



# Leverstock Green CE (VC) Primary School

Primary School

## WRAP AROUND CARE POLICY

Leverstock Green CofE (VC) Primary School

### Policy Review

This policy was agreed by the governing body on 14<sup>th</sup> May 2025

It is due for review in May 2026

Signature .....  .....

Date ..... 14/5/25 .....

Head Teacher

Signature .....  .....

Date ..... 14/5/25 .....

Chair of Governors



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It is expected that the majority of activities will be covered by Leverstock Green C of E Primary School Risk Assessments, additional Risk Assessment will be conducted by staff prior to any appropriate activity, seen and authorised by the Headteacher and filed with the School Risk Assessments.

### Staffing

The management of the club is the responsibility of the headteacher. Day to day planning of the club is delegated to the operational staff and supported by the School Business Manager (for financial management), who report directly to the headteacher. The Resources Committee receives reports regarding the The Zone Club each half term. Matters arising between meetings are raised with the Headteacher who retains overall responsibility for Safeguarding (as Senior Designated Lead), the premises, pupils and staff.

Staffing levels will conform to national standards for adult/child ratios (1:10). There will never be an occasion where one member of staff is on duty.

The staff of The Zone club will:

- Plan and provide a range of activities that provide children with choice. These will take into account the different ages, interests and abilities of the children and, where appropriate, the weather conditions.
- Ensure The Zone phone, register and contact information file is to hand whilst club is operational and locked away after.
- Ensure The Zone club starts promptly, with children being collected safely from EYFS and KS1 classrooms. KS2 children make their own way to the club room.
- Ensure all children are directly supervised and that in each activity area all children are within sight of the staff leading the activity.
- Provide a selection of food and a drink, taking account of dietary needs where applicable.
- Ensure the activities happen in a safe and appropriate place.
- Ensure that at the end of each Club session, equipment is tidied away safely and securely, with areas left clean and tidy.
- Ensure the premises are left securely, services (water & electricity) are turned off and ensuring doors and windows are shut (and locked and alarmed if last to leave).

Staff of The Zone Club are subject to appraisal under the school policy and have access to high quality CPD. All staff are expected to undertake Level 1 Safeguarding, First Aid and Food Hygiene as a minimum.

Staff are subject to Hertfordshire County Council policies and Leverstock Green C of E Primary School Policies and practices.



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*Primary School for the 21st Century*

All staffing vacancies will be advertised; the club is subject to the school and Hertfordshire County Council equal opportunities and personnel policies. All staff are also subject to full Child Protection policies including DBS checks prior to appointment. The recruitment process will follow the latest safer recruitment guidance. Shortlisted candidates will be interviewed by the headteacher and another identified member of staff or governor.

All posts have a Job Description. All staff have appropriate qualifications or are required to undertake additional accredited training.

### Fees, Bookings and Cancellations

Leverstock Green C of E Primary School is committed to providing a competitively-priced, fair and open system which provides good value.

A charge is made for attendance at The Zone sessions, the fee is agreed by the Resources Committee annually, or more frequently should it become necessary. Should a child be attending another club operated by the school, returning to The Zone after the end of such club, the charge will apply.

The charge is paid for at the time of booking via Arbor, the booking is not confirmed until payment is made. Bookings can be made up to half a term in advance.

The charge is aimed to cover club costs including staffing, consumable and non-consumable resources, food and drink. The School Business Manager will report on income & expenditure and hold a separate budget line within the school budget.

Parents/carers may use childcare vouchers to pay for The Zone. Parents/carers must inform the School Business Manager of their voucher scheme so the school can register for payment. Voucher payment must be received before a credit is applied to the Arbor account in order for bookings to be secured.

Parents/carers may book or amend up until 2pm on the day of the after school session and up to midnight the day before breakfast club. Cancellations must be made 24 hours in advance; cancellations made with less than 24 hours' notice will incur a charge for one hour's care. The only exception will be when a child is sent home from school unwell on the day.

Once the maximum number of places have been booked, no further bookings will be available and the option will disappear from Arbor.

### Children of School Staff

School staff will be given discounted rates if they wish to use The Zone facilities for their children. The rates will be reviewed on an annual basis by the Resources Committee.

### Debts

The school has an ethical responsibility not to allow parents to run up debts, therefore all places at the club must be paid for at the time of booking.





## Leverstock Green CE (VC) Primary School

Making Every Child's School Day Count

### Fire Procedure

The Zone Club operates using pre-determined spaces and rooms separate to those used by any other school-run club.

Fire Procedures are displayed in all areas and rooms of the school. Should evacuation of the building be necessary, The Zone will evacuate to the relevant fire point for the room they are in. Staff are responsible for ensuring they bring the register and emergency contact details for all children with them.

The Zone Club will be subject to fire practices on a termly basis. These will be recorded in accordance with the School Fire procedures.

### First Aid, Illness and Medicine

Leverstock Green C of E Primary School First Aid Policy applies to The Zone Club. Club staff include Paediatric First Aiders.

A First Aid kit is always available and staff will maintain records according to School policy.

If a child is taken ill at the club, parents/carers will be informed by telephone immediately.

The Zone staff will not assume responsibility for administering medication.

Individual pupils' care plans will be available to the play leaders and will be held securely.

### Risk Assessment

The Zone is subject to all school Risk Assessments (same premises, similar activities). Where necessary a separate Risk Assessment will be conducted prior to any unusual activity taking place.

### Behaviour

The school's behaviour policy will apply at all times The Zone is in session. All pupils are obliged to maintain the usual high standards of behaviour that is expected of them during the school day.

Behaviour slips may be issued by Zone staff and the Headteacher notified. All parents using The Zone are expected to support this.