



Wrap Around Care Policy

This policy was approved and adopted by
the Headteacher
in Autumn 2026

It will be reviewed in Autumn 2028



Contents

Our Approach.....	2
Provision.....	2
Aims.....	2
Booking and Attendance.....	2
Staffing and Supervision	3
Safeguarding	3
Collection of children	3
Snacks and drinks.....	5
Allergies.....	5
Medical needs and medication	6
First aid, accidents and incidents	6
Behaviour	7
Inclusion	7
Activities and use of the school environment	7
EYFS	8
Emergency arrangements.....	8
Communication	9
Fees and cancellation.....	9
Complaints	9
Related policies and documents	9
Appendix – Checklist.....	10
Before children arrive.....	10
During the session	10
At collection / end of session	11

Our Approach

At Crawley Ridge Infant School, we want our wraparound care to be a safe, welcoming and enjoyable part of the school day.

Our wraparound provision gives families access to reliable childcare after the school day, while providing children with opportunities to relax, play, socialise and take part in a range of activities in a familiar school environment.

Children attending wraparound care remain part of the Crawley Ridge community and are expected to follow the school's values of Ready, Respectful and Safe.



We aim to provide a calm and positive environment where children feel comfortable, cared for and secure.

Provision

Crawley Ridge Infant School provides school-run wraparound care for children who attend the school. It is called '5 O'clock Club'.

The provision is operated by school staff and is available only to pupils of Crawley Ridge Infant School. Our wraparound provision operates during term time in accordance with the hours and arrangements published to parents.

The provision is managed by the Headteacher, with day-to-day responsibility delegated to appropriate members of staff.

Aims

Our wraparound care aims to:

- provide a safe and welcoming environment for children before and/or after the school day
- provide reliable childcare for families
- ensure children are appropriately supervised at all times
- provide opportunities for children to play, relax and socialise
- support children's wellbeing and individual needs
- ensure children with additional needs are appropriately supported
- maintain high standards of safeguarding and child protection
- provide clear and consistent arrangements for registration and collection
- work positively with parents and carers.

Booking and Attendance

Places in wraparound care must be booked in advance through the school's agreed booking system. Parents and carers are responsible for ensuring that bookings are accurate and that the school is informed of any changes.

A register will be maintained for every session. Staff will record children's attendance and ensure that all children attending are accounted for. If a child is booked into wraparound care but does not attend, staff will check the child's school attendance and make appropriate enquiries to establish why the child has not arrived. Parents and carers should inform the school as soon as possible if their child will not be attending a booked session.

Staffing and Supervision

Wraparound care is staffed by members of the Crawley Ridge Infant School team.



Staffing levels will take account of:

- the number and ages of children attending
- the needs of individual children
- the activities taking place
- the environment being used
- any specific medical, SEND or safeguarding considerations.

Children will be appropriately supervised throughout the session.

Staff working in wraparound care are subject to the school's safeguarding and safer recruitment arrangements. All staff are expected to follow the school's Child Protection and Safeguarding Policy, Staff Code of Conduct and other relevant Trust and school policies.

Staff will maintain a child-centred approach and respond appropriately to any concerns raised by children.

Safeguarding

Safeguarding is central to our wraparound provision. All staff working in wraparound care have a responsibility to safeguard and promote the welfare of children. Any safeguarding concern arising during wraparound care will be managed in accordance with the school's Child Protection and Safeguarding Policy. Children will be encouraged to speak to a trusted adult if they are worried, upset or concerned about anything. Any allegation or concern relating to a member of staff will be managed in accordance with the school's safeguarding procedures.

A red safeguarding folder containing key safeguarding information and emergency contact details is always kept with the member of staff responsible for the provision. The folder must remain readily accessible throughout the session.

Collection of children

Parents and carers will select their child's agreed collection time when booking wraparound care.

Children may be collected at:

- **4:30pm**
- **5:00pm**

Children must be collected promptly at their agreed collection time. Children will only be released to a parent/carer or another person who has been authorised by the parent/carer in accordance with the school's collection arrangements.

If staff are unsure about the identity of the person collecting a child, they will seek confirmation before releasing the child and ask for the recorded password for that child.



Parents/carers should inform the school as soon as possible if someone different will be collecting their child.

If a child is not collected:

1. Staff will contact the parent/carer using the contact details held by the school.
2. If the parent/carer cannot be reached, staff will contact the additional emergency contacts.
3. The child will remain safely supervised.
4. The Headteacher or designated senior member of staff will be informed.
5. If the child remains uncollected and no contact can be established, the Headteacher or designated senior member of staff will determine the appropriate next steps in accordance with the school's safeguarding procedures, including contacting the appropriate safeguarding services where necessary.

If a child is believed to be missing from the provision, staff will remain calm and immediately inform the member of staff responsible for the provision and the Headteacher or designated senior member of staff. Staff will ensure that the other children remain safely supervised while an immediate and systematic search of the school and surrounding areas is carried out, including classrooms, toilets, playgrounds and other areas the child may have accessed.

If the child cannot be located promptly, the parent/carer and emergency contacts will be contacted. If the child remains missing or there is an immediate concern for their safety, the police or emergency services will be contacted. Staff will continue the search while ensuring the safety and supervision of the other children.

Once the child is located, the parent/carer will be informed and the incident will be recorded and reviewed by the Headteacher or designated senior member of staff.

Any missing-child incident will be recorded and reviewed in accordance with school procedures.

Handover to Graitney Club

Where children are attending Graitney Club after Five O'Clock Club, Graitney staff will collect the children from the agreed collection point at Crawley Ridge Infant School. Graitney staff will have their own register of children attending and will take responsibility for the children once they have been handed over. The children will then join the agreed walking bus to Crawley Ridge Junior School.

If Graitney staff do not arrive at the agreed collection point at the expected time, children will remain safely supervised by the club staff. Staff will contact Graitney using the agreed mobile contact number and, where necessary, use the internal gate to make contact. Children will only be handed over to Graitney staff once an appropriate member of their team is present.

Snacks and drinks

Children attending wraparound care will be provided with water throughout the session.



A snack of cut fruit and vegetables will be offered during the session.

The school will obtain and maintain up-to-date information about children's allergies and dietary requirements, and relevant staff will ensure that this information is followed when providing snacks.

Children will be appropriately supervised while eating, and staff will follow the school's food hygiene and allergy procedures.

Parents are welcome to provide an additional **nut free** snack for their child.

Staff will:

- wash/clean their hands before handling food
- ensure surfaces and equipment are clean
- check food is within its use-by date
- follow appropriate storage instructions
- follow children's recorded dietary requirements
- take reasonable steps to prevent cross-contamination
- ensure children are appropriately supervised while eating.

Allergies

Before attending wraparound care, the school will ensure that relevant information about allergies and dietary requirements is available.

Staff will know:

- which children have allergies
- what the allergy is
- what food must be avoided
- what action should be taken in the event of a reaction
- where the child's emergency medication is stored, where applicable.

Allergy information will be kept up to date and shared with staff who need it. Children with dietary requirements will have a badge with the allergy/ requirement and child's name and photo.

Medical needs and medication

Information about children's medical conditions, allergies and medication will be available to relevant staff.

Medication will only be administered in accordance with the school's Supporting Pupils with Medical Conditions Policy and the relevant parental consent and medical arrangements. Where a child has an allergy requiring emergency medication, staff will know where the medication is stored and the appropriate action to take in an emergency.



Where a child attending wraparound care requires medication during the session, the medication will be provided in accordance with the school's Supporting Pupils with Medical Conditions and Medication Policy. Medication will be handed to the designated wraparound staff member by the child's class teacher and administered in line with the child's individual medical arrangements and the appropriate medication form.

Once the medication has been administered, the wraparound staff member will return it to the designated school staff member, who will ensure that it is returned to the child's classroom and stored appropriately. Any medication given will be recorded on the relevant medical documentation.

Illness and infectious diseases

If a child becomes unwell during wraparound care, staff will contact the parent/carer and arrange collection where necessary. The child will be kept comfortable and appropriately supervised while waiting to be collected.

If the parent/carer cannot be contacted, the school's emergency contacts will be used.

Children who have had diarrhoea or vomiting should not attend wraparound care until 48 hours after the last episode, in line with the school's infection control arrangements.

If a child's condition deteriorates or there is an emergency, staff will seek appropriate medical assistance and follow the school's emergency procedures.

First aid, accidents and incidents

Appropriate first aid arrangements will be in place during wraparound care. Staff will follow the school's First Aid Policy and procedures.

Accidents, injuries and significant incidents will be recorded in accordance with school procedures, including the action taken and any first aid provided. Parents/carers will be informed of any accident or injury and first aid treatment where appropriate.

Any serious accident, injury or incident will be reported and escalated in accordance with the school's health and safety and safeguarding procedures.

Behaviour

The school's expectations for behaviour continue to apply during wraparound care.

Children are expected to be:

Ready

Ready to join in, listen and make good choices.

Respectful

Respectful towards other children, staff, equipment and the environment.



Safe

Making safe choices and helping others to feel safe.

Staff will use the school's positive behaviour approaches and will respond to behaviour in a calm, consistent and proportionate way.

Inclusion

Wraparound care is intended to be inclusive and accessible to children attending Crawley Ridge.

The school will consider children's individual needs and make reasonable adjustments where appropriate.

Where a child's needs require additional consideration, the school will work with parents/carers and relevant staff to identify appropriate arrangements.

This may include consideration of:

- SEND
- medical needs
- physical accessibility
- emotional wellbeing
- communication needs
- sensory needs
- behaviour and regulation.

Activities and use of the school environment

Children will have opportunities to take part in age-appropriate activities, play and social experiences.

Activities will be planned with children's safety, interests and wellbeing in mind.

Where an activity or area presents particular risks, appropriate risk assessments and safety procedures will be followed.

Children may use agreed indoor and outdoor areas of the school.

Staff will ensure that children remain within the agreed areas of provision and are appropriately supervised.

EYFS

Where children in the Early Years Foundation Stage attend wraparound care, staff will take account of their individual needs, stage of development and existing school arrangements. Relevant information will be shared with wraparound staff to ensure that children are appropriately supported and kept safe.



Staff will provide age-appropriate opportunities for play, exploration and social interaction and will work in partnership with class teachers and parents/carers where additional support is required.

Emergency arrangements

The school's emergency procedures apply during wraparound care.

In the event of a fire or other emergency requiring evacuation, staff will:

- prioritise the safety and wellbeing of all children
- follow the school's emergency and evacuation procedures
- ensure that all children are accounted for
- use the KS1 playground as the assembly point for wraparound care, rather than the school's usual assembly point
- contact the emergency services where necessary
- inform the Headteacher or appropriate senior member of staff
- communicate with parents/carers as appropriate.

All staff working in wraparound care will be familiar with the evacuation arrangements and the location of emergency exits.

The school's emergency planning arrangements apply to wraparound provision, as DfE guidance specifically identifies wraparound childcare as provision that should be covered by emergency procedures.

Emergency closure

The school may need to cancel or close wraparound care at short notice where it is not possible to provide a safe and suitable environment, for example because of serious weather, loss of heating, electricity or essential facilities, fire or another significant emergency.

Where emergency closure is necessary, parents/carers will be informed as soon as possible and arrangements will be made for children to be collected safely.

Communication

We aim to maintain positive and open communication with parents and carers. Information about bookings, collection arrangements, changes to provision and other relevant matters will be communicated through the school's usual communication channels. Parents and carers should inform the school of any changes to:

- emergency contact details
- authorised collectors
- medical conditions
- allergies or dietary requirements
- other information that may affect their child's care



Fees and cancellation

Bookings for Five O'Clock Club are normally non-refundable and cannot be cancelled once booked. This is because staffing arrangements are planned based on the number of children booked to attend.

In unforeseen exceptional circumstances, such as a hospital appointment, the Headteacher may agree to a cancellation at their discretion.

Parents/carers should contact the school as soon as possible if they need to request a cancellation.

Complaints

We hope that parents and carers will feel able to speak to us if they have a concern about the wraparound provision.

In the first instance, concerns should be raised with the member of staff responsible for the provision or the Headteacher.

Where a concern cannot be resolved informally, the school's Complaints Policy will apply.

Related policies and documents

This policy should be read alongside the relevant Crawley Ridge and TAMAT policies and procedures, including:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Behaviour Policy
- SEND/Inclusion Policy
- Staff Code of Conduct
- Complaints Policy
- Data Protection Policy
- Emergency Procedures
- TAMAT Lettings Policy, where applicable.

Appendix – Checklist

Before children arrive

Room and environment

- Check the room is clean, tidy and ready for use.
- Check there are no obvious hazards, trip hazards or damaged equipment.
- Ensure tables and surfaces are clean.



- Check that the planned indoor and outdoor areas are safe and available for use.
- Check that emergency exits and routes are clear.
- Ensure appropriate resources and activities are available.

Register and information

- Check the register and expected attendance for the session.
- Check any changes to attendance or collection arrangements.
- Check the list of authorised collectors.
- Check relevant medical, allergy and dietary information.
- Ensure any required medication is available and accessible to staff.
- Red safeguarding folder is present and with the member of staff.

Food and drinks

- Ensure fresh drinking water is available.
- Check the fruit and vegetables are fresh and within their use-by date.
- Wash/clean hands and ensure food preparation surfaces are clean before preparing the snack.
- Check any relevant allergy information before serving food.

Safety and communication

- Ensure staff have access to a working school radio/mobile phone as appropriate.
- Check staff know the emergency arrangements and the wraparound assembly point.
- Ensure the KS1 playground is known as the assembly point for Five O'Clock Club.
- Ensure the contact details for parents/carers and emergency contacts are accessible.
- Ensure the Graitney contact number is available where children are due to transfer to Graitney Club.

During the session

- Maintain appropriate supervision of all children.
- Ensure children remain within the agreed areas.
- Monitor the environment and remove or report any hazards.
- Ensure children have access to water.
- Supervise snack time appropriately.
- Record any accidents, injuries or significant incidents in accordance with school procedures.
- Follow safeguarding procedures if a concern is raised.

At collection / end of session

- Check children are collected by an authorised person.
- Record/check collections in accordance with the school's arrangements.



Policy: Wrap Around Care
Approval date: Autumn 2026
Review date: Autumn 2028

- Ensure children transferring to Graitney are handed over directly to a member of Graitney staff.
- If a child is not collected, follow the Non-Collection Procedure as set out in this policy.
- Ensure the room and resources are left clean, tidy and secure.
- Report any concerns, damage, accidents or incidents to the appropriate member of staff.

Any issues/concerns to report: _____