**Appleton Thorn**

**Primary School**

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**Starlings**

**Wrap Around Care Policy**

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At Appleton Thorn Primary School, we are delighted to be able to offer our own bespoke Before and After School Care provision, Starlings, as part of our extended hours.

We aim to provide a happy, secure provision for children that offers continuity and familiarity within the setting of the school building. Children from Reception to Year 6 are provided with a range of fun activities and opportunities within the provision that is run by high quality and qualified staff. Any profits from this provision will be carefully reinvested back into our wraparound care and school.

**Management of Starlings**

This provision is a partnership between the Governors of Appleton Thorn Primary School and the parents, carers and children of the school community. Its management will be the responsibility of the Management Team and the Governing Body. All parents and children will be encouraged to contribute to the wraparound care and their suggestions will be welcomed and valued. The management structure Starlings is as follows:

Governing Body

Management Committee

Starlings Manager

Starlings Staff

**Values and Ethos**

Our mission statement: Through the commitment and dedication of everybody at Appleton Thorn Primary School, we strive to achieve our full potential and respect everybody as individuals whilst aspiring to become valued members of our unique and happy community. We are proud of our longstanding and established school motto,

**'*Individuals achieving. Our community succeeding.’***

Children are at the heart of everything we do at Appleton Thorn Primary. We are committed to providing a caring environment where every child can thrive and is supported to achieve their unique and amazing potential. This club promotes the same values and aims that are at the heart of all our learning and experiences through the Starlings motto, "Be Kind, Be Careful, Be Respectful".

At Appleton Thorn Primary we believe that the strong values we hold are at the core of our school ethos. We believe that these values set the high standards of behaviour and attitudes our children display in school, in the choices they make and their involvement within our community. Every month we have a value that we focus particular attention to, and these will extend into our wraparound care.

**Activities**

The children within the provision will have access to the school’s facilities and there will be a range of activities available for the children each morning and afternoon including:

* creativity
* investigation
* board games
* jigsaws
* small world activities
* role play
* reading area
* construction
* mindfulness
* gardening
* IT
* den building

The outdoor areas will also be utilised to offer a range of physical activities including parachute games, skipping, football, organised games, go karts and scooters.

**Meals and Snacks**

We are a Healthy School and as such, we will be promoting this through the range of freshly prepared breakfast and snack options provided. Children will be able to choose from a range of breakfast options including cereal, toast, fruit and yoghurt along with fruit juice, water and milk. After school we offer the children a range of healthy meals using fresh ingredients and carefully designed nutritional balance. Parents must make Starlings staff aware of any allergies, medical conditions or dietary requirements.

**Admissions Policy & Criteria**

Starlings is sited within the school building and will primarily be based in the small hall. This space can accommodate up to 45 children for Breakfast and After-School Club. Children have access to toilet facilities, a kitchen and outdoor play areas.

When necessary, the admissions criteria will be as follows:

1. Children in care

2. Children with a sibling already attending the club

3. Children requiring full time provision

4. Children requiring part time provision

**Payment Policy**

All sessions must be paid for in advance through Pembee. Sessions can be booked on a weekly basis or booked further ahead for convenience. Child Care vouchers are accepted, as is the government tax-free childcare scheme, and parents must set this up with their provider and ensure payments are sent to school each time they book.

**Attendance and Fees for 2023-2024**

Breakfast Club (7.30am - 8.45am): £7.00 per child per session

* Children enter via the external hall door.
* Breakfast is served until 8.30am.
* Children are escorted to their classrooms at 8.45am

After School Club (3.15pm - 6pm): £14.50 per child per session

* Children are escorted to Starlings by a member of classroom staff at the end of the school day.
* Water and fruit are available at the start of the session, followed by a 4.30pm meal time.
* Children are collected via the external hall door.

The full amount is payable for each session even if your child arrives late or leaves early for any reason. If a child is absent, sessions must be paid for and no substitute bookings or refunds will be made. In the event of there being a dispute over payment, the complaints procedure will apply.

**Overdue Fees**

If for any reason payment cannot be made, parents/carers must inform the Starlings manager, who will make every effort to find a solution. We will not allow arrears to accumulate and if fees remain unpaid then access to the booking system may be temporarily suspended.

**Childcare Vouchers**

Starlings will do its utmost to support all families with childcare voucher providers. Support with this can be accessed by emailing the Starlings manager.

**Collection of Children by Other Adults**

Two emergency contacts are required during the registration process, ideally people who may collect the child. Friends or family members outside of this list will be asked for the security password chosen during the registration process.

**Non-Attendance**

If your child can no longer attend Starlings for any reason, parents/carers must inform us by phone or email prior to the session. If a message is not received your child will be taken to the Starlings as planned and can be collected via the external hall door. The onus is on you to inform Starlings staff, messages will not be accepted through your child. Older children will not be permitted to leave school without confirmation from a parent that their place is no longer required.

**Late Collection Charge**

Parents are expected to collect their children and leave the premises by 6.00pm.

Parents/carers must call or email Starlings to inform them if they are to be late. A late collection charge of £5.00 will be incurred for late collections that Starlings have not been made aware of. If persistent lateness occurs, places may be withdrawn.

**Uncollected Children**

In the event that your child is not collected by an authorised adult at the end of the session, Starlings will put into practice procedures agreed with the school. This ensures that your child is cared for safely by an experienced and qualified practitioner who is known to them. We will ensure that your child receives a high standard of care in order to cause as little distress as possible.

If your child is uncollected and we are unable to make contact with you:

* Starlings staff will inform a member of the senior leadership team.
* After one hour, the Headteacher/Chair of Governors will be informed before contacting the local authority’s Children’s Services Team.

**Missing Children**

Children’s safety is the highest priority at all times and with the procedures we have in place it is unlikely that your child should go missing. However, in the event of this happening we will:

* inform all Starlings staff
* check the registers to make sure all other children are on the premises
* check doors and gates for any breach of security
* carry out a thorough search of the building, playgrounds and garden areas
* if your child is not found, you will be contacted and your child reported missing to the police within 5 – 10 minutes
* establish when and where the child was last seen and record this.
* contact the Headteacher (or a member of the management team) to inform them of the current situation.

**Homework Policy**

If your child wishes to complete their homework, they will be allowed to do so in an appropriate environment, however, Starlings is not a homework club and staff will not initiate homework tasks.

**Positive Behaviour Policy and Discipline**

Starlings adopts the same behaviour management policy as the school and uses the same strategies for rewarding and sanctioning behaviour. This can be found on the school website. In the event of consistent unacceptable behaviour, places may be withdrawn.

**Safeguarding**

All staff are trained in safeguarding with policies and procedures that are the same as those of the school. All safeguarding policies can be found on the school website.

**Allegations of Abuse**

Starlings will work with children, parents and the community to ensure the rights and safety of children.

* We ensure that all staff and parents are made aware of our safeguarding policies and procedures.
* Applicants for posts within Starlings are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
* Candidates are informed of the need to carry out our ‘enhanced disclosure’ checks with the DBS (Disclosure and Barring Service), previously known as Criminal Records Bureau, before posts can be confirmed.
* All parents know how to complain about the behaviour or actions of staff/volunteers within the provision or anyone within the setting which may include allegations of abuse.
* We follow the guidance of the Safeguarding Children Board when responding to any complaints that a member of staff/volunteer or anyone working in the premises has abused a child.
* We record details of any such alleged complaint.
* We refer any such complaint immediately to the Local Authority’s Designated Officer (LADO) for managing allegations about staff.
* The LADO will advise the school when it is necessary for the Head Teacher to suspend the member of staff on full pay, or prevent the volunteer from helping in the setting, for the duration of this investigation.

***This is not an indication or admission that the alleged incident has taken place but is to protect the staff as well as the children and families throughout the process.***

**Complaints Procedure**

We welcome any suggestions on how to improve our wraparound care and will give prompt and serious attention to any concerns about the running of the provision. If a parent is unhappy or has a concern about any aspect of Starlings, they should report their concerns to the Starlings manager by email, telephone or face to face. All concerns will be investigated and the results of the investigation will be issued to the parent in writing. It is hoped that complaints should be resolved amicably at this stage. If this does not have a satisfactory outcome, concerns or complaints should be put in writing to the Management Committee at the following address:

Starlings Management Committee

Appleton Thorn Primary School

Arley Road

Appleton Thorn

Warrington

WA4 4RW

All details of the complaint will be recorded and filed in a complaints file.

**Staffing**

We provide a staffing ratio in line with the local authority guidelines and Early Years Foundation Stage requirements; a minimum of two members of staff are on duty at any one time.

All staff are employed through a fair, competitive process under our staff recruitment and selection that promotes equality of opportunity. All staff have job descriptions which clearly set out their roles and responsibilities. We follow our Safer Recruitment policy which also includes obtaining references and undertaking a full DBS. This will look at leave for periods of maternity, paternity, sickness, dependants and adoption or fostering. Starlings aims to ensure that staff do not suffer offensive language or behaviour in the workplace. Staff contracts will state that offensive language or behaviour is not acceptable. Any use or misuse of drugs or any form of substance abuse will not be tolerated and alleged use must be reported to the link club manager. All staff are expected to follow the procedures and guidelines for Health and Safety in the Workplace.

**Equal Opportunities**

Starlings is committed to achieving a service which provides equal opportunities and freedom from discrimination on the grounds of race, sex, class, gender or disability in both the service provided and employment. Starlings is committed to taking positive action to eliminate discrimination in all areas of its work.

**Disability**

Starlings promotes equality of opportunity for children with special needs and their parents and carers. Starlings also seeks to encourage access to children and parents and carers with disabilities. We aim to make full use of the skills and abilities of workers both voluntary and paid and to assist them in suitable employment or work as appropriate within the organisation.

**Special Needs**

Starlings aims to provide appropriate opportunities for all children. Children with special needs, like all other children, are welcomed by Starlings. We liaise with the school's special needs lead in relation to children with additional needs attending link club. Staff, where possible, will attend training on special needs and we will work closely with parents of children with special needs to create and maintain a positive partnership.

**Children Under 4**

Preschool children are welcomed by Starlings, and are encouraged to show independence, understand our rules and manage their own basic hygiene. Extra assistance will be given to any child when necessary, in line with the school's policy on intimate care.

**Illness**

Parents are asked to keep children at home if they have an infection and to inform the Starlings manager as to the nature of the infection so that staff can make careful observation of any child who seems unwell. As with school procedures, parents are asked to keep at home any child who has been vomiting or has diarrhoea until at least 48 hours have elapsed since the last episode. If your child tells us that they have been sick within 24 hours, we will ring you to come and pick them up. Cuts or open sores, whether on adults or children, should be kept covered with a plaster or other dressing. Staff will ensure that the first aid box is kept clean and replenished as necessary. They also have direct access to the defibrillator and first aid room.

**Personal Hygiene**

Staff will ensure that children wash their hands following messy activities, after using the toilet and before they eat. A box of tissues is available and children are encouraged to blow and wipe their noses when necessary. Good table manners are modelled and expected at meal times by all children, rewarded with Dojos.

**Cleaning and Clearing**

Staff will always wear protective disposable gloves when cleaning up any bodily fluids, with floors and affected surfaces disinfected. All surfaces are regularly wiped with an antibacterial cleaner. If your child has a toilet accident we will encourage them to clean themselves and offer a change of clothes. Soiled garments will be wrapped in a polythene bag.

**Health and Safety**

The School Health and Safety policy is followed by Starlings. This can be found on the school website. Environmental health and safety checks take place before every session and report any hazards to the maintenance team via the daily message folder. Starlings currently holds a food hygiene ‘score on the door’ of 5/5.

**Fire Safety**

We ensure that we have the highest possible standards of fire precautions in place across the school. Evacuation procedures are clearly displayed and there are termly practices to support with evacuations that are swift, calm and safe.

**First Aid**

All staff members are first aid trained. Accidents are reported in the same way as during the school day.

**Medication**

Starlings follow the same policy on administering medication as the school and parents/carers must ensure a medication form has been completed.