

 <p>Offley Endowed Primary School & Nursery</p>	<h1>Offley Endowed Primary School and Nursery</h1>	<p>Reviewed: Feb 2026 Next Review: Feb 2028</p>
<p>Policy Title:</p>	<h2>Wrap around care</h2>	<p>Users: Staff, Governors, Parents</p>

Statutory policy or procedure for wrap around care requires Offley to have written policies for safeguarding, including procedures for allegations against staff, mobile phone/camera use, and child protection. These must also cover safer recruitment, pediatric first aid, and strict nutrition/choking guidelines. (See Appendix 1)

Aims

- To provide a happy, welcoming place where all children are valued.
- To support working parents by providing an affordable childcare facility.

Objectives

- To provide a welcoming, safe, secure environment for pupils before the start of the school day and after school.
- To enable pupils to eat a healthy breakfast before the start of the school day or a snack after school, in a pleasant, relaxed environment.
- To employ caring supervisory staff.
- To provide a calm play environment for those pupils.
- To provide an affordable service for working parents.

Admissions

The clubs are fully inclusive for children from Nursery to Year 6. (Jesters will only be for Reception aged children and older from September 2026). Any parent/carer with a child that has any additional or special needs should record these with the school office. This is so that any child can be appropriately welcomed into the club.

Staffing

There are one or two breakfast club staff, depending on the number of children attending. There are between two and three Jesters staff. In addition to breakfast club staff, other members of staff are on site from 7.45am. All staff are paediatrically trained and up to date with relevant safeguarding training.

Contingency arrangements for staff absences and emergencies

If a member of staff is absent, they must ring another member of the team to arrange cover. Any additional cover is shared between the Head and the Assistant Head.

Booking and Payment Arrangements:

Bookings are made via School Gateway, the cut off for breakfast club is midnight before, or 3.00pm on the day for Jesters. Places are available on a first come – first served basis.

- Payment is either made by School Gateway, weekly, monthly, half termly or termly upon booking, or via childcare vouchers by arrangement with the office.
- After one week of non-payment a letter will be sent asking for outstanding amount. If, at the end of the second week there is still no payment and no explanation, then the child/children will not be able to attend.
- If the club is used in an emergency or one-off basis payment must be received on the day.

Approved and Adopted by The Governing Body



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- Breakfast club and Jesters reserves the right to prevent any child's attendance to the club if at any time if they are not acting in a disciplined and responsible manner. Fees in this case will not be refunded. We also reserve the right to cancel Breakfast club or Jesters, where numbers are insufficient, fees in this case would be refunded.
- Parents have to book in advance and may not simply turn up on the day.
- There are no refunds for non-attendance.

Use of registers

- Children are registered as they enter the building. The register is kept on-line, in the school office.
- The Breakfast Club staff access the on-line register in the hall.
- Jesters staff register in the Year 2 classroom.
- In case of an emergency where children have to be evacuated from the building, the laptop with the register must be taken and the children checked against the register to ensure they are present.

Organisation

- Breakfast club is open to all pupils from Nursery to Year 6 from 7.45 am to 8.45 am. It is held in the school hall.
- Jesters is open to children from Reception to Year 6 from 3.15 until 5.45pm, 4.15pm on Fridays.
- For breakfast club, pupils enter the hall from the back entrance by 8.15, if requiring breakfast.
- Children will be given a choice of breakfast, including a variety of cereals, croissants, bagels, fruit or toast.
- Children will have a variety of activities to entertain them after their breakfast.
- Pupils are welcomed by the staff who register the children, help the younger children with their outer clothing and bags and find out what each child would like for breakfast. The children are encouraged to serve themselves.
- Children have the choice of activities on another table.
- Emphasis is placed on good table manners and behaviour throughout.
- Children use the main toilets for breakfast club, Year 2 toilets for Jesters.
- All activities are cleared up by 8.40 am so that the children may leave the dining hall to walk to their class.
- The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone numbers are kept in the School Office.
- Jesters takes place in Year 2. The children are often accompanied for outside play and activities. A snack is provided during the start of Jesters. Collection is from year 2 classroom, with a dedicated doorbell. The children must be signed out upon collection.

Communication with Parents

- Verbal communication with parents/carers bringing children to the club
- Written notes to parents may be given to the child's teacher and special events are advertised in the newsletter.
- Jesters have a dedicated phone number, if parents need to inform Jesters staff (on the day). E.g., traffic, different person collecting etc. **07553821774**
- Parents may make appointments with the Wraparound staff or the office to discuss matters pertaining to either club.

Records of staff

- In accordance with the Children Act Regulations, the address and telephone numbers of the Wraparound care staff are kept in the School Office.



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Fire Procedure

- Breakfast club - Children should exit the dining hall through the fire escape and assemble in the assembly point on the school playground.
- Jesters - Children should exit through either fire exit of Year 2 and assemble in the assembly point on the school playground.
- All registers should be taken and the Head or Assistant Head informed when the children are checked and present. In the absence of SLT being on site; the wraparound staff will take a register accounting for all children and then call a member of SLT.

Equal Opportunities

Wraparound provision will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the wraparound care will have current DBS clearance. These records are held in the school office. All staff will follow existing school policies and procedures for child protection and the code of conduct.

Medication

Inhalers are kept in the school staffroom. If a child needs their inhaler then a member of staff will escort them to the staffroom to observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication. Children must be toilet trained to attend either club.

First Aid

- If First Aid is administered, the treatment given is recorded on CPOMS.
- The CPOMS note will be emailed or a telephone call will be made to inform parents.

Confidentiality of documents

Confidential documents are kept in the school office



Appendix 1

Safe Food Preparation – under 5's

To minimize risks, schools must modify the shape, size, and texture of high-risk foods:

- **Round Foods:** Cut small round items like grapes, cherry tomatoes, and strawberries lengthways and into quarters.
- **Firm Fruit & Vegetables:** Soften hard items (e.g., carrots, apples) by steaming or simmering. Serve them in narrow batons rather than round chunks.
- **Sausages & Hot Dogs:** Cut lengthways into thin strips and remove any skins before serving.
- **Meat & Fish:** Ensure all bones are removed. Cut meat into very thin strips.
- **Bread:** Avoid white bread, which can form a doughy ball in the throat; use wholemeal or toasted bread cut into strips.
- **Peanut Butter:** Never serve in large spoonfuls or chunks. Spread thinly and evenly on bread.
- **Cheese:** Grate cheese or cut it into narrow batons rather than cubes.

Foods to Avoid (Under Age 5)

Certain foods are considered high-risk and should generally not be served in early years settings:

- Whole nuts or large seeds.
- Popcorn and marshmallows.
- Hard, boiled, or sticky sweets and chewing gum.
- Raw jelly cubes (often used in messy play).

Supervision & Environment

Guidelines emphasize that choking can be silent, making visual monitoring essential:

- **Sight & Hearing:** Children must always be within sight and hearing of staff while eating.
- **Seating:** Children should sit upright at a table or in an appropriately sized chair. They must not eat while walking, running, or lying down.



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- **Minimal Distractions:** Create a calm environment to help children focus on chewing and swallowing.

Training & First Aid

Schools must maintain a high standard of emergency preparedness:

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- **Paediatric First Aid (PFA):** At least one person with a current PFA certificate must be on the premises when children are present and eating.
- **Reporting:** Any choking incident must be recorded, and parents or carers must be informed. Serious incidents requiring hospitalization for over 24 hours must be reported to [Ofsted](#) within 14 days.
- **Staff Competency:** All staff handling or preparing food must be competent and aware of these safety requirements