
St. Nicholas- at-Wade CE Primary School

Wraparound Policy

Reviewed by: Taralee
Kennedy April 2026
Approved by:
Review: September 2027



In the parable of the Wise and Foolish Builders (Matthew 7:24–27), Jesus teaches that strong foundations enable us to withstand challenges and remain secure. Our Wraparound Provision Policy is built upon this principle: that consistent care, clear routines, and strong partnerships create a safe, supportive, and dependable environment for every child beyond the school day.

We are committed to establishing firm foundations through high-quality provision, well-trained staff, effective communication, and close collaboration with families. By ensuring that children experience stability, encouragement, and appropriate supervision in a nurturing setting, we support their wellbeing, personal development, and sense of belonging.

Through this approach, we seek to “build on the rock”—creating a culture of care, inclusion, and trust where every child feels safe, valued, and able to flourish with confidence before and after the school day.

What is the purpose of this policy?

The purpose of this policy is to outline how the school provides a wraparound care service that is affordable, sustainable, and high-quality. We are committed to maintaining a safe and secure environment for all children in our care.

Why has a policy been written?

We offer before and after school childcare to support working parents through our Wraparound Care provision, which includes a Breakfast Club and an After School Club.

The emphasis of our Wraparound Care is on play and leisure rather than formal education. It provides children with opportunities to develop their learning through play and social interaction.

Breakfast Club

Breakfast club costs £3.00 per session and runs 7.45 – 8.45am Monday to Friday, term time only and is run by our own trained staff. Children can attend anytime from 7.45am–8.45am, however breakfast will only be served until 8.15am. Children will then be taken to class, ready to start the school day. Payments should be made in advance where possible, via SchoolMoney.

Wraparound Club

3.15pm – 5.45pm, Monday to Friday, term time only.

The club is open until 5.45pm, term time and is run by our own trained staff.

Session 1 – 3.15pm to 4.30pm £5.00 (includes drinks and snack)

Session 2 – 3.15pm to 5.45pm £12.00 (includes drinks, snack and dinner)

Session 3 – 4.15pm to 5.45pm £7.00 (after clubs, includes drinks and dinner)

Session 4 – 4.15pm to 4.30pm £2.00 (after clubs)

Courage, Resilience, Honesty, Kindness, Be the best you can be

Payments should be made in advance where possible, via SchoolMoney.

Requesting a Place in Wraparound

Parents can request a place for their child by contacting the school office via telephone or email.

Equal Opportunities

Pupils' welfare and development are supported to ensure they have fair and equal access to play opportunities. Staffing arrangements are planned to meet children's individual needs; however, we may be unable to provide one-to-one support. All children's needs, whatever their nature, are handled with discretion, sensitivity, and, above all, confidentiality.

Pupil Premium

It may be that places will be reserved for children entitled to Pupil Premium. These children will be invited to attend by the Head / SENCO / Designated Safeguarding Lead.

Arrival / Registration

On arrival at either club, a member of staff will promptly record each child's attendance in the daily register. The room will be prepared in advance for the children's arrival, with all health and safety checks completed.

Collections / Departures

All children must be collected from the club by an adult, unless a parent has completed a "Walk Home" form and confirmed that it applies to after-school clubs. Parents must inform the school in advance if someone other than the child's designated emergency contacts will be collecting them. If an unfamiliar person arrives without prior notice, a member of staff will contact the parent or carer immediately.

Late Collection

Late pick-ups will be charged (£1.00 per minute, per child after 5.45pm). In cases where a child is left at school with no contact from parents, the school may call social services.

First Aid and Safeguarding

The Extended Day staff are all first aid trained, and undertake update training every three years. There will always be a qualified first aider on site whilst Wraparound clubs are in session. Miss Powis is a fully trained Designated Safeguarding Lead and holds a current certificate.

Fire Safety

Regular fire drills are carried out across the school day including Breakfast Club and Wraparound also.

Upon the sounding of the alarm, children will practice leaving the Studio to the fire assembly point (playground). Staff will also check bathrooms, corridors and conduct a fire

register at this assembly point. In the event of a real emergency, a member of staff will assume responsibility for dialling the emergency services.

Food Hygiene

All Wraparound staff who prepare food are required to be level 2 Food Hygiene trained. This training is updated every three years.

Staff: Pupil Ratios

Children are supervised at all times on a ratio of 1 staff member with 10 pupils. If children require closer supervision, or receive 1-2-1 supervision during the usual school day, this will be arranged at the point of admission to Wraparound (this is dependent on staffing and will be organised by the Headteacher).

Risk Assessment

A Breakfast Club and Wraparound Care Risk Assessment is in place and reviewed regularly along with this policy. Please see Appendix I for the Risk Assessment.

St Nicholas at Wade CEP School Risk Assessment for Wraparound Provision




Activity: Afterschool Wraparound Provision				
HAZARDS (Including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	In Place	Any actions and ongoing assessment	Residual Risk Rating Low, medium, high
Parental consent	Have parents provided formal consent for their child to attend the club?	Yes		Low
	Are parents' up to date contact details known (in the event of an emergency, cancellation of the club, missing pupils, any unforeseen problems)?	Yes	Contact details reviewed termly by Hannah Howard/Leah Merry	Low
Security	Is the means of access to the club area security access controlled, including visual control over visitors?	Yes		Low

	Is a communication link / phone available in the area used by the club?	Yes	Mobile Phone has been provided.	Low
	Is a register kept daily of pupils attending the club?	Yes		Low
	Are arrangements in place for the safety of pupils being 'picked up'?	Yes	Children are collected by parents/carers between 4:30pm and 5:45pm from the Studio.	Low
Selection of rooms used by Wraparound Provision,	Are rooms suitable in respect to size, layout, occupancy, proximity to welfare facilities etc.	Yes	First aid equipment set up and in place	Low
Supervision	Are supervision ratios appropriate (taking into account staff absenteeism / holidays / sickness)?	Yes		Low
	Have supervising staff been DBS checked?	Yes		Low
Information relating to pupils	Are suitable arrangements in place for club staff to receive adequate information from parents / school relating to the pupils attending the club, i.e.	Yes		Low

	pupil medical, dietary, behavioural or other special needs, i.e. allergies?			
Use of school's own equipment	Has prior agreement been established as to what school equipment may / may not be used by the club?	Yes	Budget has been set aside for staff to purchase equipment specifically for use for the Wraparound	Low
	Are all club staff familiar with the fire evacuation procedures for the premises, i.e. sound of the alarm, location of exit doors, location of fire assembly point, responsibility for contacting the emergency services, etc.	Yes	Wraparound staff are employed by the school and work on site in the afternoons.	Low
First Aid / Administration of Medication	Are there adequate numbers of club staff trained to an appropriate level of first aid (taking into consideration staff absenteeism, holidays etc)?	Yes	Expiry Date SS: July 2027	Low
	Is refresher training provided every 3 years?	Yes		Low
	Are there sufficient numbers of first aid kits available?	Yes		Low

	Is there a policy for the administration of medication? Are club staff familiar with the policy?	Yes		Low
	Is parental consent obtained prior to medication being administered to pupils?	Yes	Forms are completed via the Office.	Low
Electrical Safety	Are arrangements in place for portable electrical appliances to be PAT tested on a periodic basis, typically annually?	Yes	Caretaker	Low
	Are there sufficient numbers of electrical sockets in the rooms to avoid the use of extension leads wherever practical?	Yes		Low
	Are staff aware to visually inspect portable electrical items for evidence of cable damage / crushing, plug damage, etc.	Yes		Low
Inspections	Are arrangements in place for the rooms used by the club to be inspected prior to use?	Yes	Cleaning and tidying is completed every evening. The room is set up before children attend, to accommodate the	Low

			serving of snacks and dinner and are inspected for use.	
	Is there a formal system for reporting health and safety defects?	Yes	All reported concerns are recorded in the book for the caretaker.	Low
Welfare Facilities	Are adequate toilets available?	Yes	KS2 Block	Low
Food Safety	Have all staff responsible for preparing or handling food had appropriate food safety and hygiene training?	Yes		
	Are foods known to cause allergies to children avoided?	Yes	Nut free school. Milk Alternatives provided and kept separately to dairy products.	Low
	Are foods eaten within use by dates?	Yes	All food is kept as advised by product description and regularly checked for use by dates.	Low
Assessed by: Taralee Kennedy		Signed: 		Date: 05.02.2025