University Schools Trust
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Cyril Jackson School
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Inspiring Minds Through Opportunity

Wraparound Care & Extended Services Policy

December 2025

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0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
September 2024	All	New policy
December 2025	1	Update to definitions
	2	Update to scope
	3	Update to legal framework
	All	Update terms.

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1. Definitions

The "Trust" refers to the company known as the University Schools Trust, East London and all Trustees, Governors and Staff who work within it.

"The school" refers to an individual academy within the Trust, as denoted by their Unique Reference Number. As such a 'school' may span one or several phases of education to the individual academies within the Trust. Depending on the context the term "School" may refer to a singular academy or to all of the academies within the Trust but as separate entities.

"Schools" have a legal duty to work in partnership with families and to involve all those with parental responsibility in their child's education.

"Wraparound childcare" is defined as childcare that 'wraps around' the conventional school day, i.e. provision directly before and after the school day, during school term time for school age children. It also refers to childcare provision in the school holidays.

2. Scope of the Policy

Cyril Jackson Primary School is committed to providing high-quality wraparound and extended services that enrich pupils' experiences, support families, and strengthen community engagement. Cyril Jackson believes that a safe, welcoming, and stimulating environment enables all pupils to thrive socially, emotionally, and academically.

The government expects all schools to offer wraparound childcare on site, unless there is reasonable justification not to, having considered all available support. Wraparound childcare is defined as provision that 'wraps around' the conventional school day – before and after school during term time – and may also include holiday childcare.

CJPS recognises the many benefits of wraparound and extended provision, including:

- Enabling parents to work or study.
- Supporting vulnerable pupils.
- Offering enriching activities that pupils enjoy.
- Attracting parents to Cyril Jackson.
- Supporting a soft start to the school day and attendance.
- Investing fees into the school or community facilities.

Cyril Jackson provides an extensive range of extended services in the following areas:

1. Extra-curricular clubs and activities, including breakfast club and after school club
2. Wrapround childcare before and after the school day – 8:00am – 6:00pm
3. Parenting support and family learning
4. Access to targeted and specialist support services, such as speech and language therapy
5. Community access to facilities including adult learning, ICT, and sports facilities

All provision will be delivered or facilitated in accordance with CJPS's ethos, vision, and policies, ensuring that the highest standards of care, guidance, and safeguarding are maintained at all times.

Cyril Jackson will ensure that extended and wraparound services remain child-centred, accessible, and responsive to the needs of families, while contributing positively to the wider school community.

3. Links to Legislation and Guidance Documents

3.1. Relevant Internal Documents

This policy should be read in conjunction with the following policies and documents.

- Supporting Pupils with Medical Needs
- Antibullying Policy
- Behaviour Policy
- Charging Policy
- Child Protection Policy
- Complaints Policy
- Data Protection Policy
- Departures and Arrivals Policy
- Debt Recovery Policy
- EYFS Policy
- Financial Procedures
- Fire Evacuation Procedures
- First Aid Policy
- Health & Safety Policy
- Home School Agreement
- Safeguarding Pupils Travelling to and From School
- SEND Policy
- Whole School Food Policy
- Administering Medication Policy
- Attendance Policy

3.2. Relevant External Documents

Relevant external documents to refer to are the:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Childcare Act 2006
- Equality Act 2010
- Children and Families Act 2014
- DfE (2018) 'Charging for school activities'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2023) 'After-school clubs, community activities and tuition'
- DfE (2024) 'Wraparound childcare: guidance for schools and trusts in England'
- DfE (2024) 'Responding to requests for wraparound childcare'
- DfE (2025) 'Early Education and Childcare'
- DfE (2025) 'Keeping Children Safe in Education'

4. Roles and Responsibilities

4.1. The School Committee / Trust

The School Committee, in conjunction with the Trust, holds overall responsibility for ensuring that all wraparound and extended services at Cyril Jackson Primary School are delivered safely, effectively, and in line with statutory guidance and Cyril Jackson's strategic priorities.

The School Committee / Trust will:

- Ensure the school supports the local authority to understand parental demand for wraparound childcare and, where relevant, existing provision at Cyril Jackson.
- Ensure Cyril Jackson has wraparound childcare on site, unless there is a reasonable justification not to.
- Ensure the school responds to community needs, both for wraparound childcare and for wider extended services, by adhering to the relevant DfE "Right to Request" guidance.
- Ensure the school contacts the LA when there is unmet parental demand for wraparound childcare or related services.
- Provide strategic support to the Headteacher and Finance and Statutory Compliance Manager (FSCM) in determining the most appropriate and sustainable model of provision.
- Establish and agree the vision, aims, and scope of extended and wraparound provision with stakeholders, including parents, governors, trustees, staff, and, where relevant, private, voluntary and independent providers.
- Ensure all activities and lettings do not interfere with the school's responsibility to provide a high-quality and safe teaching and learning environment.
- Ensure that the school has obtained all necessary permissions from the landowner or trust for the use of facilities for extended or wraparound purposes.
- Ensure that the school holds any relevant Ofsted registrations or exemptions for childcare provision, where applicable.
- Hold the Headteacher and FSCM to account for the quality, performance, and financial management of all childcare and extended services provided or facilitated by the school.
- Ensure that all child protection, safeguarding, and health and safety policies and procedures are updated to reflect any wraparound or extended provision.
- Review the effectiveness and value of the school's extended and wraparound services as part of the school's annual strategic review and self-evaluation cycle.

4.2. Headteacher

The Headteacher holds overall operational responsibility for the effective management, quality, and safety of all wraparound and extended services at Cyril Jackson Primary School.

The Headteacher will:

- Work with the Local Authority wraparound lead, partner schools, and other sector representatives to identify how the school can support parents to access wraparound childcare.
- Ensure that all provision meets legal and statutory standards, including:

- Robust and effective safeguarding and welfare practices in line with Keeping Children Safe in Education.
- Compliance with all health and safety policies and procedures.
- Commitment to inclusivity and accessibility, including pupils with SEND.
- Safe and appropriate arrangements for travel to and from provision, where applicable.
- Employment of appropriately qualified and vetted staff members.

- Ensure that all provision meets minimum safe standards of childcare and operates lawfully.
- Oversee the day-to-day operation and coordination of wraparound childcare, extra-curricular clubs, and extended services.
- Report regularly to the Governing Body / Trust on the performance, quality, participation levels, and financial sustainability of wraparound and extended services.
- Ensure that where the school cannot offer wraparound childcare on site, parents are signposted to suitable alternative provision through collaboration with the LA and local providers.
- Ensure that wraparound childcare arrangements do not require parents to collect or drop off pupils between the school day and wraparound provision, ensuring continuous supervision and care.
- Establish and maintain a clear and transparent Charging and Remissions Policy, detailing all applicable fees, discounts, and additional charges.
- Ensure that all relevant policies, procedures, and partnership agreements are in place and regularly reviewed to support the safe and effective delivery of wraparound and extended services.
- Oversee and, where appropriate, manage the resolution of complaints related to any aspect of extended or wraparound provision.
- Ensure that all provision aligns with the school's ethos, safeguarding culture, and strategic objectives, contributing positively to the wellbeing and enrichment of pupils.

4.3. Finance and Statutory Compliance Manager (FSCM)

The FSCM holds delegated responsibility for the operational, financial, and administrative management of all wraparound and extended services at Cyril Jackson Primary School.

The FSCM will:

- Assess the financial viability and practicalities of any new or existing wraparound or extended service, providing evidence-based recommendations to the Headteacher on delivery models (school-run or via private, voluntary, or independent (PVI) providers).
- Manage the day-to-day operation of wraparound care, including staffing, registers, health and safety, and communication with parents and carers.
- Administer and monitor all finances relating to wraparound and extended services, including income, expenditure, budgeting, and reconciliation.
- Report regularly to the Headteacher and Governing Body / Trust on the financial and operational performance of provision.

- Implement and maintain appropriate payment systems, ensuring timely collection of fees and adherence to the Charging and Remissions and Debt Recovery Policies.
- Promote and support government childcare subsidies such as Tax-Free Childcare (TFC) and Universal Credit (UC) Childcare to help parents access affordable provision.
- Ensure appropriate insurance cover is in place for all wraparound and extended services, including activities delivered by external providers.
- Undertake and review risk assessments for all relevant services and activities, ensuring they are in line with Cyril Jackson's Health and Safety and Safeguarding Policies.
- Review and update facilities management procedures to ensure extended and wraparound services are covered (e.g. cleaning, maintenance, site security, and access control).
- Manage staff employment arrangements for those delivering wraparound and extended services, ensuring contracts and working hours are compliant and accurately recorded.
- Oversee procurement of equipment, food, and materials for wraparound and extended provision, ensuring value for money and compliance with Cyril Jackson's Healthy Eating and Drinking Policy.
- Manage all third-party contracts and SLAs, ensuring appropriate safeguarding checks, indemnities, break clauses, and exit strategies are in place.
- Publicise and promote wraparound and extended services across school communication channels to ensure families are informed and engagement remains high.

4.4. SENDCO

The SENDCo is responsible for ensuring that all wraparound and extended services at Cyril Jackson Primary School are inclusive, accessible, and responsive to the needs of pupils with special educational needs and/or disabilities.

The SENDCo will:

- Review and update Cyril Jackson's Equal Opportunities and Inclusion Policies to ensure they reflect all wraparound and extended services provided by the school.
- Ensure that all provision, including that delivered by external providers or partners, adheres to the school's equality, inclusion, and accessibility standards.
- Support staff and external providers to plan and adapt activities so that pupils with SEND can participate fully and safely in all wraparound and extended services.
- Ensure that activities are designed and delivered in ways that prevent discrimination, promote equality of opportunity, and foster positive relationships among all pupils.
- Work collaboratively with the FSCM, Headteacher, and relevant staff to ensure that any specific access requirements, adjustments, or additional support for pupils with SEND are clearly identified, resourced, and implemented.

4.5. Safeguarding Lead

The Safeguarding lead holds overarching responsibility for safeguarding and child protection across all wraparound and extended services at Cyril Jackson Primary School.

The Safeguarding Lead will:

- Review and update Cyril Jackson's Child Protection and Safeguarding Policy and procedures to ensure they reflect all wraparound and extended service provision.
- Ensure that all wraparound and extended services, including those delivered by external providers or partners, adhere to the school's safeguarding procedures and statutory guidance under Keeping Children Safe in Education.
- Ensure that any additional staff, whether paid or voluntary, recruited to deliver wraparound or extended services, complete an enhanced DBS check with barred list clearance before working with pupils.
- Obtain written confirmation from external providers that all staff working on the school site as part of extended or wraparound services hold valid enhanced DBS (with barred list) certificates and have undergone appropriate safeguarding training.
- Monitor safeguarding practice within wraparound and extended services to ensure that all staff remain vigilant and confident in identifying, recording, and reporting safeguarding concerns.
- Work collaboratively with the Headteacher, FSCM, and SENDCo to ensure that all safeguarding and welfare measures remain effective, consistent, and compliant with statutory requirements.

4.6. Staff

All staff involved in the delivery of wraparound and extended services at Cyril Jackson share responsibility for ensuring that provision is safe, inclusive, and aligned with Cyril Jackson's ethos and safeguarding culture.

Staff will:

- Provide a safe, welcoming, and stimulating environment that promotes the welfare, wellbeing, and personal development of all pupils.
- Follow all relevant school policies and procedures, including those relating to safeguarding, health and safety, behaviour, first aid, and equal opportunities.
- Supervise pupils appropriately at all times, maintaining required staff-to-pupil ratios and ensuring accurate registers are taken and retained.
- Plan and deliver engaging, age-appropriate activities that support pupils' physical, emotional, and social development.
- Promote positive behaviour and model respect, cooperation, and inclusion in all interactions with pupils and colleagues.
- Ensure all accidents, incidents, or safeguarding concerns are recorded promptly and reported to the DSLs in line with school procedures.
- Maintain high standards of hygiene and safety, including the safe use of equipment, correct food handling, and secure storage of materials.
- Support pupils with medical or additional needs in accordance with individual healthcare plans and the Supporting Pupils with Medical Conditions Policy.
- Participate in regular training, including safeguarding, first aid, food hygiene, behaviour management, and any other training required for their role.
- Liaise with parents and carers in a professional and supportive manner, providing clear and courteous communication about pupil participation, wellbeing, and behaviour.

- Contribute to the continuous improvement of wraparound and extended services by sharing ideas, feedback, and best practice with the Headteacher, FSCM, and colleagues.

4.7. Parents

Parents and carers play an essential role in supporting the smooth and effective running of wraparound and extended services at Cyril Jackson Primary School. Cyril Jackson values positive partnerships with families and expects parents and carers to uphold the school's standards, procedures, and values when accessing these services.

Parents and carers are responsible for:

- Ensuring their child attends wraparound care regularly and is collected promptly at the designated end time.
- Adhering to the payment schedule, making all payments for wraparound care and extended services promptly and in full, in line with Cyril Jackson's Charging and Remissions and Debt Recovery Policies.
- Notifying the school or wraparound care staff of any changes to collection arrangements or authorised adults in a timely manner.
- Informing the wraparound care team of any absences or late arrivals as soon as possible.
- Providing accurate and up-to-date information, including emergency contact details, medical conditions, allergies, and dietary requirements.
- Ensuring their child understands and follows Cyril Jackson's Behaviour Policy while attending wraparound and extended provision.
- Supporting the school's expectations for conduct, punctuality, and respect, reinforcing positive behaviour and cooperation.
- Respecting all agreed terms and conditions of the wraparound and extended services, including policies relating to lateness, behaviour, safeguarding, and health and safety.
- Communicating courteously and constructively with staff and external providers, recognising the importance of collaboration and mutual respect.
- Following school safeguarding procedures when dropping off or collecting pupils and reporting any concerns appropriately.
- Providing feedback or raising concerns through the correct channels, following the school's Complaints Procedure Policy.

4.8. Pupils

All pupils attending wraparound or extended provision at Cyril Jackson Primary School are expected to uphold the same high standards of behaviour, respect, and responsibility that apply during the school day.

Pupils are expected to:

- Follow the school's Behaviour Policy.
- Treat staff, other pupils, and visitors with kindness, courtesy, and respect at all times.
- Listen carefully to instructions from staff and follow them to help keep everyone safe.
- Respect school property and equipment, using resources appropriately and returning them after use.

- Inform a member of staff immediately if they feel unwell, unsafe, or have any concerns about themselves or another pupil.
- Show honesty and responsibility in their actions, understanding that positive behaviour helps everyone enjoy and benefit from the provision.

5. Overview

Wraparound childcare is defined as childcare that 'wraps around' the conventional school day, i.e. provision directly before and after the school day, during school term time for school age children. It also refers to childcare provision in the school holidays.

Provision should:

- Be regular.
- Have longer hours.
- Be more dependable for working parents.
- Not require parents to pick their children up from school and drop them off at another location.

Cyril Jackson understands that wraparound and holiday childcare can be:

- On a school's site, run in-house by the school or in partnership with a provider.
- At a nearby school or private, voluntary or independent (PVI) provider

The school is aware that parents, and prospective parents, can request that the school considers establishing wraparound or holiday childcare. The school will consider and respond to requests from both parents and PVI providers.

The School is aware that parents can make a request for childcare for pupils from Nursery up to the end of KS2. Provision will be made available to children aged 3 to 11 in full time education.

6. Breakfast and After School Club

The Breakfast Club and ASC Provision will be made available to pupils aged 3 to 11, in full time education.

Cyril Jackson has a first come, first served policy for admissions to the school's breakfast and after school clubs. When all the places have been filled, new applications will be placed on a waiting list.

The following cases will be prioritised:

- Pupils with working parents
- Pupils with parents in education or training
- Pupils identified as PP on enrichment tracker
- Siblings of pupils identified as PP
- Siblings of pupils in booster/intervention/enrichment clubs

The pupil premium may be used to enable disadvantaged pupils to access wraparound and holiday childcare.

Before registration, parents will be given the following information:

- The availability of places
- Admissions and Fees Policy
- Behaviour Policy
- Club Handbook
- Complaints Procedures Policy
- The club's privacy notice

Parents will be required to book and pay for club on Parent Pay ensuring they detail any medical and additional needs with their chosen clubs.

7. Fees

The following daily fees will apply:

- Breakfast club: £3.00
- After-school club
  3:30pm to 4:30pm: £5.00
  4:30pm to 5:30pm: £5.00
  Wrap around care:
  3:30pm to 6:00pm:£12.50
- Private holiday club fees will vary

The school will identify and target pupils who would benefit most from a regular, free healthy breakfast, so that they and their families feel able to access the support, without barriers or stigma.

The following conditions will also be in place:

- All fees must be paid promptly
- All fees must be paid on Parent Pay
- No place will be given without prior payment
- The clubs accept childcare vouchers
- Fees are charged if attendance is booked and the child does not attend

For further information, please see Charging Policy.

8. Responding to Request for Wraparound Childcare

In determining the provision of wraparound childcare Cyril Jackson will:

- Gather information to understand the needs of parents and pupils.
- Consider different delivery models for delivering wraparound childcare.
- Liaise with the LA to understand the scope of existing provision in the area.
- Determine whether it is able to use school space for wraparound provision.
- Work with local authority wraparound lead and others in the sector, to identify how it can support parents to access wraparound childcare.
- Decide whether or not to deliver wraparound childcare provision and communicate any decisions to parents and the LA.

- Inform parents and the LA of how it will support parents to access wraparound childcare.

To ensure parents are fully informed, Cyril Jackson will make parents aware of their right to request wraparound, setting out the process that they will need to follow and how Cyril Jackson will respond.

Cyril Jackson will specify that all parental requests for wraparound childcare should be made to the school via e-mail or by booking on Parent Pay.

To aid decision making, Cyril Jackson will ask parents to include the following information in their requests:

- The type of childcare requested
- The age range of the pupils requiring wraparound or holiday childcare
- When provision is most needed

Cyril Jackson will monitor the number and type of requests received, including those from prospective parents. All requests will be recorded, dated, and stored in the main office in accordance with the school's Data Protection Policy.

9. Dealing with requests from PVI childcare providers

PVI childcare providers can request to use school facilities for wraparound or holiday childcare at times when Cyril Jackson is not using them.
Cyril Jackson will ensure that the process is fair and open for all providers by:

- Asking them to make their requests to the school in writing.
- Looking at requests on a case-by-case basis.
- Having a termly window when providers can make requests.
- Specifying the information providers should include in their requests.
- Setting out clear criteria for considering a request.
- Publishing deadlines for considering provision on the school website, including any restrictions on use of the school site.

When Cyril Jackson receives a request from a PVI provider, it will acknowledge receipt of the request and inform them of the timescale for processing the request.
For all requests, Cyril Jackson will:

- Arrange a meeting with the provider to discuss its proposal.
- Identify how demand for the provision across the whole school will be established and the role of the lead provider in leading this process.
- Ensure that the practicalities of establishing the provision are identified, including the physical space available and any restrictions on the use of land.

Consider:

- The provider's track record of financial sustainability.
- The length of contract to allow provision to grow and become sustainable.
- What would trigger a break clause.
- An exit strategy.
- The provider's experience in providing childcare.
- Whether provision will meet standards for provision outlined below.

- Whether providers have appropriate registrations in place and encourage them to register with Ofsted, where they are eligible to do so.

Requests from PVI providers who already offer childcare services will also be considered. In these cases, Cyril Jackson will:

- Assess how far the existing provision meets parental needs.
- Follow the school's agreed procedures for reviewing contracts and renting facilities.

Cyril Jackson will discuss any plans to provide childcare with the LA and relevant landowner.

9.1. Informing the provider of the school's decision

Cyril Jackson will inform the external provider of its decision within one month of the submission of the proposal.

Where the school has rejected a request from a provider, it will not reconsider requests from the same provider for the same type of provision within 12 months of the last request.

If Cyril Jackson becomes aware of a change in demand for wraparound provision in Cyril Jackson or local area, it may reverse this decision.

Where it is decided that a childcare provider can offer wraparound care, Cyril Jackson will agree the following:

- The aims and objectives of the provision.
- A description of the provision.
- A plan for how to establish the provision.
- A contract or service level agreement for the provider to deliver wraparound childcare.
- Agreements on what Cyril Jackson and the provider expect from the arrangement.
- Pricing information
- Arrangements for marketing and informing parents
- What would trigger a break clause.
- An exit strategy.

When working in partnership with a PVI provider, Cyril Jackson will:

- Have a clear aim when choosing its preferred partner.
- Put in place clear and open channels of communication.
- Establish clear roles and responsibilities.
- Establish and agree working agreements – this may be formalised in a partnership agreement or service level agreement.
- Ensure appropriate safeguarding arrangements are in place.
- Have regular meetings to reflect on successes and challenges.
- Regularly evaluate the partnership arrangement.
- Establish and agree terms of use of school facilities, such as leases, licences or hire agreements.
- Agree on the input of personnel and resources, such as staff, facilities, cleaning services, for example.

10. Meeting the standards for wraparound provision

Cyril Jackson is aware of its obligations in ensuring that Cyril Jackson's model of wraparound provision meets the minimum standards. Cyril Jackson is also aware that its responsibilities will vary depending on the delivery model chosen; however, in all cases, Cyril Jackson's wraparound childcare provision will:

- Meet minimum safe standards of childcare and adhere to the law.
- Have robust and effective safeguarding practices.
- Be inclusive.
- Have appropriate staff.

To ensure Cyril Jackson provides high-quality, sustainable wraparound provision, it will consider the following when developing and delivering its provision:

- Make sure premises and facilities are safe, suitable, and meet all pupil needs
- Check the environment is safe, welcoming, non-stigmatising, and inclusive
- Make sure the staff providing care are empathetic, considerate, and pupil focussed
- Confirm that staff have the skills to provide child-led, choice-based activity and play
- Check that any resources are safe, stimulating, varied and age appropriate
- Ensure provision is accessible to all

11. Health and safety

Cyril Jackson will ensure that all members of staff at Cyril Jackson are aware of their responsibilities and duties as set out in Cyril Jackson's Health and Safety Policy. All members of staff will be responsible for:

- Recording incidents, accidents and near misses.
- Maintaining a safe environment for pupils and adults.
- Taking part in any relevant health and safety training.

12. Staffing

Cyril Jackson will identify the most appropriate people to deliver wraparound, taking into account existing staff contracts and arrangements, and the mix of skills and experience required.

Cyril Jackson will exercise financial prudence when taking on additional staff and seek the best rates available.

13. Ratios

Cyril Jackson is aware that the staff to child ratios needed will be dependent on the age of pupils using the wraparound childcare provision and the qualification levels of the staff employed.

When determining staffing levels, the primary concern of Cyril Jackson will be in ensuring the safety and welfare of children. Cyril Jackson will take into consideration the following:

- How many staff are needed to ensure the safety and welfare of pupils
- The types of activity pupils will be engaged in

- The age and needs of pupils, including SEND or medical needs
- If any pupils need 1:1 support
- Safeguarding

Cyril Jackson will also ensure there is:

- A process for staff absences to make sure you can continue to meet the correct ratios.
- Enough staff to supervise pupils when eating or drinking.
- Enough staff to support a pupil who is taken ill or requires medical attention.

Provision will ensuring that there is a staff to child ratio of 1:15 at all times. When activities involve leaving Cyril Jackson premises, this ratio will change to 1:10. When activities are led by a teacher, this ratio will change to 1:30.

Where pupils who normally attend Nursery and Reception class during Cyril Jackson day, or are younger – aged five or under – attend the wraparound provision, Cyril Jackson will ensure that sufficient staff are employed as stated in the 'Statutory Framework for the Early Years Foundation Stage (EYFS) for group and school based providers'.

14. Qualifications and training

Cyril Jackson is aware that, for school-aged children, there are no specific staff qualification requirements, and Cyril Jackson will therefore take responsibility for considering staff qualifications and training requirements.

When considering what level of training is required, Cyril Jackson will consider the individual needs of the pupils attending the provision and any requirements set out by the relevant regulatory bodies.

If pupils in Reception year or younger are present, at least one person who has a current paediatric first aid (PFA) certificate will be on the premises and available at all times – the certificate will be for a full course consistent with the criteria set out in Annex A of the Early Years Foundation Stage statutory framework.

15. Offering food

Cyril Jackson is aware that offering food is an optional element of wraparound provision, however Cyril Jackson has decided to provide healthy snacks for after school club and breakfast foods for breakfast club.

Cyril Jackson is also aware that, for breakfast or after-school clubs which are either on school premises, or on other premises that the LA or school governing board have requested, it must adhere to Cyril Jackson Food Regulations 2014, which apply to all food and drink provided to pupils on school premises up to 6:00pm.

When offering food and drink as part of before- and after-school wraparound childcare, Cyril Jackson will:

- Ensure it meets the appropriate food regulations.
- Ensure that anyone handling food receives appropriate supervision and training in food hygiene.

- Provide healthy and nutritious food that meet the requirements for Cyril Jackson Food Regulations 2014.
- Comply with allergen regulations and:
- Be aware of pre-existing food allergies, intolerances or coeliac disease.
- Have processes in place to ensure the availability of safe food options.

Minimise the chance of choking incidents when looking after pupils aged 5 years old and under by making sure:

- Staff know how to prepare food appropriately for their age and development.
- Pupils are within the sight and hearing of a member of staff when eating.

Be aware of any medical, religious or cultural requirements when considering individual pupils' needs.

16. Arrivals and departures

Cyril Jackson is fully committed to the safety and security of all the pupils in its wraparound childcare provision; therefore, several procedures will be implemented for pupils arriving at before- or after-school care provision:

16.1. Breakfast Club

Parents will drop their child off at breakfast club in the North Building Office. Attendance will be recorded in the breakfast club's register; the parents of any pupil who was booked to attend and is not present when the register is called will be marked as absence.

A member of school staff will collect pupils from breakfast club and escort them to the appropriate playground. The staff member collecting the pupils will be informed of any pupils that did not attend the breakfast club as expected; Cyril Jackson will follow its Attendance and Absence Policy if the whereabouts of those pupils remain unknown after registration is called.

16.2. After-school care

The North Building collection point will be the Library whilst the South Building Collection Point will be the SB Office.

Two members of staff from the after-school club will wait at the collection point until 10 minutes after Cyril Jackson day ends.

Pupils will be escorted to the collection point by their class teachers and recorded in the after-school club's register upon arrival. If a pupil is not collected at the end of Cyril Jackson day, and is not on the ASC register, a staff member will put the child in a club and call the parent. 10 minutes before the end of Cyril Jackson day, a staff member from the after-school club will escort pupils to their club.

17. Involving Parents

Cyril Jackson aims to achieve effective communication with parents; therefore, it will have the following protocols in place to ensure effective information sharing:

- Statutory school's policies are available on Cyril Jackson's website, and hard copies of all policies are also be available upon request.
- All members of staff will take note of information from parents that could affect the happiness and wellbeing of their pupil.
- Parents will be welcomed at the collection point to exchange information and provide updates on their child's wellbeing.

18. Missing Child Procedure

Cyril Jackson will have procedures in place to ensure the safety and wellbeing of all the pupils in Cyril Jackson's care. Cyril Jackson will ensure that it holds at least two emergency contacts for each pupil registered at the childcare club. All staff will be informed of the missing child procedure as part of their induction.

If at any time a pupil cannot be located, the following steps will be taken:

- All members of staff will be alerted that a pupil is missing.
- Members of staff will conduct a search of the premises and the surrounding area.
- At least one member(s) of staff will stay with the other pupils involved in the childcare club, in order to prevent further problems and keep a calm atmosphere.
- If the pupil is not located within 10 minutes, the police and the parents of the pupil will be informed.
- The search for the pupil will continue until the police arrive.
- The headteacher will liaises with the police and the parents of the pupil.

19. Uncollected Children

Staff members will do their best to ensure effective communication between the wraparound provision and parents. If a parent is up to 15 minutes late, the following procedures will be followed:

- The parent will be reminded that they must notify a member of staff if they are running late
- The parent will be warned that repeated late arrival will result in penalty fees

If the parent is over 15 minutes late, the following procedure will be followed:

- A member of staff will attempt to contact the parent using the details provided on the registration documents.
- If contact is not made, a message will be left. The member of staff will then attempt to reach the emergency contacts listed on the registration form.
- For the duration of the wait, the pupil will join second hour, or Finance Manager in SB office.
- When the parent arrives, they will be issued with a penalty notice of £5 per hour that they were late collecting their child.

If the parent is more than 30 minutes late, the following procedures will be followed:
If a member of staff has not reached the parent or an emergency contact, they will contact the safeguarding lead for advice. The pupil will remain in second hour club or finance managers office.

20. Health and Safety

All members of staff at Cyril Jackson will be made aware of their responsibilities and duties in regards to the Health and Safety Policy. All members of staff will be responsible for:

- Recording incidents, accidents and near misses.
- Maintaining a safe environment for pupils and adults.
- Taking part in any relevant health and safety training.

21. Safeguarding

Cyril Jackson will consistently operate on the basis that safeguarding and promoting the welfare of pupils is everyone's responsibility.

Cyril Jackson will ensure that its wraparound childcare provision is a safe and happy place for pupils, that parents feel confident that their child is well looked after and that robust safeguarding arrangements are in place.

Cyril Jackson will ensure that all members of staff and volunteers are suitable to be working with pupils in wraparound care – anyone without the appropriate checks will be supervised by a member of staff who is permitted to undertake regulated activity with children.

Child protection and safeguarding extends to all wraparound care provision, and Cyril Jackson will ensure that all staff and volunteers involved in the provision of wraparound care have read and adhere to the Child Protection and Safeguarding Policy.

The Child Protection and Safeguarding Policy is provided to all staff and volunteers involved in wraparound care upon induction.

Cyril Jackson is aware that it is responsible for ensuring appropriate safeguarding policies and processes are in place, and that its arrangements for child protection will apply to any childcare provision provided by Cyril Jackson on-site.
Cyril Jackson will ensure that it:

- Follows the statutory guidance in KCSIE.
- Meets the Childcare Register's requirements, even if it is not eligible for registration on the Childcare Register.
- Makes sure that all staff receive safeguarding training and that they know the identity of the DSL, or deputies, and how to contact them.
- Makes sure that all staff, including volunteers, have obtained an enhanced DBS check.
- Makes sure it has appropriate policies and procedures in place to identify and deal with safeguarding incidents quickly.
- Follows the safeguarding and welfare requirements within the EYFS statutory framework when pupils in Reception year or younger are being cared for.
- Ensures that volunteers are properly supported and given appropriate roles, and that it continues to follow the checking and risk assessment process set out in part three of KCSIE.
- Prohibits a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Any safeguarding matters will be raised with the DDSL and finance manager as soon as possible. If the DDSL's are not available before or after school hours, safeguarding issues will be raised with a named nominated person, e.g. the headteacher, who will then inform the DSL as soon as possible. Where Cyril Jackson receives an allegation regarding an external provider that has utilised Cyril Jackson premises, Cyril Jackson will follow the usual safeguarding procedures set out in the Child Protection and Safeguarding Policy and ensure that the LA designated officer (LADO) is informed.

22. Inclusion

Cyril Jackson understands that, under the Equality Act 2010, it has a duty to:

- Eliminate unlawful discrimination, harassment and victimisation.
- Advance equality between different groups.
- Foster good relations between different groups.
- Promote mental health and wellbeing.

Cyril Jackson will ensure it adheres to the statutory requirements set out within the Equality Act 2010, and acts in line with Cyril Jackson's Pupil Equality, Equity, Diversity and Inclusion Policy.

Cyril Jackson will ensure that all wraparound providers make childcare inclusive and accessible for all pupils, including pupils with SEND and pupils considered vulnerable.

Cyril Jackson will make sure that wraparound childcare provision is inclusive and considers the following:

- Having an appropriate offer for pupils with SEND, including appropriate staff-to-child ratios
- Making sure all staff are appropriately trained to deliver high quality, accessible and inclusive provision
- Having a plan to ensure it can identify the needs of pupils with SEND – this may include working with school SENCOs
- Understanding its responsibility to have arrangements in place to safeguard and promote the welfare of pupils
- Having properly vetted staff, both paid and voluntary, before they care for pupils
- Ensuring all staff are appropriately trained to deliver high quality, accessible and inclusive provision.
- Speaking to families regularly to understand individual needs and how these may change.
- Determining what transport arrangements may be necessary.

Where necessary, Cyril Jackson will make reasonable adjustments for pupils with disabilities to access the provision. Where reasonable adjustments are required, Cyril Jackson will ensure that parents are not expected to contribute to any of the costs incurred.

Where adjustments are deemed unreasonable by the wraparound provider but are necessary for the child to access the provision, parents may be asked to cover the associated costs.

23. Illness and Injury

In the event of illness or injury, Cyril Jackson will act in accordance with the Health and Safety Policy and the First Aid Policy.

All members of staff will be trained in first aid and will be made aware of their duties if a child is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:

- If a child becomes ill, the parents will be contacted and asked to collect their child
- If a child is complaining of illness, but the member of staff does not believe it is serious, they will monitor the child until the end of the session
- If a child suffers a minor injury, first aid will be administered and the child will be closely monitored for the rest of the session

If a child suffers a major injury or becomes seriously ill, the following procedures will be implemented:

- If a child needs to go to the hospital, an ambulance will be called and a member of staff will accompany them
- The parents of the child will be notified immediately
- Following the incident, members of staff will conduct a review of the incident in order to prevent any such incident from occurring in the future

24. Medication

It is expected by Cyril Jackson that members of staff will always act in accordance with Cyril Jackson's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy.

Members of staff will be made aware of the importance of administering prescribed medication to pupils. Cyril Jackson and its clubs will understand that parental consent is crucial and will have the following rules in place for administering medication to pupils:

- Before any medication is given, the child's medical forms will be checked to see if the medication has been approved by the parent.
- When a member of staff administers medication, another member of staff will witness the process.
- Details of the process will be recorded on the child's medication form.
- If a child refuses to take the medication, the member of staff will not administer it. The parent will be notified immediately.
- If a certain medication requires training to administer, only members of staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, the changes will be recorded on the medical forms. Parents will be required to sign the forms again before any change in procedure is agreed.

25. Behaviour

Cyril Jackson's wraparound childcare services will be subject to the existing Behaviour Policy; disciplinary issues will be reported to the parents of the child. Repeated breaches of the Behaviour Policy may result in the child being barred from attending the wraparound childcare clubs.

Any outstanding fees paid by the parent will be returned if a child is barred from attending the provision.

26. Anti-Bullying Policy

Cyril Jackson has a strict Anti-bullying Policy which will be implemented at all times.

27. Emergency Evacuation/Closure

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illness, the wraparound care clubs will be closed.

In the case of an emergency, the following procedures will be followed:

- Emergency services will be contacted
- All pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is name of location
- A member of staff will collect the register and check that all pupils are at the emergency assembly point
- If a child is missing from the emergency assembly point, the emergency services will be informed immediately
- Parents will be contacted and asked to collect their children

All pupils will remain at the emergency assembly point until they are collected by their parent
If a child has not been collected after undergoing the emergency procedure, members of staff will follow the uncollected child procedure

28. Lettings

Cyril Jackson recognises that its premises are valuable to the local community and is pleased to let the premises out to local organisations to deliver the following extended services:

- Parenting support and family learning
- Swift and easy access to targeted and specialist support services, such as speech and language therapy
- Community access to facilities including adult learning, ICT, and sports facilities

The Trust and School Committee will have overall responsibility for the management of lettings.

When letting out the premises, Cyril Jackson will ensure that any letting arrangements do not interfere with the primary activity of Cyril Jackson to provide a high-quality education and safe teaching environment.

All hirers using Cyril Jackson premises to work with children, regardless of whether the children are on Cyril Jackson roll or not, will be expected to abide by Cyril Jackson's safeguarding arrangements.

Cyril Jackson will ensure that safeguarding requirements are communicated with the hirer prior to the letting. This will be included in Cyril Jackson's hire agreement document.

Hirers will be expected to adhere to the DfE's 'After-school clubs, community activities and tuition: safeguarding guidance for providers'.

All lettings will be managed in line with Cyril Jackson's Lettings Policy.