Wraparound Childcare Policy
Anstey Junior School

Date Approved	Committee responsible for review of policy	Next Review Date	Policy on Website	Statutory Policy
May 2025	Finance & Resources	May 2028	Yes	No

Headteacher: Mrs Emma Humphrey

What is the purpose of this policy?
The purpose of this policy is to describe how the school delivers before and after school childcare, which is affordable, sustainable, and of quality.

Why has a policy been written?
The governing body of Anstey Junior School took over the running of the Club in September 2015. The registered body is the governing body of Anstey Junior School. As the club is part of the school's extended day it will be inspected at the same time as the school is inspected by Ofsted. The school does not need to register the club separately with Ofsted.

What are the key principles that underpin the management and organisation of the After School Club?
We wish to ensure that the children of Anstey Junior School and Alton Infant School who use our provision are provided with supervised play activities in a safe and stimulating environment. As a school, we greatly value this opportunity for the pupils to develop personal, emotional, social and intellectual capabilities.

Who is responsible for the day-to-day running of the club?
A club co-ordinator is responsible for the day-to-day running of the provision. The Deputy Headteacher oversees the running of the provision.

How are these staff organised? The manager has over 5 years' experience in a day care setting. Staff have their ongoing training needs met.

Which children attend?
Any child can make an application to attend. As outlined, there are limited spaces per session depending on the number of staff. Children from Anstey Junior School go straight to the club; children from Alton Infant School are walked to the school by walking bus.

Opening hours
Opening hours are from 7.45am -8.45am (Anstey pupils only) 3.25 pm until 5.45 pm (Anstey Junior and Alton Infant). If pupils are collected after 5.45 then a charge of £5 per 15 minutes will be made.

Prices
The standard rate is £5.00 for breakfast club and £11.00 per session for after school prices are subject to review if costs increase.

What activities can we offer?
Furniture, equipment and toys are provided for a range of activities. These include art, cooking, sports and games, board games and puzzles, music, role play, outdoor activities including pond dipping, reading and storytelling, imaginative play and help with homework. The age of children is considered so that activities are appropriate. Equipment conforms to British Safety Standards. Most sessions are split to include a sit down time having a snack and drink, an outdoor activity and an indoor activity.

How do we ensure that we fulfil legal requirements? We meet the requirements of current legislation pertaining to After School Clubs according to The Children's Act Regulations. The club is monitored every half term by staff from Anstey Junior School and Alton Infant

School and Governors from Anstey Junior School as they are responsible for overseeing the club.

How do we safeguard the health and safety of everyone at the club?
The protection and safeguarding of the child is the first priority and all staff have to have had safeguarding training at the school. At least one member of staff must hold a current paediatric first aid certificate and all other staff must have a basic first aid certificate or be booked on a course to do basic first aid. The administration of medicines is carried out only under advice and according to school policy. A First Aid box is clearly identifiable and accessible.
The co-ordinator takes steps to promote safety and ensures precautions are taken to prevent accidents. Procedures are in place for recording incidents. Actions are taken to minimise risks, and the premises are kept clean. This is particularly important in the area of food preparation where one member of staff must have possession of a Basic Food Hygiene Certificate.
Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively and will pass information to Anstey Junior School DSL. Children are secure and safe on the premises and children are not able to leave them unsupervised. Children are supervised at **all times**, the definition of supervision being within sight or hearing of a member of staff.
Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. Access to the premises is controlled and visitors must sign in.

Are the children provided with food and drink?
Children are provided with adequate food and drink, prepared on the premises by staff. Snacks are healthy and nutritious. Staff are seated with children during meal times and encourage a "family" type atmosphere. At least one member of staff holds a current Basic Food Hygiene certificate and all food and drink complies with dietary and religious requirements and with the school's status as a "Healthy School". Parents submit an information form outlining allergies. Fresh drinking water is available to children at all times.

What is our policy on Special Needs and Disabilities?
We are proactive in ensuring that any appropriate action is taken when a child is identified as such. Their welfare and development is promoted so that they have equal access to the play provision. Staffing arrangements are considered to meet the individual needs of children who have special needs. The environment is organised so that these children have equal access to the facilities and activities available. The special needs of children whatever their nature is treated with discretion, sensitivity and above all, confidentiality.

What is our policy on equal opportunities?
Children's attitudes to others are established during their formative years. At Anstey Junior School, we value the cultural diversity of our children, parents and students. The governing body and staff actively promote true equality of opportunity and anti-discriminatory practice for all children. Every one of us should feel respected and valued, and special care should be taken to make sure that the more vulnerable members of our school community have their needs addressed. Resources, activities and at ground level the language and behaviour of staff positively reflect racial, cultural, gender, socioeconomic and religious diversity and disability. We provide toys, games and activities to challenge stereotypical roles.

What is our policy on behaviour?
Staff are confident in managing a wide range of children's behaviour including those more challenging children. This is currently a great strength at Anstey Junior School and our team utilise a range of strategies to reinforce good behaviour and to quell the less positive, this is based on the school behaviour policy. All staff have received behaviour management training from the DHT. The expectation will be that children will behave well. The environment and setting is such that good behaviour is encouraged and any negative behaviour is handled consistently and appropriately. Staff are trained in dealing with bullying and more serious incidences i.e. of a homophobic, racist or sexist nature, are duly recorded, investigated and dealt with accordingly.

GDPR
Data protection at the club is overseen by the school and is governed by the same policies as the school.