

St Giles CE Primary and Nursery School

Wraparound Childcare Policy

Reviewed: September 2026

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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.

St Giles CE Primary and Nursery 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.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2025) 'Keeping children safe in education'
- DfE (2024) 'Wraparound childcare: guidance for schools and trusts in England'
- DfE (2024) 'Responding to requests for wraparound childcare'
- DfE (2018) 'Charging for school activities'

This policy operates in conjunction with the following school policies:

- Early Years Policy
- Administering Medication Policy
- Anti-bullying Policy
- Attendance Policy
- Behaviour Policy
- Charging and Remissions Policy
- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Data Protection Policy
- Debt Recovery Policy
- First Aid Policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy

2. Roles and responsibilities

The LAC members will:

- Ensure the school responds to their community's wraparound needs by adhering to the right to request guidance.
- Provide support to the Headteacher in determining the most appropriate model of wraparound childcare provision.
- Establish and agree the vision and aims of provision with stakeholders, including parents, governors, staff and the Trust.
- Ensure activities do not interfere with the school's responsibility to provide a high quality and safe teaching environment.
- Hold the Headteacher to account for the performance of the childcare services.
- Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school.

The Headteacher will:

- Work with stakeholders and the Trust, to identify how the school can support parents to access wraparound childcare.
- Understand and meet the requirements and standards for delivering wraparound childcare, including:
  - Robust and effective safeguarding and welfare practices that adhere to Keeping children safe in education (KCSIE) guidance.
  - Health and safety policies.
  - Inclusivity.
  - Travel to provision, where needed.
  - Having appropriate staff.
- Ensure provision meets minimum safe standards of childcare and adheres to the law.
- Recruit and manage staff required for the wraparound childcare provision including monitoring training needs and induction.
- Report to the governing board on the performance of the wraparound childcare provision.
- Work collaboratively with the Trust to ensure parents are, at a minimum, signposted to appropriate provision if the school is unable to have wraparound on the school site.
- Ensure wraparound childcare provision does not require parents to pick up or drop off their children between the school day and wraparound.
- Establish a clear and transparent charging and remissions policy, including the details of any extra charges being applied, where appropriate and necessary.
- Check the school has the appropriate policies and agreements in place to deliver and run the wraparound care provision.

The Senior Finance Officer will:

- Determine the financial viability and practicalities of any new childcare service and offer evidence-based recommendations to the Headteacher as to whether the school should provide the service and how it should be delivered and ensure it is not profit making.
- Promote and support government subsidies such as Tax-Free Childcare (TFC) and Universal Credit (UC) Childcare.
- Take responsibility for the day to day financial administration of provision.
- Where requested, report to the governing board on the financial performance of the childcare service.

The Senior Operations Officer will:

- Ensure that the appropriate risk assessments have been undertaken in respect of the childcare service.
- Ensure that the appropriate insurance is in place for any new childcare service.
- Review and update facilities management policies and procedures to ensure that they cover the childcare service, e.g. cleaning, maintenance and security.

The SENCO will:

- Review and update existing equal opportunities policies to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that staff working at the childcare service consider the needs of children with SEND when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations.

The DSL will:

- Review and update existing child protection and safeguarding policies and procedures to reflect any new childcare service and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that any additional staff (both paid and volunteers) recruited for the childcare service complete an enhanced DBS (with barred list) check before they care for children and are added to the SCR.

3. Wraparound childcare: an overview

St Giles CE Primary and Nursery School is aware that 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. Provision should:

- Be regular.
- Have longer hours.
- Be more dependable for working parents.
- Not require parents to pick their children up from school and drop them off at another location.

St Giles CE Primary and Nursery School is aware that parents, and prospective parents, can request that the school considers establishing wraparound or holiday childcare. The school will consider and respond to requests from parents.

St Giles CE Primary School is aware that parents can make a request for children from reception up to the end of KS2. Provision will be made available to children aged 3 to 11 years.

4. Responding to requests for wraparound childcare from parents

In determining the provision of wraparound childcare St Giles CE Primary and Nursery School will:

- Gather information to understand the needs of parents and children.
- Consider different delivery models for delivering wraparound childcare.
- Determine whether it is able to use school space for wraparound provision.
- Decide whether or not to deliver wraparound childcare provision and communicate any decisions to parents and the Trust.

- Inform parents and the Trust of how it will support parents to access wraparound childcare.

To ensure parents are fully informed, the school will make parents aware of their right to request wraparound childcare, setting out the process that they will need to follow and how we will respond.

St Giles CE Primary and Nursery School will specify that all parental requests for wraparound childcare should be made to the school via email.

To aid decision making, the school will ask parents to include the following information in their requests:

- The type of childcare requested
- The age range of the children requiring wraparound
- When provision is most needed

St Giles CE Primary and Nursery School will monitor the number and type of requests received, including those from prospective parents. All requests will be recorded, dated, and stored in the School Office in accordance with the school's Data Protection Policy.

Meeting the standards for wraparound provision

St Giles CE Primary and Nursery School is aware of its obligations in ensuring that the model of wraparound provision meets the minimum standards. St Giles CE Primary and Nursery School wraparound childcare provision will:

- Meet minimum safe standards of childcare and adhere to the law.
- Have robust and effective safeguarding practices.
- Be inclusive.
- Provide safe transport, where needed.
- Have appropriate staff.

To ensure school provides high-quality, sustainable wraparound provision, it will consider the following when developing and delivering its provision:

- Make sure premises and facilities are safe, suitable, and meet all children's needs
- Check the environment is safe, welcoming, non-stigmatising, and inclusive
- Make sure the staff providing care are empathetic, considerate, and child focussed
- Confirm that staff have the skills to provide child-led, choice-based activity and play
- Check that any resources are safe, stimulating, varied and age appropriate
- Ensure provision is accessible to all children

5. Health and safety

St Giles CE Primary and Nursery 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.

6. Safeguarding

At St Giles CE Primary and Nursery School, we consistently operate on the basis that safeguarding and promoting the welfare of children is everyone's responsibility.

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.

We 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 we 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 and updated during yearly training sessions.

St Giles CE Primary and Nursery 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.

We will ensure that we:

- Follow the statutory guidance in KCSIE.
- Meet the Childcare Register's requirements, even if it is not eligible for registration on the Childcare Register.
- Make sure that all staff receive statutory and regular safeguarding training and that they know the identity of the DSL, or deputies, and how to contact them.
- Make sure that all staff, including volunteers, have obtained an enhanced DBS check.
- Make sure it has appropriate policies and procedures in place to identify and deal with safeguarding incidents quickly.
- Follow the safeguarding and welfare requirements within the EYFS statutory framework when children in Reception year or younger are being cared for.

7. Inclusion

St Giles CE Primary and Nursery 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.

School will ensure it adheres to the statutory requirements set out within the Equality Act 2010.

All wraparound providers will make childcare inclusive and accessible for all children, including children with SEND and children considered vulnerable.

School will make sure that wraparound childcare provision 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 properly vetted staff before they care for children
- Speaking to families regularly to understand individual needs and how these may change.
- Determining what transport arrangements may be necessary.

Where necessary, 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.

8. Admissions

Wraparound childcare provision will be made available to children aged 3 to 11.

Admission is subject to staffing ratios and space availability.

The school will have a first come, first served policy for admissions to wraparound provision. When all the places have been filled, new applications will be placed on a waiting list.

9. Fees and finances

St Giles CE Primary and Nursery School is aware that, for wraparound childcare to be accessible to parents and be sustainable, it must:

- 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, by publishing information on the school website, school letters and school newsletters.
- 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.

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.

In line with government guidance on charging for school activities, any charge made in respect of individual pupils attending wraparound provision will not exceed the actual cost of providing the service. Any fees applied will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full fees.

The standard daily fee for attending the breakfast club will be **£4.00** (free for all pupils in receipt of pupil premium)

The after-school care club will be:

- **£7** until 4.30pm (free for all pupils in receipt of pupil premium)
- **£10** until 5.30pm

The following conditions will also be in place:

- All fees must be paid in advance through club booking in Arbor
- No place will be given without prior payment
- If parents are planning on paying by childcare vouchers or Tax-Free childcare they should notify the school office via accounts@st-giles-matlock.derbyshire.sch.uk
- After making a childcare voucher or Tax-Free Childcare transfer parents should email accounts@st-giles-matlock.derbyshire.sch.uk with the following details
  - Child's full name
  - The date of the payment
  - The amount paid

  Once received into the school bank account this amount will then be credited onto the child's wraparound account on Arbor
- Fees are still charged if attendance is booked and the child does not attend
- Cancellations must be made 24 hours in advance by calling the school office on 01629 582913
- There is a fee of **£20 per hour** for the late collection of children after 5.30pm

10. Staffing

St Giles CE Primary and Nursery School will identify the most appropriate people to deliver wraparound, taking into account existing staff contracts and arrangements, and the mix of skills and experience required.

St Giles CE Primary and Nursery School will exercise financial prudence when taking on additional staff and work with the Trust to draw up appropriate adverts and contracts.

Ratios

St Giles CE Primary and Nursery 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 will be in ensuring the safety and welfare of children. St Giles CE Primary and Nursery School will take into consideration the following:

- How many staff are needed to ensure 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

St Giles CE Primary and Nursery School will also ensure there is:

- A process for staff absences to make sure 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 or Nursery 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'.

Wraparound provision will cater for up to **16** children at a time, ensuring that there is a staff-to-child ratio of **1:8** at all times.

Qualifications and training

St Giles CE Primary and Nursery 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.

If children in Reception year or younger are present, at least one person who has a current paediatric first aid (PFA) certificate will be on the premises and available at all times – the certificate will be for a full course consistent with the criteria set out in Annex A of the Early Years Foundation Stage statutory framework.

11. Offering food

St Giles CE Primary and Nursery School is aware that offering food is an optional element of wraparound provision. School is also aware that, for breakfast or after-school clubs which are either on school premises, or on other premises that the LA or school governing board have requested, it must adhere to **The School Food Regulations 2014**, which apply to all food and drink provided to pupils on school premises up to 6:00pm.

When offering food and drink as part of before- and after-school wraparound childcare, St Giles CE Primary and Nursery 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.

12. 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 breakfast club.
- Attendance will be recorded in the breakfast club's register.
- A member of the school staff will escort pupils from the breakfast club to their respective classes.
- The class teacher will be informed of any pupils that did not attend the breakfast club as expected; the school will follow its Attendance and Absence Policy if the whereabouts of those pupils remain unknown after registration is called.

After-school care

- Junior school children who are attending after school club will assemble in the School Hall.
- Infant school children who are attending after school club will be taken to the School Hall by a member of staff.
- If a pupil arrives at the collection point, but is not on the register, a staff member will ask the school office to check with parents/guardians regarding their attendance.
- Where there are children booked to attend the club, but have not arrived, the club 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 section 16 of this policy.

13. Collection

St Giles CE Primary and Nursery School will have the following procedures in place for when children leave an after-school club:

- Children should only be collected by the people listed under the Family, Guardians and Contacts section of their child's Arbor profile
- At the end of the after-school club, parents will sign their child out before they leave the premises.
- If someone other than the person listed is collecting the child, staff must be notified by the listed person half an hour in advance. The registered person must also provide a description of the individual.
- If the listed person is running late, staff must be notified before the end of the collection period by the registered person. If no notification is received, the club will follow the procedures outlined in section 15 of this policy.
- If a child is collected after the session time that has been booked, the family will be charged for the next session.

14. Involving parents

St Giles CE Primary and Nursery School aims to achieve effective communication with parents; therefore, it will have the following protocols in place to ensure effective information sharing:

- 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.
- An annual survey will be conducted to collect feedback and improve services.

15. Uncollected children

Staff members ensure effective communication between the school-run wraparound provision and parents.

If a child is booked into the 4:30pm session and is not collected on time, parents will automatically be charged the full extended session fee up to 5:30pm.

The following late collection procedure applies only after the 5:30pm collection time.

If a parent is up to **15** minutes late, the following procedures will be followed:

- The parent will be reminded that they must notify a member of staff if they are running late
- The parent will be reminded that there is a late collection fee

If the parent is over **15** minutes late, the following procedure will be followed:

- A member of staff will attempt to contact the parents or guardians listed on the child's Arbor profile
- If contact is not made, a message will be left.
- For the duration of the wait, the child will be supervised by two members of staff
- When the parent arrives, they will be issued with a penalty notice of £20 per hour that they were late collecting their child.

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 note will be left on the door to the club informing the parent of the child's location. A contact number and address will be displayed.

16. Missing child procedure

The school will have procedures in place to ensure the safety and wellbeing of all the children in the school's care.

The school will ensure that it holds at least two emergency contacts for each pupil registered at the childcare club.

All staff will be informed of the missing child procedure as part of their induction.

If at any time a child cannot be located, the following steps will be taken:

- All members of staff, including the Headteacher, will be alerted that a pupil is missing
- Members of staff will conduct a search of the premises and the surrounding area
- At least **one** member of staff will stay with the other children involved in the childcare club, in order to prevent further problems and keep a calm atmosphere
- If the child is not located within **5** minutes, the police and the parents of the child will be informed
- The search for the child will continue until the police arrive
- The Headteacher will liaise with the police and the parents of the child

17. Illness and injury

In the event of illness or injury, the school will act in accordance with the Health and Safety Policy and the First Aid Policy.

At least one member of staff on site will be trained in first aid and will be made aware of their duties if a child is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:

- If a child becomes ill, the parents will be contacted and asked to collect their child

- If a child is complaining of illness, but the member of staff does not believe it is serious, they will monitor the child until the end of the session
- If a child suffers a minor injury, first aid will be administered and the child will be closely monitored for the rest of the session

If a child suffers a major injury or becomes seriously ill, the following procedures will be implemented:

- If a child needs to go to the hospital, an ambulance will be called and a member of staff will accompany them
- The parents of the child will be notified immediately
- Following the incident, members of staff will conduct a review of the incident in order to prevent any such incident from occurring in the future

18. Medication

It is expected by the school that members of staff will always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy.

Members of staff will be made aware of the importance of administering prescribed medication to children. The school and its clubs will understand that parental consent is crucial and will have the following rules in place for administering medication to pupils:

- Before any medication is given, the child's medical forms will be checked to see if the medication has been approved by the parent.
- When a member of staff administers medication, another member of staff will witness the process.
- Details of the process will be recorded on the child's medication form.
- If a child refuses to take the medication, the member of staff will not administer it. The parent will be notified immediately.
- If a certain medication requires training to administer, only members of staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, the changes will be recorded on the medical forms. Parents will be required to sign the forms again before any change in procedure is agreed.

19. Behaviour

The school's wraparound provision will be subject to the existing Behaviour Policy; disciplinary issues will be reported to the parents of the child.

Repeated breaches of the Behaviour Policy may result in a conversation with parents about whether or not their child is safe to attend the wraparound childcare club.

Any outstanding fees paid by the parent will be returned if a child is not attending the provision.

20. Anti-bullying Policy

The school has a strict Anti-bullying Policy which will be implemented at all times.

Any child who is the victim of bullying will be supported in a sympathetic and friendly manner.

If bullying is reported, it will be noted and investigated by a member of staff and the parents of both children will be informed. All reports of bullying, including alleged and perceived bullying, will be thoroughly investigated and recorded using the schools safeguarding system.

The school defines bullying as repeated harassment of others, including psychological, physical, verbal or emotional abuse.

If it is discovered that bullying has taken place, the following procedures will be adhered to following the schools anti-bullying policy.

Bullying of a sexual nature will **never** be tolerated and will be addressed according to the procedures outlined in the school's Child Protection and Safeguarding Policy. Where crimes, such as rape, assault by penetration, sexual assault and up-skirting, are included in a report of bullying, the police will be notified.

21. Emergency evacuation and closure

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illness, the wraparound care clubs will be closed.

In the case of an emergency, the following procedures will be followed:

- Emergency services will be contacted
- All children will be evacuated from the building and taken to the designated emergency assembly point – currently, this is **on the school playground**
- A member of staff will collect the register and check that all the children are at the emergency assembly point
- If a child is missing from the emergency assembly point, the emergency services will be informed immediately
- Parents will be contacted and asked to collect their children
- All children will remain at the emergency assembly point until they are collected by their parent
- If a child has not been collected after undergoing the emergency procedure, members of staff will follow the uncollected child procedure

22. Monitoring and review

This policy will be reviewed **annually** by the Headteacher and the DSL.

The scheduled review date for this policy is **September 2027**.