

Brown Clee C.E. Primary School

WRAPAROUND

POLICY



Most recently reviewed: **Autumn '26**

Approved by governor: **Julie Pinches**

Future review date: **Autumn '27**

Aspire ~ Believe ~ Persevere ~ Succeed

Contents

SUMMARY OF POLICY	2
Responsible individuals:	2
Relevant documentation used in the formation of this policy:	3
Policy developed to ensure that.....	3
Implementation:	3
Definitions.....	3
After-school clubs	3
“Care Club”	3
Booking, Admissions and Payments	3
Arrivals and Departure	4
Supervision	4
Behaviour.....	5
First Aid	6
Missing or Uncollected children	6

SUMMARY OF POLICY

Responsible individuals:

Governing Body,
Headteacher,

Extended Schools Co-ordinator
Wraparound Supervisors,

TITLE	NAME
Headteacher	Danny Harley
Health and Safety Governor	Julie Pinches
Extended Schools Co-ordinator	Kerry Godfrey
Wraparound Supervisors	Laura Davies, Carla Bow, Lauren Roderick

Aspire ~ Believe ~ Persevere ~ Succeed

Relevant documentation used in the formation of this policy:

[School-age Childcare Guidance for Schools](#) (2026)

[National Wraparound Childcare Programme Handbook](#) (2026)

Policy developed to ensure that...

1. All staff working in wraparound care are aware of their own responsibilities in ensuring the safety of children
2. All children are aware of the rules that should be followed during time at wraparound club at all times

Implementation:

The school will...

- ...ensure that all relevant staff, governors, volunteers and visitors are aware of the following policy
- ...ensure that the policy is followed at all times
- ...ensure that any questions are raised with the headteacher if unsure about any aspects of the policy

Definitions

Wraparound provision can be broadly defined as “after-school clubs” and “care club”.

After-school clubs

After-school clubs typically run from 15:15 until 16:15 and will be a structured activity. These are hosted in a range of locations, depending on the activity. This includes, but is not limited to, playgrounds, fields, classrooms, hall.

After-school clubs are booked via our online payment system (ParentPay). Payment for clubs is made upon booking.

After-school clubs are led by various internal and external staff members. All after-school are employed on the same safer recruitment processes as other staff members. Any external staff will have an enhanced DBS check carried out – which is checked and verified by the school’s administrator.

A register of pupils attending after-school clubs is maintained and updated by the extended schools co-ordinator and school’s administrator. Class teachers are responsible for ensuring that pupils due to attend a club are sent to the location of the club by checking the updated register. Where others (e.g. support staff), class teacher must ensure that register information is communicated to these staff. The school’s administrator is responsible for ensuring any changes to end-of-day actions for pupils (that occur during the day) are shared with class teachers. After-school club leaders are required to take a register of pupils – with any missing pupils chased up by the leader.

At the end of after-school clubs, the after-school leader will ensure pupils are handed over to parents at front entrance or passed onto care-club supervisor(s).

“Care Club”

Care club runs before and after school, starting at 07:30 in the morning and ending at 18:00 in the evening.

Booking, Admissions and Payments

Care club bookings are made via emailing the extended schools co-ordinator (careclub@brownlee.shropshire.sch.uk).

These should be ideally be made by the end of the preceding week (i.e. by the Friday before). However, we understand that there may be the rare emergency situation where bookings need to be made at later notice. If

Aspire ~ Believe ~ Persevere ~ Succeed

booking for the morning, these should be done by 3:15 the day before.

The same applies for care club cancellations.

Please note: we cannot guarantee care club booking if made after this time, as care club may be at capacity or there may not be a staff member at school. Situations whereby booking cancellation have not be communicated to school may result in parents/carers being charged.

At Brown Clee, we hold the principle that all children at school should be afforded the opportunity to attend wraparound care. Where children with additional needs are to attend wraparound care, additional steps will often need to be considered and ultimately taken. Because of this, there needs to be planning time ahead of pupils with additional needs attending wraparound – especially for the first time.

Payments for care club are made via our online payment system (ParentPay). Invoices are sent out via email on a monthly basis – based upon attendance.

Invoices should be paid within **14 days** of the date of invoice. If, for whatever reason, this cannot be paid in full, please contact the Extended Schools Co-ordinator and/or School Office as soon as possible – as we can happily work a payment arrangement/plan.

If invoices have not been paid **within these 14 days** (nor contact made regarding non-payment), then a reminder will be sent out reminding parents/carers of the outstanding debt or to discuss a payment plan or arrange payment.

Please note that regular and extended non-payment without attempts from parents/carers to discuss a plan will unfortunately result in withdrawal of access to wraparound until debts are cleared.

Arrivals and Departure

Before-school club

- Parents/carers are required to drop children off at the school office
- Children will then be registered in the GP room by the care club supervisor
- At the end of care club, pupils are sent to their classes at 08:35

After-school club

- Class teachers are responsible for checking who will be attending care club on a given day.
 - Where others (e.g. support staff), class teacher must ensure that register information is communicated to these staff. The
- Care club supervisors must ensure that they take registers promptly at the starts of sessions, and any missing pupils followed up immediately
- When a child is collected, they must be escorted to the front entrance by the care club supervisor and handed over to known parent/carer. If unsure, this needs to be checked with a senior member of staff.
- Parent/carers must inform school who is to pick up their child (if different to themselves)

Supervision

During before and after-school care clubs, all pupils must be supervised at all times. This does not require pupils to be constantly in view at all times; however, pupils should not be left in an area where they cannot be seen or checked upon for an extended period of time.

Staffing

When significant numbers of pupils (i.e. 10 or more), significant numbers of younger (EYFS/KS1) pupils or pupils with additional needs (requiring additional support and monitoring) are in attendance at care club, then an additional staff member will be in attendance. When two supervisors are present, they should supervise different locations.

Aspire ~ Believe ~ Persevere ~ Succeed

If the care club supervisor is the only member of staff on site, then all children should remain in the same area as the care club supervisor (e.g. GP room) until another staff member arrives. This should never be too significant a time.

Moving through school

Care club supervisors should know where all pupils are at all times. Pupils must therefore ask to go to the toilet. The “base” for care club is the “GP Room”. Pupils may move around school for a set reason (e.g. to get equipment from their classroom, speak with another member of staff); however, they must ask care club supervisor to do so, and should not be moving around school for non-agreed reason.

Hall

Pupils may use the hall (if available) – so long as whole group are taken there with care club supervisor. In the mornings, older pupils may use the hall whilst other pupils are in the GP Room. However, they must ask permission from supervisor to do so, and the care club supervisor must check on them regularly. If two members of staff are in attendance, one can supervise in the hall whilst the other can supervise the GP room.

Field

Pupils may use the field. However, they should be supervised here. This can be achieved by care club supervisor moving regularly between GP Room and Field (i.e. never leaving pupils unattended for significant amounts of time). If supervising in this way, pupils should not go around the back end of the field (i.e. small playground side) so they can be easily supervised. Alternatively, the whole group could be taken to the field and supervised by the supervisor. If two members of staff are in attendance at care club, one can supervise the field whilst the other supervises the GP Room.

GP Room

Supervision in the GP Room is vitally important. Pupils should not be left for significant times (e.g. 1-2 minutes) unsupervised in the GP Room – and the only reason this may occur is when Care Club Supervisors are moving between different locations (e.g. field/hall) or when escorting pupils to entrance.

Pupils in Reception should not be left unsupervised at any time (apart from the brief period for escorted pupils to the main office).

Whenever supervisors leave the GP Room (even for short periods), they must ensure that all food and implements (e.g. knives) are put away. Supervisors must inform all children when they are moving from GP Room (e.g. to field/hall or to escort pupils to entrance). **In other words, pupils must always know where the care club supervisor is or will be.**

Food management systems must always be followed. For further information on this, please see the Wraparound Food Management Policy. Food management policy also explains the timing of snacks (i.e. toast and biscuits) as well as grab bags.

Pupils may be involved in preparing their own food (e.g. spreading butter on toast). However, this MUST be directly supervised following the Wraparound Food Management Policy. At no point should pupils be preparing food without direct supervision.

No sharp knives should be in care club. Metal “butter” knives should not be left on sides or surfaces unattended. Care club supervisors must ensure that electrical items (i.e. kettle and toaster) are switched off when not in use and pupils must be aware that they should under no circumstances switch on electrical items or use them.

Behaviour

Whilst attending any wraparound care (care club or after-school clubs), the same whole-school behavioural expectations are assumed. Supervisors/leaders must ensure that they are aware of the school’s behaviour policy and how to implement this.

Positive Framing

Aspire ~ Believe ~ Persevere ~ Succeed

Care club supervisors and after-school leaders should try to “positively frame” behaviour management wherever possible by picking pupils up for appropriate behaviour, praising pupils for corrective actions and staff acting as positive role models.

Addressing Behaviour

All staff, including care club supervisors and after-school club leaders, are expected to address behaviour which falls below the standard of behaviour expected at Brown Clee. When addressing this sort of behaviour, staff should...

- Challenge behaviour in a calm, firm and positive manner
- Staff may choose to temporarily remove children from an activity should they deem it necessary
- If behaviour repeats or is deemed significant (see school behaviour policy), then this should be escalated to a senior member of staff (e.g. teacher, assistant headteacher or headteacher)
- Wraparound staff should encourage and mediate between children to resolve disagreements through respectful discussion. Children should be reminded that being upset is not an acceptable reason to be disrespectful to one another or to staff.
- Where required, staff may need to inform parents of behaviour that has required addressing upon pick up. This should be done privately (i.e. out of view of other parents)
- Regular repeated poor behavioural choices will require escalation to parents discussing this with a member of an SLT, with the aim of rectifying this behaviour. However, if this is still to continue, it may result in wraparound being temporarily or permanently removed for child.

First Aid

All staff running care club should be first-aid qualified. A member of staff with paediatric first aid should always be on site when pupils in Reception are in attendance at school at any time.

Any first aid that is administered should be filed in the first-aid folder – and parents **MUST** be informed. In the case of head-injury, this should be escalated to another member of staff for second opinion. Any children that have experienced a potential head injury **MUST** be monitored should **NOT** be left unsupervised from their injury until collection – and parents **MUST** be informed regarding the potential of a head injury.

Normal first-aid procedures must be followed at all times.

Missing or Uncollected children

Missing Child(ren)

Wraparound staff should be aware of the whereabouts at any given time. If at any point, this is not the case. The wraparound staff **MUST** take immediate action to locate the child:

- Initially, this will involve a short search for the child.
- If the child is not located in 1-2 minutes, the wraparound staff **MUST** inform another member of staff (ideally, the headteacher or assistant headteacher).
- If the child is still not located, the headteacher/assistant headteacher/teacher will follow the usual missing child procedure

Wraparound staff must ensure the safety of all other pupils when attempting to search for missing child.

Uncollected Child(ren)

If a child is not collected at their expected time, wraparound staff should attempt to contact parents or inform a senior member of staff (if available) after 15 minutes of lateness. If no answer, alternative contacts should be attempted.

If a child has not been collected by 6:15pm, the same procedure above will be followed. This will be repeated again after 6:30pm – and headteacher/assistant headteacher (by phone – if offsite) should be informed. If no contact is made from any of the child's given contacts by 7:00pm, then headteacher/assistant headteacher will contact police regarding this.

Aspire ~ Believe ~ Persevere ~ Succeed