



Triumph Trust

Wraparound Policy

Reviewed March 2024

Date of next review: March 2027

Aims

The Triumph Multi Academy Trust aims to offer a professional, friendly, fun and educational atmosphere in all of our wraparound childcare clubs, where the children can access a safe and secure environment and will enjoy socialising and spending time with other club members and where parents and carers feel satisfied to leave their children.

We aim to help children develop to their full potential through positive, social, emotional, physical and intellectual experiences. We offer children a choice of enriching activities which are varied and which children enjoy. We do not expect children to complete homework or catch up on learning from the school day.

The values deriving from different backgrounds of race, culture, religion and language, will be recognised and respected. In addition, the individual needs of children for example children with SEN needs or a disability, will also be reflected in our service.

The wraparound provision at each school is registered with Ofsted and is fully covered by Risk Protection Arrangement Insurance(RPA).

The Trust follows government and local authority guidance and legislation including;

[Wraparound childcare: guidance for schools and trusts in England](#).

There are many benefits to wraparound childcare for children and families.

- enabling parents to work or study
- supporting vulnerable children
- offering enriching activities that children enjoy
- supporting a soft start to the school day and attendance

Each school in the Trust works closely with the local authority to support the government ambition to provide affordable and accessible childcare for all families and to understand the demand and supply for wraparound provision in the local area. To help us understand the type of demand we may survey parents, including prospective parents, to determine:

- current informal or formal childcare used, and whether demand is already being met
- the hours and days parents need wraparound childcare
- the consistency of likely demand
- age and needs of children who may attend wraparound childcare
- what activities parents and children expect

The Trust promotes government subsidies such as Tax-Free Childcare and Universal Credit Childcare to help parents and carers with the affordability of childcare. Information and links to the parent information toolkit are communicated to our parents via email, newsletters and our Wraparound Parent Information document.

Responsibilities

The Trust governing board has responsibility for the provision of Wraparound childcare within all schools in the Trust. This responsibility is delegated to the Headteacher of each school. Each schools provision is run and managed operationally by a Wraparound Lead.

In providing wraparound childcare provision the school understands and meets the requirements and standards for delivering wraparound childcare, including:

- robust and effective safeguarding and welfare practices that adhere to keeping children safe in education
- health and safety policies
- inclusivity
- having appropriate staff
- Having a clear and transparent charging and remissions policy, including any extra charges
- Ensuring food hygiene practises are adhered to

Safeguarding

In accordance with the Trust and local school's Child Protection and Safeguarding policies all staff involved in the running of Wraparound care will have enhanced DBS clearance. This information is recorded on the Single Central Record. Staff will also receive regular training on the Trust's safeguarding policies and procedures. Where applicable the trust follows the safeguarding and welfare requirements within the [Early Years Foundation Stage Statutory framework](#).

Health and Safety

All staff are aware of their school's Fire Evacuation and Emergency Plan which includes specific provision for Wraparound Care. Fire evacuation drills are carried out at least once a term and recorded on the schools online health and safety resource Smartlog.

There is a full risk assessment in place for each Wraparound provision which all relevant staff are aware of. The Risk assessments are available to all staff on Smartlog and are reviewed on a regular basis.

Staffing ratios are included in the Wraparound risk assessments and take into account the ages and needs of the children, including SEND or medical needs. Where applicable all staff working in Wraparound have sufficient qualifications, training or experience in accordance with the DfE guidance for before/after school provision.

Sufficient number of staff will have pediatric first aid training where applicable. There is provision for this in the Wraparound Risk Assessments. All Staff have food hygiene training which is regularly refreshed and updated, records are kept on Smartlog.

GDPR

The Trust's Data protection policies and procedures fully apply to Wraparound Care. All staff are trained and are aware of the Trust's obligations to ensure all personal data is protected.

Inclusive Provision

The Trust adheres to the Equality Act 2010 and is committed to making Wraparound childcare provision accessible for all children. This includes children with special education needs and disabilities and children who are considered vulnerable. Where applicable the individual school will work with parents and agencies as required, to assess the needs of children wishing to access Wraparound provision and will make any reasonable adjustments as necessary. Where adjustments are deemed unreasonable by the Trust/school but are necessary in order for the child to access the provision, parents may be asked to cover the associated costs.

Where applicable staff will be appropriately trained to be able to manage the needs of the child.

Accessing childcare provision

Parents of children in Reception to Year 6 can book places for Wraparound care using the Arbor parent portal app on a first come first serve basis.

Parents of nursery children need to apply for a place which will then be considered. This is to ensure the school can meet its obligations in terms of staffing ratios, staff qualification etc as these differ for children in this age group.

Operational information

Information regarding the following is specified in the Wraparound Parent Information document:

- Behavior expectations
- Bookings and payments including cancellation and refund information
- Information regarding childcare vouchers and other government backed schemes
- Activities
- Food provision
- Parent expectations including attendance and collection arrangements
- What to do if a parent/carers has a complaint

Related policies

Child protection and safeguarding policy

Health and Safety policy

Data protection policy

SEN policy

First aid and sick child policy

Supporting children with medical conditions

Wraparound provision risk assessment

Wraparound parent information document

