



Yapton C. of E. Primary School  
Emerald Explorers Club (Wrap Around Care)



# Emerald Explorers Wrap Around Care School Policy



Community

Wisdom

Dignity

Hope



## Introduction

Emerald Explorers Club is run by Yapton C. of E. Primary School and exists to provide high quality out-of-school hours childcare for parents/carers. It provides a range of stimulating and creative activities in a safe environment. The club operates various sessions as follows:

07:45-08:45 Monday to Friday	Includes a healthy snack	£7.00
15:15-17:15 or 16.15-17.15 if your child has taken part in a club. Monday to Friday	Includes a healthy snack	£7.00 per hour or £12.00 for two hours

Copies of the Emerald Explorers Childcare policy are given to all parents/carers of children attending the club. Paper copies are available on request in the school office and can be downloaded from the school's website. All parents must complete and sign a registration form for each child attending the club and adhere to club policy.

## Admissions

- Only children attending Yapton C. of E. Primary School are eligible to attend the childcare or primary school aged children of staff employed at Yapton C. of E. Primary School;
- All places are subject to availability and there are 20 in total;
- A registration form must be completed prior to the child's commencement at the club, containing information about the child's date of birth, address, health, contact details and persons who may collect the child. Parents / carers have responsibility for informing the Emerald Explorers of any change of details;
- A first aid consent form must be completed prior to the child commencing;
- Parents / carers are made aware of how to access policies and procedures;
- Infrequent users are welcome provided there are places as priority will be given to regular users of the service;
- All Emerald Explorers staff are made aware of the details of a new child;
- Children's attendance is recorded in a register.

## Arrival

Morning arrival – at 7:45am – is via the side gate which is used for entry to the school playground. There is a bell should you need to alert staff if the gate has already been locked.

On arrival all children are marked on the register. For morning arrivals, children are the responsibility of the parent/carer until handover takes place.

## Departure (After school care only)

When a child is collected at the end of, or during, a session, they must be signed out by a member of the Emerald Explorers team and the time recorded. 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.

## **Security**

Access to the childcare is through the side gate to the playground. Parents/carers can only gain access to the building by being let in by a member of the school staffing team. Children are supervised in all areas of the school.

If parents/carers nominate another adult to collect their child they must inform the school office or a member of the Emerald Explorers staff in advance and if unfamiliar to the school, they will need to have a password. Children will not be released to persons under 16 years of age. As a school we wholeheartedly support the view of the NSPCC which recommends that no-one under 16 should be left alone to look after young children.

## **Routines**

At 3.15pm, Year R, 1 & 2 children are collected from their classroom by an Emerald Explorers staff member and escorted to the afterschool club in the Log Cabin. Year 3, 4, 5 and 6 children will be directed by their teacher to the School Library. A member of the Emerald Explorers staff will collect the KS2 children at 3.25pm and take them to the Log Cabin. All children are registered on arrival.

## **Behaviour**

Whilst attending, the Emerald Explorers Club children are expected to promote positive behaviour. They should, at all times follow our THINK values. These are the same rules that the school itself uses and the children are familiar with them. Should they not display these behaviours, children should be ready to accept sanctions for breaking the agreed rules in line with the behaviour expectations of the school.

Any challenging behaviour will be addressed in a calm, firm and positive manner in line with the Yapton C. of E. Primary School Behaviour Policy. In the first instance, if necessary, the child will be temporarily removed from the activity. Emerald Explorers staff will explain why the behaviour displayed is deemed inappropriate. Our staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.

Emerald Explorers staff will consult with parents/carers to formulate clear strategies for dealing with persistent inappropriate behaviour. The Headteacher will also be informed. If after consultation with parents/carers and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Emerald Explorers team may, in consultation with the Headteacher, decide to exclude the child from the Emerald Explorers club. The reasons and processes involved will be clearly explained to the child and their parent/carer.

If a child has an Individual Behaviour Plan it will be agreed with their parents/carers whether or not this will be implemented at our Emerald Explorers club and shared with Emerald Explorers staff as appropriate.

## **First Aid**

All accidents will be recorded in the Accident Book in line with the Yapton C. of E. School First Aid Policy, signed by a member of the Emerald Explorers staff and reported to the parent/carer. If the child is not being collected by their parent/carer (either because

another named person is collecting them or they are walking home on their own) then their parent/carer will be informed by telephone, in advance.

Accident records must give details of:

- date, time and nature of the accident
- details of the child/ren involved, type and location of the injury
- action taken, and by whom

All accidents are dealt with by a qualified first aider. Parents/carers of any child who becomes unwell during club will be contacted immediately. If a child is sent home unwell during school hours, the Emerald Explorers after school club will be informed of their absence by the office.

### **Missing or uncollected children**

In the unlikely event that a child should go missing, the following procedure will be undertaken:

- The Headteacher, or in her absence the Deputy Head, will be informed of the missing child.
- School staff will search the inside of the building and delegate an outside search of the building to another member of school staff.
- If the child remains missing, the emergency services will be contacted.

If a child is not collected by 5.15pm, the parents/carers will be contacted in the first instance by telephone using all the numbers provided by parents/carers. It is the responsibility of the parents/carers to provide accurate and appropriate numbers. Emergency contacts will be contacted in the second instance.

If a child is collected late (after 5.15pm), parents/carers will initially receive a warning letter. Subsequent late pick-ups will incur a penalty charge of £10 every 15 minutes after 5.15pm. The police and Children's Social Care will be contacted if children are still on school premises after 6.00pm if we have been unable to contact all the listed numbers held for the child.

If a child is persistently collected late, they may lose their place at the Emerald Explorers Club.

### **Bookings and Payment**

Please see the ParentMail communication sent out regarding this. An annexe will be added to this Policy at a later date if necessary.

### **Cancellations**

We require 48 hours' notice should you wish to cancel your child/ren's place at Emerald Explorers (unless your child is sent home sick from school or you have rung to say your child will be absent from school that day due to sickness). If you have not cancelled your place, you will still be charged in full.

## **Staff**

The club operates on a 1:10 ratio – Mr Floyd, Mrs Fraser, Mrs Vann, Mrs Turner, Mrs Puttock and Mrs Dean are the staff team for Emerald Explorers. All of our staff have an enhanced DBS check and there will always be a First Aider on duty.

## **Child Protection**

If you have a concern that a child is being harmed or at risk of harm or you receive a disclosure (intentionally or unintentionally) please do not hesitate to contact the Designated Safeguarding Lead (Mrs Kim Huggett) or Deputy Designated Safeguarding Lead (Mr Chris Hughes). There will always be a DSL on site when Emerald Explorers Club is running. In addition to Mrs Huggett and Mr Hughes, Mrs Emery-Winter and Mrs Cummings are also trained DSLs.

If you require a copy of the Child Protection Policy please make a request to the school office.

## **Parental Concerns and Feedback**

Occasionally a parent/carer may have a concern they wish to communicate. Please do this immediately to one of the Emerald Explorers staff team, or if more appropriate email the Senior Leadership Team using the [office2@yaptonschool.org](mailto:office2@yaptonschool.org) email. Occasionally parents/carers may feel a matter has not been fully resolved and in this instance, you may feel it is appropriate to contact Mrs Kim Huggett Headteacher.

## **When you are pleased**

A comment, letter or personal acknowledgement of all the very positive things happening in Emerald Explorers would be very welcome. This proves to be a huge morale booster for pupils and staff.

Contact details

School telephone: 01243 551246

Email: [office2@yaptonschool.org](mailto:office2@yaptonschool.org) or [office@yaptonschool.org](mailto:office@yaptonschool.org)

Effective from Autumn Term 2024

To be reviewed Summer Term 2025

Headteacher - Mrs Kim Huggett

Chair of Governors – Mr Ben Read