

Stretton Handley CE (VC) Primary School

Growing, Caring and Learning Together in Faith, Hope and Love



Wraparound Care Policy

Statutory Policy	YES
Policy Date	September 2025
Review Period	
Next Review Date	
Reviewed by	Louise Nicholson
Approved By	FGB, 27/04/26-18

Date of update	Changes made	Governor minute

Aims

- To provide a welcoming, safe, secure environment for pupils before the beginning and end of the school day;
- To provide an affordable, childcare facility for working parents/carers around school hours

Procedures

Staffing:

The Morning Club will be staffed by one fully qualified member of staff each morning from 8:00am; this member of staff is the designated club leader. The Headteacher or appointed senior member of staff is on site from 8:00am each morning.

An additional member of school support staff joins Morning Club from 8:00am if numbers are above 8 children.

After School wraparound care runs in two stages:

After School Club from 3:15pm to 4:15pm

Late After School Club from 4:15pm to 6pm.

One member of staff (the Club Leader) facilitates After School Club until 4:15pm, with an alternative member of staff taking over for Late After School Club. A second member of staff is on site until 6:00pm, prepared to assist in wraparound care provision if numbers are above 8 children.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they must ring the Headteacher as early as is practicable for cover to be arranged. Cover will be provided by the named volunteer, who holds a full enhanced DBS check. Where cover staff are leading Morning Club, the senior member of staff will provide additional supervision as necessary.

Registration

Parents can book Morning Club and After School Club in advance, although there is no requirement to do so. However Late After School Club must be booked the week before in order to arrange staffing and food provision. Bookings are made via ParentPay.

Children will be registered by the club leader as they arrive. The register is kept on the school OneDrive and is accessed via a staff laptop. Attendance is logged on ParentPay by the School Business Manager, using the register, on a weekly basis, with parents making payments as required.

Due to the costs incurred to employ staff and purchase provisions, we are unable to issue refunds for children who do not use a wraparound care space that has been booked and paid for. Where the club has been cancelled by the school due to illness or unforeseen circumstances, a credit for an additional session will be issued for each session missed.

Food Preparation:

- At the start of After School Club the club leader will clean food preparation and washing areas
- At least one member of the Wraparound Care team holds the relevant Food Hygiene Certificate and this is maintained within the required timeframes.
- Children staying for After School Club receive a biscuit and cup of juice.
- An uncomplicated yet nutritious meal will be freshly prepared for any children staying for Late After School Club. Appendix A details the school's wraparound care Food & Drink procedure. A toaster, microwave, and refrigerator are the only items of equipment used by the club leader. Under no circumstances are these items used by children attending.
- Bowls, plates, cups and cutlery is purchased for the use of Wraparound Care and is washed daily.

Allergies and Medical Considerations:

- Parents/carers are required to inform the club leader of any allergies and dietary requirements children have before they commence attending Wraparound Care.
- Medication may be administered at the discretion of the club leader and only when the school's policy on Administering Medicines is followed. With respect to the school's policy, only prescribed medicine will be administered if accompanied with a medicine form completed and signed by a parent/carer. Forms are available via the school office.
- If inhalers are needed during the course of a session, the leader is aware of where these are kept in school. The nominated member of staff is informed (usually the Headteacher) and parents are notified when inhalers are administered.

Organisation

- Morning Club will be open to pupils from 8:00am – 8:40 am.
- Children will be admitted and registered through the main school reception door. They should hang their coats and bags on their pegs before joining morning club in the hall.
- Children are asked to help with tidying up equipment, toys and games used by 8:40. The children then move to their classrooms in time for class registration
- Each child's details, medical conditions, parent contact details and additional emergency contact information can be accessed if required via secure staff login to the school MIS.

Resources

- Morning club resources are kept in the Hall and in the Woodpeckers classroom. All electrical equipment used is part of the school's regular PAT testing schedule.

Behaviour

- The school's Behaviour Policy is followed. Any behaviour concerns are communicated to parents via the club leader in the first instance.
- Whilst we recognise the importance of this provision being a more relaxed, less formal experience for children, we retain the same high expectations of pupil conduct, manners and behaviour which enables all pupils to enjoy the session within a safe, welcoming and structured environment.

Communication with Parents

- As part of their role, the Wraparound Care Staff pass on any relevant information to the class teacher (e.g. a child's concerns, feeling unwell, etc). It remains the responsibility of the parent/carer to provide instructions of any pick-up arrangements that are different to the usual arrangements for their child(ren).
- Parents/carers may make appointments with the wraparound leader in the first instance to discuss matters/issues pertaining to Wraparound Care. Where parents/carers are not satisfied that their issue has been adequately dealt with, they may arrange to speak to the

Headteacher.

- The school's Complaints Procedure, which is posted on the school website, will be followed should a parent/carer have a complaint about any aspect of our Wraparound Care provision.

Safeguarding

- In accordance with Safeguarding arrangements, all staff involved in the running of Wraparound Care, either in a paid or voluntary capacity, will have enhanced DBS clearance. DBS information is recorded on the school's Single Central Record.
- The Wraparound Care Staff will follow the school's policies and procedures for child protection and safeguarding.
- Where ICT equipment is used, they must also follow the school's IT-related policies.

Fire Procedures

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the nearest Fire Exit.
- They will line up at the playground assembly point to be registered.

Risk Assessment

A full risk assessment is in place and is stored in the Risk Assessment folder in the school office, and all relevant staff are familiar with it. This risk assessment does not include pupil specific measures. If pupils who attend Wraparound Care have specific needs (medical, dietary, medical) a separate risk assessment is written.

Charging

All charges made to parents/carers for the use of our Wraparound Care are calculated to facilitate the smooth and efficient running of the facility. The school subsidises the costs related to wraparound care and payments are a contribution towards resources and food.

The school reserves the right to review charges in light of attendance, change in cost of provisions or the need to employ additional staff. Charges may be revised up or down and where this is the case, at least one month's notice will be provided. Any profits made (i.e. money taken in over and above expenditure on the Wraparound Care) will be used to enhance provision and will not be used for any other purpose. It is neither an intention or desire that the Wraparound Care generates more revenue than is required to run the club.

This strategy is used to help sustain the Wraparound Care to become a permanent feature of the school's extended provision.

APPENDIX A: Wraparound Care Food & Drink Procedures

Our school is committed to providing healthy, nutritious and tasty food and drinks for children during our sessions. The Club Leader and staff will make every effort to ensure that food and drink is safely prepared and sensitive to the dietary, religious and cultural requirements of all the children.

Those responsible for the preparation and handling of food must be competent to do so.

The Scheme Leader must notify the Local Authority Environmental Health Department and Ofsted of any food poisoning affecting two or more children.

The school will keep up to date with their responsibilities under food hygiene legislation, including registration with the relevant Local Authority Environmental Health Department.

PROCEDURES

When preparing food and drink, staff will be mindful of the provisions of the ***Food Hygiene Guidelines*** so as to ensure that the safety of staff and children is paramount. In addition to these provisions, staff will be careful to ensure both the safety of themselves and children when using sharp or dangerous equipment in food and drink preparation.

The following foods will not be used for wraparound care provision at Stretton Handley:

- Raw meat, fish or seafood
- Frozen foods
- Eggs

Staff are mindful of their responsibilities and obligations under the Food Safety Act 1990.

Healthy Eating

The scheme recognises the importance of healthy eating and a balanced and nutritious diet. Because of this, school will endeavour to make a variety of foods available including; meat, vegetarian and vegan options, plenty of fruit and low fat and low sugary food.

The school will not regularly provide sweets for children and will avoid excessive amounts of fatty or sugary foods. The scheme will provide a choice of non-sugary drinks and make sure that fresh drinking water is available at all times.

Allergies and Dietary Requirements

The school requires that parents/carers inform information them of any special dietary requirements or allergies the child suffers from. Where any child has a specific food allergy all staff should be alerted to ensure that the specific food or ingredient is checked for. Staff will be mindful that in some cases food may have to be prohibited within the setting e.g. Peanut Allergy. The club leader and staff will ensure that food and drink offered to children takes account of this information so as to safeguard their health, and meet – as far as possible – their particular preferences.

Cultural and Religious Diversity

The scheme and its staff are committed to embracing the cultural and religious diversity of the families who use our services. The club leader and staff will work with parents/carers to ensure that any particular dietary requirements are met.

FOOD HYGIENE GUIDELINES

The SLT has overall responsibility for ensuring high quality food hygiene practice is monitored and supported.

All staff, led by the Club Leader, are responsible for maintaining the food preparation and storage areas in a clean and hygienic state during club hours.

All staff employed by the scheme have day to day responsibility for ensuring that good practice in food hygiene is maintained within the scheme at all times as stated in these guidelines.

A minimum of one member of staff working in the club will be trained in Food Safety and hold an up-to-date Food Hygiene Certificate

Food Hygiene means handling, storing and serving food safely and keeping premises, staff and equipment safe. Good food hygiene prevents disease and injury, poor food hygiene can lead to outbreaks of food poisoning and result in fines, imprisonment and the closure of a business.

Food Poisoning and diseases are caused by microbes, usually bacteria, although objects, poisoning and chemicals in food can cause illness. The symptoms of food poisoning are: stomach ache, diarrhoea, vomiting, nausea and fever. The symptoms of food poisoning usually start between 1 and 36 hours after eating the contaminated food and they can last for days. The people most at risk are the young, elderly and people who are already ill.

Bacterial Contamination - bacteria are living, single cell microbes and can only be seen by using a microscope. Bacteria are found everywhere, in the air, dust, soil and even on humans. Bacteria multiply by splitting into two, this is called binary fission, and it usually only takes 15 minutes to divide. It may only take 9 hours for 1 bacterium to become 100 million. Bacteria will only multiply if they are given food, warmth, moisture and time.

The main food poisoning bacteria are: Salmonella, Clostridium perfringens, Staphylococcus aureus and Bacillus cereus.

Some foods are high risk - this is because bacteria can easily grow on them and they may be eaten without further cooking; they are usually high in protein and moist and include:

- Cooked poultry
- Cooked meats
- Dairy produce (milk, cream etc)
- Soups, sauces and stocks
- Shellfish and seafood
- Cooked rice
- Eggs
- Food not cooked again before being served.

Low risk foods are low in moisture and protein or acidic and include:

- Dried or pickled food
- Food with a high sugar content e.g. jam
- Food with a high salt content e.g. bacon or chemically preserved food,

Chemical Contamination – Pesticides are sprayed on fruit and vegetables as they are growing and may still be present when harvested. Fish and shellfish caught in polluted water may be contaminated with harmful metals or chemicals. Cleaning fluids can contaminate or taint food. Some plastic containers can release chemicals into food, only use proper storage containers.

Physical contamination – objects can get into food during:

- Harvest – stones and twigs in fruit or vegetables
- Manufacture – nuts, bolts or pieces of machinery
- Food preparation – stones, pips, bones or parts of a shell
- Food handling – jewellery, hair, nails or plasters.

Food Storage and Temperature Control Goods must not be used if:

- Packaging is torn, dirty or wet
- Vacuum packages are punctured
- Tins are damaged or blown
- Use by dates have expired
- Frozen food is warmer than -12°C
- Perishable foods are warmer than 8°C

Fresh fruit and vegetables should be stored away from other foods to avoid contamination and should be checked regularly as they rot quickly. Once salads are prepared they must be stored in a refrigerator.

Dry foods including bread, canned foods, flour and cereals should be stored off the floor on racks and shelves.

Frozen foods should be placed in a freezer at -18°C. Raw and cooked foods and frozen foods should be separated and wrapped. Do not keep frozen food longer than the life shown on the packaging and rotate stocks of frozen food carefully.

Perishable foods such as meat, fish, and dairy products must be kept in a refrigerator operating between 1 - 4°C.

Stock rotation is important –the oldest food must be used first.

Beware the DANGER ZONE 5 - 63°C, – foods are at this temperature when they are

- Left out in a warm room
- Slowly heated up
- Cooling down after cooking
- When hot sauce has been poured onto cold food
- Keep food either HOT or COLD

Hygienic Working Practices:

Bacteria cannot move on their own they have to be transferred in some way. Direct contamination may occur when raw and cooked food touch each other or blood from raw meat drips onto cooked meat. Cross contamination is more common and occurs when a vehicle, such as a knife, is used to transfer the bacteria.

To prevent food contamination:

- Cover foods
- Handle foods as little as possible
- Clean equipment (knives, chopping boards etc.) each time they are used
- Keep workplaces clean, regularly wipe and disinfect work surfaces
- Keep animals and insects out of food places
- Once food has been prepared keep for as short as possible

Personal Hygiene

It is important to have high standards of personal hygiene when working with food.

- Wear an apron whilst preparing and serving food
- Don't wear open toed shoes and make sure shoes are clean
- Make sure hair is tied back away from food
- Cover all cuts and grazes with a clean waterproof dressing.
- Don't touch skin, especially your mouth, nose and ears.
- Don't wear jewellery, watches, heavy make-up or strong perfume.
- Wash your hands often.
- Report any illness

Cleaning

Food places, cutlery and crockery must be kept clean and tidy. Even if a surface looks clean it may still have bacteria on it. To make sure it is safe it also has to be disinfected. Disinfection is the reduction of bacteria to a safe level and using hot water (above 82°C,) or a chemical disinfectant can achieve this. You should regularly disinfect chopping boards, knives, fridge door handles and waste and refuse areas. Where possible clean as you go.

Washing up requires hot water, a detergent, and space to air-dry utensils. It is best to let objects dry on their own as drying cloths can spread bacteria.

Rubbish

The safe disposal of rubbish is important as waste attracts pests. All waste should be put in the bins stored in the school hall – to encourage recycling there are separate bins for food waste, plastic/tins/glass, and paper and card. Bins in the workplace should be in an area, which is well away from food preparation areas. Always wrap sharp objects before putting them in a bin. Regularly empty waste bins, do not allow waste to build up and keep the area round the bins clean and tidy. Always wash your hands after handling rubbish.

Pests

Food rooms/areas should be kept clean and in good repair to prevent infestations by food pests who live on our food and contaminate by:

- Eating the food and spreading bacteria from their saliva as they eat
- Leaving droppings
- Carrying bacteria on their bodies
- Urinating on foods

The main food pests are rats, mice, insects (flying and crawling), and birds. Learn to recognise the signs of pests and know how to control them.

Rodents: smell, droppings, gnawed food packages, spillages

Insects: eggs, egg cases, maggots, dead bodies and droppings

The best way to stop pests is to make sure that they can't get into the food

- Keep the workplace clean and tidy, signs will be easier to see
- Empty bins often, never let them overflow
- Stock rotation helps as old stock is not forgotten
- Store all food off the floor and check packages and containers for signs of pests
- Loose foodstuffs should be kept in airtight pest proof containers.