

## Greenway Primary & Nursery School Wrap around Care Provision

28<sup>th</sup> February 2022

### TERMS AND CONDITIONS

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'Waccy' (Wrap around Care Club) is run by Greenway Primary and Nursery School ('Greenway') for pupils currently attending the school, excluding Nursery and includes Breakfast and After School Club.

#### Aims of Wrap around Care

To provide childcare support for families within a safe, fun and sociable environment. Children will have access to sports and arts & crafts activities and will be provided with a choice of cold food and fruit juices in Breakfast Club and hot food in After School Club.

All Wrap around Care will be for Greenway pupils only. It will operate on a 'first come first serve basis'. All participant children will be placed into bubbles in accordance with ongoing Government Covid-19 guidelines and with regard to standard early years pupil:staff ratios.

#### Hours of Operation of Wrap around Care

Breakfast Club will operate during normal school terms, Monday to Friday 8.00 – 8.55 a.m.

After School Club will operate during normal school terms, Monday to Thursday, 3.15pm– 6.00pm.

#### Policies and Procedures

Waccy adopts all relevant policies and procedures applicable to Greenway and ratified by the Greenway Governing Body to include (but not limited to) the following:

- Safeguarding Policy
- Child Protection Policy
- Behaviour Policy
- Health and Safety Policy

Wrap around Care will also apply the risk assessments adopted by the school during the pandemic, suitably adapted and will follow the DfE Guidance that operates for out of school settings during the Covid-19 outbreak.

#### Safeguarding Children & Child Protection

Greenway's Safeguarding and Child Protection Policies (available on the school website - <https://www.greenway.herts.sch.uk/school/policies/> or printed copies on request) apply to all Wrap around Care. The aims of the policies are to safeguard children's welfare, by fostering an honest, open, caring and supportive climate. The policies apply to all staff at Greenway. All persons working with or on behalf of children have a responsibility to safeguard and promote the welfare of children.

## Staffing

All Greenway School staff will be registered/cleared by carrying out enhanced disclosure checks.

## Child Security

For Breakfast Club children will need to be registered in for each daily session by the club leaders before 8.30 am.

If children attending After School Club are going to be collected by someone other than the parents, then the Wrap around Care staff will need to be advised of these different collection arrangements, either by texting the Wacky mobile number (07708 572459) or emailing [admin@greenway.herts.sch.uk](mailto:admin@greenway.herts.sch.uk). Similarly, if a child won't be attending Wacky on their normal contractual day then parents must contact either the Wacky mobile number or email [admin@greenway.herts.sch.uk](mailto:admin@greenway.herts.sch.uk) to inform them that their child has other commitments.

## Uncollected Child Procedure (After School Club)

At least two adults will remain with a child until collected. We will not allow any child to return home alone or with an unauthorised adult, unless permission has been given by parents. There is no capacity to pick up a child later than 6.00pm. If there are urgent unforeseen circumstances in which you anticipate being late for pick up please advise us on the Wacky mobile number (07708 572459) as soon as possible. *If a child is collected after 6pm then an additional £15 will be charged for every 15 minutes after this time.*

## Bookings, Payment and Cancellations

- Confirmation of your request for provision at Greenway School Wrap around Care Clubs will be sent to you via email. Invoices will be sent out at the start of each half term. Accepted payment methods are direct payment into our bank account, childcare vouchers, cheques (made payable to 'Greenway School') or tax free childcare scheme.
- Costs for Wrap around Care are:
  - Breakfast Club** - £5 per child per session
  - After School Club** - £12 per child from end of school to 5.30 pm session
  - After School Club** - £3 per child from 5.30pm to 6.00pm session
  - Sibling discount of £1 per session per day** for After School Club
- Any request for cancellation must be emailed to [mandy.clutson@greenway.herts.sch.uk](mailto:mandy.clutson@greenway.herts.sch.uk) at least 6 weeks before any changes can be made. Fees will apply during this time.
- There is no refund for days not attended.

Greenway reserves the right to cancel all/part of Wrap around care where the Government determines that there is another peak of Covid-19 and introduces lockdown measures nationally or locally and/or if there is a localised outbreak of Covid-19 requiring some or all participants/staff members of the Breakfast Club or After School Club to self isolate and/or

Participants/staff have been asked to self isolate following contact having been made by Track and Trace.

In such circumstances, Greenway undertakes to provide you with at least 24 hours notice of this wherever possible.

### **Insurance**

All children attending Wrap around Care are covered by Greenway's public liability insurance. A copy of the certificate can be provided on request.

### **Emergency Medical Advice and First Aid**

- In the event of an accident, first aid will be administered to children in our care, and the emergency services will be called if necessary, unless advised to the contrary.
- Any incidents requiring the administration of first aid will be documented by the Club Leader and parents/guardians will be made aware of the incident that occurred to their child. It is essential that parents/guardians sign all incident report forms so that they are immediately and fully aware of anything that may have occurred to their child that day.
- PPE will not be worn as a matter of course by staff as per DfE guidance;
- 2m social distancing cannot be maintained during the delivery of first aid, but physical contact will be kept to a minimum e.g. children will apply their own ice pack, wipe, plaster where they are able to do so;
- Those administering first aid will wear PPE appropriate to the circumstances and wash hands and ensure the affected area is cleaned upon completion;
- Where direct care is required, staff giving care will wear a fluid resistant surgical mask, disposable apron and gloves.

### **Covid-19**

- **Currently anyone is eligible for testing if they become ill with coronavirus symptoms and in circumstances where your child becomes ill we would ask that you arrange this test as soon as possible to include members of your household;**
- Where a positive test is returned the rest of the bubble and staff members will be sent home and advised to self-isolate for 10 days. The other household members of that grouping will not need to self-isolate unless the child/staff member they live with subsequently develops symptoms;
- Those testing positive and therefore self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative on both day 5 and day 6 and do not have a temperature.
- Individuals who are still positive on their rapid lateral flow tests must stay in isolation until they have had 2 consecutive rapid lateral flow negative tests taken on consecutive separate days. Therefore, if an individual is positive on day 5, then a negative test is required on day 6 and day 7 to release from isolation.
- Greenway will adhere to the school's outbreak management plan and take advice from and be guided by Public Health England.
- All staff are aware of protocol for sick pupils;

**Fire Safety**

Fire and emergency action plans are included within the Greenway risk assessment documents.

**Site Closure**

In the event that Breakfast Club and After School Club are unable to run due to Covid-19 as set out above a bulletin will be posted on the Home page of the school website and a text will be sent via Teachers2parents.

**Liability**

Greenway shall not be liable for any costs, expenses or refunds in the event that a child cannot attend Wrap around Care due to injury or sickness or due to circumstances beyond our control such as strikes, war etc and specifically will not be liable for any costs, expenses or refunds in those circumstances set out under the Bookings and Cancellations paragraph referred to above.

All personal property is the responsibility of the owner. Greenway cannot be held responsible for any loss or damage that may occur to personal property and it is recommended that valuable items are not brought into school.

**Equal Opportunities**

Waccy is open to pupils from Greenway only. Further, we cannot accommodate Nursery age children and can only accommodate those pupils who meet the criteria set out within the school's risk assessment documents as currently required under the Government's Covid-19 guidelines.

**Data Protection**

Greenway is registered under the Data Protection Act.

**Photographs, images and promotional material**

It is the custom and practice of most schools, to include some photographs or images of pupils in the school's promotional material or to publicise school events and the achievements of pupils. These images may be used in various media, including the school website. We may include the names (first name) and ages of the child and the child's image. We would not disclose the home address of the pupil without the parents/guardians' consent.

**Contact Information**

Wrap around Care Administrator, Greenway Primary & Nursery School, Crossways, Berkhamsted, Herts, HP4 3NH

Tel: 01442 866249 Email: [admin@greenway.herts.sch.uk](mailto:admin@greenway.herts.sch.uk)

Mobile Number: 07708 572 459