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# Wraparound Care Policy (Breakfast Club and Dove Club)

**Approval Date:** March 2024  
**Review Date:** September 2024

## **Dovecotes Primary School Wraparound Care Policy Breakfast Club and Dove Club**

### **Introduction**

Dovecotes Primary School is pleased to be able to provide the children of our school with the opportunity to attend Breakfast Club and After School Club (Dove Club). Our Wraparound Care is only available to children of school age who attend our school. 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.

This childcare provision is an extension of Dovecotes Primary School and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour. The wraparound care staff members have the necessary qualifications for safeguarding, behaviour management and first aid.

### **Registration Forms**

For Dove Club, parents and carers will be required to complete registration forms including details regarding special needs, allergies, collection permissions and emergency contact details. These registration forms must be returned directly to the school office.

### **Bookings**

Breakfast Club does not need to be booked in advance. Children can pay on the door each day as they enter the club to access the provision.

Dove Club bookings must be paid for in advance. Sessions can be paid for session by session or as block bookings. Places are subject to availability. It is therefore recommended that parents and carers do not rely on 'same day' bookings unless in an emergency.

Dovecotes Primary School reserves the right to cancel your booking if outstanding payments are not made, including any late collection charges.

### **Behaviour**

School policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who constantly breaches the school's Behaviour Policy. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the School's Senior Leadership Team which will result in the child being excluded from the club for a period of time.

### **Opening Hours and Fee Structure**

#### **Breakfast Club:**

- is open term-time only with sessions running from 8:00 am – 8:45 am;
- will be closed during the holidays including Bank Holidays and INSET days;
- charges a fee of £2.50 which covers the cost for the session including food and drink (which will be a breakfast of either cereal, toast with toppings and juice).
- payment must be paid in cash on the door as children enter.

#### **Dove Club:**

- is open term-time only with sessions running from 3:15 pm to 4:30 pm;

- will be closed during the holidays including Bank Holidays and INSET days;
- charges £3.50 for the whole session 3:15 pm – 4:30 pm (children may wish to bring their own snack)
- sessions must be booked and paid for via the main school office on a weekly or monthly basis.
- can be paid for by cash or cheque.

If a child does not need to attend a booked session at Dove Club, parents and carers need to give 48 hours notice so that the session can be offered to another child. If this notice is not given, then the session will need to be paid for. If non-attendance is due to the child being absent from school, the payment can be credited to future sessions.

If a parent is a current registered student with the Childcare Grant Payment Scheme and their child has been linked to Dovecotes Primary, they are able to claim 85% of the cost from the Scheme. The School's Office Manager will issue an invoice at the start of each month for the remaining 15% which is to be paid direct to the school. This applies to both Dove Club and Breakfast Club.

### **Arrival and Departure Policy and Procedure**

Dovecotes Primary School Breakfast Club and Dove Club will operate a rigorous procedure regarding the security and safety of all children within our care. There is a clear procedure in place for both arrival and departure of all children attending these clubs. 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.

### **Breakfast Club**

#### **Arrival to the Breakfast Club**

Children of all ages must be dropped off by an adult. Children will be handed over to the Breakfast Club staff at the door to the Key Stage 2 Hall from 8:00 am where they will be signed in and added to the register.

#### **Departure from the Breakfast Club**

Children will be dismissed by the Breakfast Club staff at 8:45 am. Pupils will be escorted to their classrooms by the Breakfast Club staff.

### **Dove Club**

#### **Arrival to Dove Club**

All pupils will be escorted from their classroom to the school hall by a member of staff where they will be registered. Children attending extra-curricular clubs (either run by school or external staff) will be escorted to the Dove Club by the extra-curricular club leader. The Dove Club Coordinator will cross-reference pupils in attendance at Dove Club against the bookings made. Pupils who have not booked into a session in advance will be billed and payment must be paid to allow them to access future sessions.

## **Departure from Dove Club**

Children must be collected promptly by 4:30 pm at the latest by either the legal parent or carer or a person named on the collection permission form. We will not release children to any siblings of primary school age. Children must be collected from the door next to the Year 2 classroom. Parents and carers should ring the door bell to alert Dove Club staff who will then sign the child out. For safeguarding reasons, the school will refuse to release a child to someone who is not on the collection permission form unless we have had consent in advance from the parent/ carer. E.g. a signed note or email to the school office.

In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent without consent being received, the following procedure must be followed:

- The parent must be contacted to provide the full name of the person collecting the child along with a description of them;
- To establish it is the named person, the staff member will ask the parent to confirm a previously agreed password.
- When the person arrives, identification will be checked, and the password will need to be provided and confirmed.

## **Non-Collection of a Child from Dove Club**

In the event that a child is not collected from Dove Club by the end of the session, the staff member should:

1. Establish if a message has been left by the parent/carer;
2. Try to contact the parent/carer and leave a message asking for them to contact the club immediately;
3. If contact with the named parent/carer still cannot be established, the staff member must contact other authorised collectors from the registration form;
4. After all avenues of contact have been exhausted, the staff member must inform the Head Teacher or one of the other designated safeguarding leads.
5. In the case of a pupil not being collected and no contact being made WITHIN ONE HOUR OF THE USUAL COLLECTION TIME, the school will ring Wolverhampton's Multi-Agency Safeguarding Hub (MASH)/Emergency Duty team to discuss the concerns and ask advice. This will allow Social Care to be aware of the possibility that they may need to make arrangements for the alternative care of the child. This is considered to be a last resort and parent/carers should do their best to ensure that this is not necessary. Social Care will notify the school of the child's placement and provide contact details as appropriate. It will be the intention to return the child to the parents/carers at the earliest opportunity.
6. If there are any concerns about the welfare of the parent/carer, Social Care may ask the local Police to visit the home address.

For Wolverhampton's Multi-Agency Safeguarding Hub Tel: 01902 555392 (Mon-Thurs 8:30am - 5pm {4:30pm on Fridays}) or 01902 552999 (out of hours) or in an emergency call 999.

At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Head Teacher or a Designated Safeguarding Lead.

## **Late Collection and Associated Fines**

When a child is not collected on time at the end of the school day at 3:25 pm, the child will be brought to the office by the person who has dismissed the class and the office staff will attempt to make

contact with the parent. If no contact is made, a text will be sent and the child will be put in Dove Club. The late charge of £5.00 then applies.

If there is a one-off legitimate reason why a parent cannot collect a child on time at the end of the school day (e.g stuck in traffic), and they have contacted school on the day to inform them, then the office staff will keep the child until 3:40 p.m. If the parent has not arrived by 3:40 p.m, then the child will be put into Dove Club and the late charge of £5 will apply.

Children who **are late** to be picked up from extra-curricular clubs at 4:15 pm, will be put into Dove Club and a £5:00 charge will apply.

If a child is not collected at the end of the Dove Club session which is 4:30 pm, then a £5.00 fee will be applied. Parents/ carers will then incur a further £5:00 charge for each additional 15 mins they are overdue.

If a child is persistently collected later than the agreed time (persistently will mean more than 3 times in one half term), the school reserves the right to withdraw the child's place.

The school shall apply the following procedures for repeated late collections:

- First late collection – ‘verbal’ warning by Dove Club Staff.
- Second late collection – ‘written’ warning from the Dove Club Lead, Miss K Booles.
- Third late collection – Final ‘written’ warning from the Dove Club Lead and Head Teacher informing that the place has been withdrawn.

### **Contacting the Breakfast Club or After School Club By Phone:**

Both the Breakfast Club and Dove Club can be contacted on the main school telephone number: 01902 558284 during normal school office hours (8am – 4:00pm). The school office staff will take your message and share it with the Breakfast Club or Dove Club staff member. During out of school office hours for Dove Club please use the mobile phone number 07880175010.

### **Food Provision**

Food is provided by the school at Breakfast Club in accordance with school food and hygiene standards.

### **Allergies, Intolerances and other food requirements**

Breakfast Club will cater for those children who have food allergies, intolerances or other food requirements providing the parents/carers inform us beforehand.

Breakfast Club is likely to provide options such as:

#### Cold Food

- Cereal

#### Hot Food

- Toast (with toppings)

#### Drinks

- Juice

## **Sickness & Medication Policy**

### **Sickness**

Club staff members have received First Aid training. To provide an environment where children and adults are protected from the spread of illness and infection:

- We do not provide care for children who are unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease.
- Parent/carers will be notified immediately to collect their child if they become unwell or they develop an illness whilst at Club. Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is carried out at all times.
- The Breakfast Club and Dove Club staff follow the school's First Aid policy which includes the management of medical conditions and intimate care.

### **Medication**

The Wraparound Care provision is not permitted to possess, store or dispense medication such as Calpol, Junior Aspirin or other such general medications.

### **Prescribed Medication**

The Wraparound Care provision is unable to administer any medication during sessions. Current Individual Health Care Plan details e.g. for asthma, etc will be shared by the school with the club staff member.