

Forest Wrap Around Care Policy

Bushmead Primary School

February 2023



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1. Aims

The Forest Club is run by Bushmead Primary School and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment. The club operates from 7.30am – 8.45am and from 3.15pm - 6.00pm term time, and current costs for each session can be obtained from the School Office or Forest staff. A copy of this policy is provided to all parents of children attending and is also available on the school website

2. Legislation and guidance

- Only children attending Bushmead Primary School are eligible to attend Club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website. Non contracted pupils are welcomed to use the club provided there are spaces and parents/carers complete the registration process.
- All club staff are made aware of the details of a new child
- Children's attendance is recorded in a register.
- All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

3. Definitions

N/A

4. Roles and Responsibilities

4.1 The Headteacher

Work with staff, parents and governors to determine the strategic development of the Forest Policy and provision in the school.

4.2 The Governor/s

Work with the head teacher to determine the strategic development of the Forest Policy and provision in the school.

The Governing Body will review this policy in line with the Policy review schedule at the FGB meetings

5. Arrival and Departure

5.1 Before School Club

- Parents/Carers are required to bring their child *directly to club* and a staff member will sign them in. You should enter the club via the external door into the small hall, the

staff will be alerted to your arrival when you press the Forest doorbell situated on the right of the double wooden doors.

- Children will be escorted directly to their classrooms at 8.45am by the Forest club staff.

5.2 After School Club

- Children will be collected by a member of the Forest club staff directly from the classrooms at 3:15 and escorted to the small hall.
- A register will be taken by a member of the Forest club staff.
- No children will be allowed to make their own way to the hall
- When a child is collected at the end of or during a session, *they must be signed out by a member of the Forest staff* and the time recorded.
- The parent/carer or named collector must enter Forest by the external small hall door and alert a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date or that Forest staff are advised in advance of alternative collection arrangements.
- Parents must inform Club staff if their child is going to be absent from Club.
- There is a 24hour notice period. This does not apply if your child is ill.

6. Daily Routine

6.1 Morning session

- 7.30am – 8.30am parents bring their children to Before School Club situated in the Small hall where a range of activities are set out.
- 7:30am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8.30am tidy up time encouraging the children to take responsibility for the Studio/hall environment.
- 8.40am children collect their coats and bags. Both Infant and Junior children are escorted directly to their classrooms.

6.2 Afternoon session

- 3.15pm – 3.20pm children are picked up from class to go to club.
- 3.30pm – 3:45pm children will be offered a snack, staff members will sit with the children at this time. Children can then choose from a range of play and planned activities.
- 4:30- All children in Forest at this time will help staff to lay the table and prepare a hot meal in the Winter/cold meal in the Summer. Everyone will sit together to promote a sense of belonging. Children will be responsible for helping clear their own plates away.
- 5.45pm - 6.00pm Any remaining Forest children will prepare themselves for collection to enable Forest staff to clear the hall ready for external lettings to enter

7. Activities

Forest staff aim to provide a stimulating environment in which children are encouraged to play and interact with a wide range of other children and resources. Staff plan weekly around themes, which change in line with children's interests and which they discuss with children openly. The environment is set out into zones in order to maximise the use of space. Below are a non-exhaustive list of zones with examples of the activities children may find within them. These activities will rotate in line with the weeks planned activities.

- Refreshment
 - Water
 - Toast, cereal, sandwiches and wraps, hot food offered in the evening
- Role play and den building
 - Role play costumes and equipment
 - Den equipment
- Creative
 - Junk modelling
 - Lego
 - Building blocks
- Games
 - Uno / top trumps / cards
 - A selection of board games
- Messy
 - Paint
 - Pens / paper / colouring
- Home corner
 - Sofa and rugs
 - Books
- Outdoor
 - When appropriate children may access the school field and the main school hall

8. Behaviour

Whilst attending Club children are expected to behave in a way that is appropriate, matching the school ethos of Ready, Respectful, Safe and are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- StepOn trained staff will act as positive role models.

- Praising appropriate behaviour.
- Informing parents about individual achievements.
- Challenging behaviour will be addressed in a calm, firm and positive manner in line with the school behaviour policy.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
Senior staff within school will be made aware if inappropriate behaviour persists.
- If after consultation with parents and the implementation of behaviour management strategies a child continues to display inappropriate behaviour, the Head Teacher may decide to withdraw access to the club. The reasons and processes involved will be clearly explained to the child and their parent/carer.

9. First Aid

- All accidents will be recorded in the Forest accident book, accurately reported to the parents/carer upon collection and signed by a member of staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider. Parents of any child who become unwell during Forest will be contacted immediately. If a child is sent home during school hours, no charge will be made for the session.

10. Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child. Parents will be informed.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, emergency services will be contacted.

11. Uncollected children

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

12. Payment of Fees

- It is a requirement of the club that parents pay their fees promptly in accordance with the payment schedule.
- Fees are to be paid in advance through ParentPay the schools online payment system, and payment is due for all contracted sessions even if your child is unable to attend their booked session unless 24 hours' notice is given.
- The parent signing the clubs registration form is known as the 'contracting parent' and is responsible for payment of all fees.
- If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.
- As we are a cashless school it is only possible to pay fees using ParentPay or recognised voucher scheme.
- If payment is not received for sessions in advance the child will not be allowed to access Forest.

13. Cancellation Policy

- 24 hours' notice is required for cancellation for morning or afternoon sessions. Payment in full is required if 24 hours' notice is not received.
- We will not charge if your child is ill or sent home from school.

14. Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Safeguarding Policy
- First Aid Policy

Version:	3
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Written by:	Mark Leonard
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Date:	Jan 2023
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Last reviewed by governors:	January 2023
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Next review due by:	27.01.26
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