will be communicated in the following ways:

- Posted on the school website
- Available on the internal staff network - Teachershare
- Available in paper format in the staffroom and in the office for parents
- Part of school induction pack for all new parents.

Admissions

The Breakfast & After School club is open to applications for all St Chad's pupils.

- In-line with our Equality Policy, no child will be refused a place on the grounds of gender, religion, language, culture or disability.
- A waiting list system operates when the demand exceeds capacity; parents will be contacted as and when a place becomes available.
- Different days have different waiting lists. These may be of different lengths based upon demand.
- Once a place in the club has been confirmed, the sessions allocated will be secured until the place is cancelled by the parent/carer.
- The school reserves the right to take individual circumstances into account and use discretion to allocate places on the basis of need

Sessions & Charges

Charges are based on each session as follows:

- Breakfast Club = £6.00 per session (fee includes breakfast)
- After School Club = £12.50 per session (fee includes a healthy snack and a drink)
- A £2.50 discount will be applied for those children booked in both clubs per day.
- Siblings will receive a 10% discount.

Fees will be reviewed annually by the school's Senior Leadership Team and Governors.

Sessions must be paid for upon booking via the child's ParentPay account.

Sharing Information

All important and relevant information in relation to a child is shared with the WAC team. This includes medical need, allergies, primary contact information and any established passwords to safeguard collection of pupils.

Our WAC team also have access to all relevant pupil information via SIMS. A child's information is confidential and shared only with the necessary staff members.

It is the parent's responsibility to inform staff of any dietary requirements or known allergies. Parents are required to update any changes to the school.

Bookings

Regular bookings can be requested for any number/combination of days, as required.

Once a place in the club has been confirmed, data collection sheet will be run from our school information system & parents will be asked to check information on their first day at WAC. Once a registration form has been returned and a child has been allocated a regular space, access to ParentPay and parents will be able to make bookings and pay online.

Payment can be made via ParentPay and childcare vouchers can be accepted for schemes for which the school is registered.

The sessions allocated will be secured until the place is cancelled by the parent/carer.

If a parent/carer wishes to change sessions from the original allocation, they will need to reapply for the new sessions. This is not restricted to academic years

Cancellation/Amendments

Parents must give notice of 2 working days (term time only) for cancellations.

We understand plans change at short notice and try to be as accommodating as possible. Therefore, if a cancellation is due to exceptional reasons, credit will be given. We will also rearrange/ carry-over bookings-where possible.

Unused club bookings cannot be exchanged for other days.

If the school has arranged a school trip, the fees for the club will be cancelled but we request that you inform the school office via email (wac@stchadsprimaryschool.com) that the child will not require WAC on this date.

Failure to inform the school that your child will not be present for a booked session will result in full fee being charged

Outstanding Payments Procedures

Any outstanding fees should be paid, via ParentPay, within 7 days. If there is no payment received, a member of our WAC team will contact the parents/guardians directly to enquire about the payment.

If immediate payment is not possible, a structured re-payment will be agreed between the School Business Manager (Mrs E Sawyer) and the parents/guardians.

The school reserves the right to withhold further WAC care for pupils where there is non-payment of fees. If this is the case, parents will receive a written warning from a member of the school's senior leadership team

Late Collection

If a parent or carer is late collecting their child a penalty of £5 per 5 minutes will apply.

The time the parent/carer collects the child will be noted on the register. This charge will be added immediately to your club account to be settled via ParentPay.

If a parent/carer fails to pay penalty charges or contact the club to come to an agreement about when they will pay, the school reserves the right to refuse a place at the club.

Parents/carers who are persistently late will meet with the Senior Leadership Team to discuss and try to resolve any issues. If the issues cannot be resolved the school reserves the right to refuse a place at the club

After 6pm Procedure and Charges

If a child is not collected by 6pm the following process will be followed:

- Parent/Carer call to establish a reason for non-collection
- If contacts are unreachable after 10-minutes, the WAC Manager will inform a member of the Safeguarding Team
- After 1 hour of non-contact/collection a call will be made to Croydon MASH Safeguarding Hub.

Staffing

All staff employed by St Chad's Catholic Primary School are subject to a DBS check and are suitably qualified. A WAC Manager is present for every session.

All sessions are staffed in-line with guidance relating to pupil numbers and the age of the children in WAC. Additional staff will be deployed when the numbers are high to maintain the standard of safety.

All staff have up to date fire safety training, safeguarding training, first aid trained and are health and hygiene certified.

We have an open-door policy to assist with any parental queries or concerns.

Breakfast Club

Drop off is at the WAC club door from 7:30am onwards. Children are registered on entry by the assigned member of staff.

Toast, cereal and fruit are provided for breakfast.

At 8:25am, pupils will gather to hear a story before the start of their school day at 8.35am.

Once story time is finished, Reception, Year 1 and Year 2 children are escorted to their class with the WAC staff. Children will arrive in class on time, prepared for the day ahead.

After School Club

All children are escorted over to the WAC room at the end of the school day, by a member of staff who exchanges any important information. Registration takes place after dismissal from the class staff.

A light snack is given to all pupils at 4pm. Pupils who have attended other clubs will receive their snack when they join WAC club.

Collection is from the WAC club door. Children are signed out when leaving, noting the time of collection and person who collected. If the known parent will not be collecting, we will require parents to phone the office staff on 02087 713470, before the end of the school day, with details of the adult who will be collecting, and the collection password which you will have agreed with them. We will not release any child for collection if we are not assured of their identity.

Indoor Play

Wraparound Care are very fortunate to have access to large indoor spaces including use of the ICT suite, hall, music room and WAC room.

Activities are child-led with a wide choice of games, toys and crafts available. We also encourage our KS2 children to complete their homework, with support from adults-if needed

Outdoor Play

The children are encouraged to make use of the outdoor area, weather permitting, and providing they are wearing appropriate clothing.

Behaviour

The school has high-expectations of behaviour and conduct. These stem from the school's Behaviour Policy, which is followed for all children attending Wraparound Care.

Staff implement a consistent approach and reward exemplary behaviour through issuing House Points.

If a child's behaviour is a cause for concern or if they seem to be displaying behaviour out of character, they may be spoken to by a senior member of staff and their parents/guardians informed.

Toileting and Intimate Care

WAC implements the school's Intimate Care and Toilet Procedures Policy.

The staff will adhere to any toileting plans in place for pupils. In accordance with our Code of Conduct for staff and other adults, staff and other adults in this school are expected to:

- adhere to the school's intimate care procedures
- make other staff aware of the task being undertaken
- always explain to the pupil what is happening before a care procedure begins
- consult with colleagues where any variation from the agreed procedure/healthcare plan is necessary
- record the justification for any variations to the agreed procedure/healthcare plan and share this information with the pupil and their parent
- avoid any visually intrusive behaviour
- always consider the supervision needs of the pupils and only remain in the room where their needs require this.

Children are supervised and supported (if needed); we encourage independence.

Complaints

St Chad's Catholic Primary School WAC adheres to the same principles and procedures as outlined in the school's Complaints Policy. This can be viewed via our website or by requesting a paper copy from the school office.

Evacuation/ Emergency Procedures

The school undertakes half-termly emergency evacuation procedures for children attending WAC provision.

These drills alternate between breakfast and after school club. The designated fire assembly point is on the school playground.

The Wraparound Care Staff are fully trained Fire Wardens

Accident/Injury

All Wraparound Care staff follow the school procedures in regards to reporting and recording injuries and/or accidents.

If a child has an accident during their session, a member of staff will inform the parent/carer on collection.

If first aid is given, the accident will be logged in the accident book and an accident slip/ bumped head slip will be issued and handed to the parent/ guardian upon collection.

Parents/ guardians will be contacted immediately in the event of a child sustaining a more serious injury or if the child becomes ill during the session.

Drop-off/ Collection

All areas of the school and its surrounding grounds are no smoking areas-this includes vaping.

No dogs are allowed on the school grounds-with the exception of guide dogs.

Gates and doors are kept closed. There is always a member of staff assigned to the door/gate to aid the drop-off and collection of pupils.

Unless permission has been sought by a senior member of staff, parents/ carers are not permitted to enter the building or the outdoor space where the children are playing.

Lost Property

Mirroring school guidance, all clothing and personal items should be clearly labelled. WAC is not responsible for loss or damage to personal belongings.

Medication

Medication will be passed on to admin with the appropriate completed documentation and is administered in-line with the school's policy.

Individual children's medication, such as an inhaler or epi-pen is clearly named and stored in the First Aid cupboard.

SEND

Staff are aware of children with EHCP's and consult advice from Mrs. V O'Reilly (SENDCo) as necessary.

Safeguarding

At St Chad's Catholic Primary School, the safeguarding of our children is the highest priority. In WAC, this is no exception. All staff are given annual safeguarding training and follow the school's safeguarding & child protection policy.

Mrs T Lawlor (Designated Safeguarding Lead-DSL) works closely with the team and carries-out regular monitoring of the procedures and activity in place. Mrs Odewale, the WAC manager is DDSL.

A member of the DSL team is always contactable by WAC staff in the event of further support being required.

All staff in WAC regularly renew their training in-line with the recommended guidance from KCSIE.

Staff use a walkie-talkie system as a means of communication and have direct phone lines should they require further assistance.

When outdoors, children play in a safe space surrounded by a perimeter fence and locked gates which are operated by adults. Adults have designated places to stand to allow them to have full visibility of the pupils.

Within the school hall & WAC room itself, safeguarding posters, leaflets and associated literature are displayed as a reference point for adults and pupils.

There is a culture of safeguarding at St Chad's and it is seen as everyone's responsibility; this ethos and commitment is shared by our team, who facilitate our WAC provision.