



SINCE 604 AD

KING'S SCHOOL

ROCHESTER

Junior School including EYFS and boarders, Wrap-Around Care Policy

This policy was adopted on:	10.09.10
Policy last reviewed on:	19.08.26
Person/Body reviewing:	KXC
Date of next review (except in the case of relevant legislation):	01.09.28

Introduction

The School is committed to offering exceptional, high-quality, out-of-hours care for all pupils from Little Kings Nursery through to Year 8 (ages 2 to 13).

Health and Safety

The school takes all necessary steps to ensure that hazards to children on the premises, both inside and outside, are minimised. Provision is delivered in well-resourced, age-appropriate play spaces:

- **Ages 2–3 (Little Kings Nursery):** Accommodated in purpose-built spaces specifically designed and risk-assessed for this age group, ensuring dedicated access to appropriate toys, en-suite toileting/changing facilities, and rest areas.
- **Ages 4–13 (Reception to Year 8):** Accommodated primarily in Rookwood House, using resources catered to school age development.
- **Staff Training:** All staff are trained to understand health and safety requirements. Risk assessments and fire safety procedures are conducted in strict alignment with the Whole School Health and Safety Policy.
- **First Aid & Medication:** All staff adhere to the school's policies regarding administering first aid and medicines. A minimum of one staff member holding a full, current Pediatric First Aid (PFA) qualification will be present on the premises, within sight and hearing of the children, at all times when EYFS pupils are in attendance.
- **First Aid Kits:** The First Aid box in Rookwood House (serving Years R–8) complies with health and safety regulations and is checked frequently. A dedicated First Aid box is also maintained in the 2–3 year old nursery provision building.
- **Illness:** Children who are ill or have infectious diseases are not permitted to use wrap-around care. The same absence criteria apply as during the school day. Parents will be contacted immediately for urgent collection if a child becomes unwell.

Food and Drink

Fresh drinking water is available to children at all times. Hygienic food and snack preparation is mandatory:

- All staff involved in preparing or serving snacks hold a valid food hygiene and handling certification. Staff and children must wash hands before handling food.
- Parents must inform the school of any special dietary requirements or food allergies via the standard medical forms. Staff maintain an up-to-date registry of all pupils' dietary needs and allergies.
- The dedicated kitchen area used for preparing snacks in the Little King's nursery is securely sectioned off to ensure the complete safety of the children.

Safeguarding, Behaviour, and Inclusion

- **Safeguarding:** The Whole School Child Protection & Safeguarding Policy applies in full during all wrap-around care hours. Staff are trained to respond immediately to disclosures or child-at-risk indicators outside of standard school hours.

- **Behaviour & Anti-Bullying:** Staff follow the Whole School Behaviour Policy and Whole School Anti-Bullying Policy. The school works collaboratively with families to support children experiencing extreme fatigue or behavioral distress. Temporary or permanent removal from wrap-around care will only ever be considered as a last resort following formal consultation, a review of reasonable adjustments, and SMT approval.
- **Filtering and Monitoring:** Network use during wraparound care hours is subject to the school's statutory digital filtering and monitoring safeguards.

Communications to Parents

Communication with parents follows the School's usual procedures and parents may contact the school via the school secretary 01634 888566 or via the After School Club mobile number 07969 502622.

Uncollected Children

After School Club closes **promptly** at 6:30 pm, after which an additional charge is made to parents. If a child remains uncollected after 6:30pm, at least 2 members of staff will remain until the child is collected. In this instance, parents will be contacted immediately. If no contact can be made with the parents, all known emergency contact numbers will be used. If all these known contact numbers, including emergency contact details, have proved unfruitful, a member of the School SLT should be alerted. Attempts to make contact should continue but after 7pm Social Services may be contacted and their advice sought.

If such a circumstance occurs on many more than one occasion, the Vice Principal (Junior) will discuss concerns with the family, following which access to Supper Club may be withdrawn.

The After School Club Supervisor is responsible for ensuring that Rookwood House is left secure at the end of the day.

It is the responsibility of the Little King's staff for ensuring that Chadlington House is left secure at the end of the day.

Before and After School Care for Pupils

Wrap-around care operates from 7:30 am – 8:45 am and 3:30 pm – 6:30 pm each school day under the following models:

- **Years R – 8:** Term-time only. Breakfast Club does not require pre-booking. After School Club must be pre-booked weekly via the parent portal Google Form by Friday.
- **Little Kings Nursery (Ages 2–3):** Operates 50 weeks a year. Both Breakfast and After School provisions must be booked at least one month in advance.

A minimum of two salaried, cleared, and qualified members of school staff will remain on site at all times within each active provision building. To maintain strict compliance with the EYFS Statutory Framework, staffing ratios are enforced as follows:

- **For 2-Year-Olds:** A strict ratio of **1:5** is maintained.
- **For 3 and 4-Year-Olds (Nursery & Reception):** A statutory ratio of **1:8** is maintained.
- **For Key Stages 1–3 (Years 1 to 8):** Ratios are maintained in accordance with standard school supervision guidelines.

At every session, the staff cohort includes a qualified Level 3 (or higher) early years practitioner, a PFA first-aider, and staff fully trained in safeguarding, Prevent/radicalisation, and food hygiene.

Staff are covered by the School policies, including but not exhaustively: Whole School Behaviour Policy, Whole School Safeguarding & Child Protection Policy, Missing Child Policy, Medicines Policy, Equal Opportunities Policy, Health and Safety Policies and are subject to the School's complaints procedures. A minimum of 2 members of staff will remain on site at all times.

Activities and Facilities

The school will provide well-resourced play spaces with appropriate books, games and toys for the children's use before and after school. The majority of activities each day will take place in Rookwood House for Year R - 8 pupils and in Little King's Nursery for the 2 - 3 year olds.

Rookwood House has three large play rooms as well as an entrance hall area, wc area, playground and small kitchen for the preparation of snacks. Occasionally, at After School Club, children may make use of the Paddock for team games, if they are suitably supervised by staff. Children will not be taken off the school premises.

Our provision at Little Kings Nursery has been thoughtfully designed and furnished specifically to meet the developmental and physical needs of our 2–3 year old pupils. The nursery features integrated, en-suite changing and toilet facilities to support children comfortably through their potty training journeys while maintaining the highest standards of hygiene and privacy. Additionally, the room benefits from a dedicated kitchen area used for preparing healthy snacks; this space is securely sectioned off to ensure the complete safety of the children while remaining an accessible hub for snack-time routines.

Staff running Breakfast Club or After School Club remain responsible for the children attending the activity until they are handed over to teaching staff, at the beginning of the school day, or collected by parents or a named adult, at the end of the day. Under no circumstances will children be allowed to wait outside the school unsupervised or be sent home with an unauthorised adult. If a parent delegates responsibility for collecting their child to another adult, they **MUST** have told the School office during the day or ring the After School Club mobile number prior to pick up. If an unknown adult arrives to pick up a child, the parents will be contacted before releasing the child.

Before School Care:

- Pupils in Year R - 8 do not need to pre-book for Breakfast Club.
- Pupils in Little - King's - Nursery need to book a month in advance.
- At least two members of staff will be present each day. If numbers were to exceed ratios, a phone call is made to the school office and/ or the Vice Principal for additional staff.

- Pupils are escorted to Chadlington House, and/ or their classroom for the start of the school day and by 8:45am registration.
- The before school register is returned to the School Office.

After School Care:

- At least 2 members of staff will be present at the After School Club each day. Children in Years R - 8 are escorted from Chadlington House to the After School Club at the end of the day.
 - A register will be maintained of both staff and children in attendance each day. Children need to be pre-booked into After School Club using the google form uploaded to the parent portal on a weekly basis that parents receive every Friday. They may also book in via the school office in the event of an unexpected delay. Children in Little King's or Nursery need to book at least a month in advance.
 - Children who have not been collected by 3:40pm (Nursery, Reception & Year 1) or 3:50pm (Year 2 & 3) or who have not been collected promptly after a club, will be escorted to After School Club and their names added to the register by the After School Club supervisor. Children who have not been collected by 16:15pm (Year 4 -8) will be taken to Prep. Club and then if still not collected, to Rookwood at 17:30pm.
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