

Dunvant Primary Wraparound

Dunvant Primary School

Dunvant Road

Dunvant

Swansea

SA2 7SN

01792 207336/207196 Option 3



Registered Person -

Dunvant Primary School Governing Body

Responsible Individuals - Kerry Thomas, Sharon Pearson

Persons in Charge -

Sharon Pearson, Katie Davies, Rachael Parry

Dunvant Primary Wraparound

Statement of Purpose

Dunvant Primary School is the data controller who is responsible for holding the data you provide. We will use your data to keep you up to date with Wraparound activities such as fundraising and inset days. We will not share your data with anyone else without prior consent and we hold your information on the basis of your consent which you can withdraw at any time by contacting the school office. More information on your rights can be found on our privacy notice and in our data protection policy. It will allow us to check that we have updated information and how to contact you in an emergency.

Welcome to Dunvant Primary Wraparound

Contact Information

The service is operated from the premises of Dunvant Primary School, Dunvant Road, Dunvant, Swansea SA2 7SN.

Telephone number - 01792 207336/207196 Option 3

Email - DunvantPrimarySchool@dunvantpri.swansea.sch.uk

Website – www.dunvantprimary.org.uk/wraparound-facility/

If you need to contact us please either telephone, call in, use Seesaw, Weduc or email us.

Dunvant Primary Wraparound is registered by the Care Inspectorate Wales (CIW) under part 2 of The Children and Families (Wales) Measure 2010 and The Regulation of Child Minding and Day Care (Wales) Order 2016 to provide day care.

The Registered Organisation is Dunvant Primary Governing Body whose Legal entity is 'Other Unincorporated Body'.

The Responsible Individuals are Kerry Thomas and Sharon Pearson.

The Persons in Charge are Sharon Pearson, Katie Davies and Rachael Parry.

Organisation

Dunvant Primary Wraparound is registered with the CIW to provide full day care for children from 7.30am - 5.45pm (Monday- Thursday) and 7.30am - 5.00pm (Friday) between the ages of 2 and 12 years up to a maximum of 70 children.

All sessions are run from the Wraparound building in the grounds of Dunvant Primary School together with the school hall and toilets during breakfast club, lunch-time and after school club when needed. Also when there are more than 40 children attending during sessions and the children are unable to use outside areas, e.g. due to weather conditions.

Our facility caters for boys and girls, including children with a disability or Additional Learning Needs (ALN). We have a disabled access in our main entrance.

Session start and finish times

At Duvant Primary Wraparound we provide different sessions which coincide with the school start and finishing times.

- **Handy Half Hour-** 7.30am - 8.00am for children aged 2 - 12 years held in the Wraparound setting.
Breakfast Club - 8.00am - 8.45am. The school provides a breakfast club from 8.00am until the start of school. This is held in the school hall. Our 2 year old and pre-school children can either stay in the wraparound building or go to the school hall for this session.
- **Wraparound-** 8.45am -12.45pm/ 8.45am -1.00pm and 11.15am - 3.15pm, held in the Wraparound setting for children aged 2 - 4 years up to a maximum of 40 children in the Wraparound building. The outdoor area and school hall can be used if numbers exceed this up to a maximum of 70 children. During lunch-time the school hall may be used for the children to have their lunch. This will also prepare those children who maybe making the transition to full-time school in September when they will have their lunch in the school hall.
- **Playgroup and Flying Start** - 8.45am - 11.15am and 12.45pm - 3.15pm held in the Wraparound setting.
- **After School Club** - 3.15pm - 5.45pm (Monday - Thursday) and 3.15pm - 5.00pm (Friday) for children aged 2 - 12 years up to a maximum of 70 children and is held in the Wraparound setting and school hall.
- **Full Day Care** - 7.30am - 5.45pm (Monday - Thursday) and 7.30am - 5.00pm {Friday). Sessions held during this period for children aged 2 - 4 years (and children 2-12 years on occasions such as school closure days and some inset days) up to a maximum of 40 children in the Wraparound setting. However the school hall can be used up to a maximum of 70 children when numbers exceed 40.
- All children and staff are invited to special events and assemblies in the school.
- Children have access to all areas of the school, both indoors and outdoors including the soft- play area.

Handy Half Hour - Nursery to Year 6 (includes £1.55 for School Breakfast Club)	7.30am-8.00am	£5.00
Breakfast Club: Under 3 years (Pre-school)	7.30am - 8.45am 8.00am - 8.45am	£9.00 £6.00
Playgroup AM	8.45am -11.15am	£16.50
Playgroup PM	12.45pm - 3.15pm	£16.50
Wraparound AM / PM	8.45am - 12.45pm / 11.15 – 3.15pm	£24.00
Wraparound AM (Afternoon nursery children)	8.45am - 1.00 pm	£26.00
After School Club: Under 3 years (Pre- school)	3.15pm - 5.45pm (Monday - Thursday)	£16.50
	3.15pm - 5.00 pm (Friday)	£12.00
After School Club: Over 3 years	3.15pm - 5.45pm (Monday - Thursday)	£12.50
	3.15pm -5.00pm (Friday)	£10.00
Full Day Care	8.45am - 3.15pm	£40.00
Full Day Care	8.45am - 5.45pm (Monday - Thursday)	£55.00
	8.45am - 5.00pm (Friday)	£50.00

Session fees (subject to change)

We aim to cater for all needs at affordable prices. A non-refundable registration fee to secure your child's place is required of £50 which will be deducted from your first invoice. All children and their families are always welcomed and treated with respect. We involve the parents/carers in our setting and strive to have positive relationships with both the children and their families. We ensure there is regular communication with parents/carers whether it be in person, via telephone, letters, newsletters, Seesaw app, Weduc apps or email. We welcome parents and children to visit the setting inside without an appointment so they can see the setting and discuss 'settling in' and any queries. We send daily photographs of our activities to show parents what we have been doing during the Wraparound sessions via Seesaw and Weduc. For the school aged children attending Breakfast and After School Club, we also communicate through Weduc so parents/carers are kept up to date with all changes and updates, news, etc. and they also can communicate individually for feedback, queries, etc.

Observations, assessment and record keeping

Dunvant Primary Wraparound's staff take a reflective approach to their work, using observation as a tool to plan activities and ensure children's needs are met. The progress of children (aged 2 - 4 years) is assessed by observation and recorded. Dunvant Primary Wraparound has a duty to share some information with the Local Authority, Dunvant Primary School and CIW. Our records are available for discussion with parent/carers at any time and are kept in line with our confidentiality policy. On the contract parent/carers have the option to agree to their child having observations (aged 2 - 4 years).

Starting in the setting

Dunvant Primary Wraparound acknowledges the importance of parent/carers and staff working together to help children settle into our care and develop confidence to participate in all the activities offered. Some children take longer to settle than others. The treatment of each child as an individual is our main concern. We suggest that your child attends a short hour session as a settling in period, free of charge, before they start the longer sessions. Parent/carers are welcome to visit the setting but we ask that if possible you phone to arrange a visit so we can limit times when visitors are in the setting.

Aims and objectives of the service to include all children.

Our aims and objectives are to provide high quality day care to support children to achieve the best possible outcomes through care, learning and play through a safe and stimulated environment. The children are supported to feel valued, safe, healthy and confident. We are constantly reviewing the quality of care provided, ensuring that the care we offer is continuously improving and that the children and parent/carers voices are heard. We strive to provide a range of activities both inside and out for your child to enjoy, socialise and have fun, whilst catering for your child's physical, social and emotional needs.

Should you have any concerns about your child whilst at the setting please do not hesitate to contact one of the Managers.

We endeavour to cater for all children. We have gained lots of experience over the years of caring for children, including those with additional learning needs. Staff also have the opportunity to spend time to gain experience in our school Special Teaching Facility which caters for children with Additional Learning Needs.

We have regular training and keep up to date with speech and language needs, physical needs, health needs and dietary needs. Funding is not always available if your child requires 1:1 support but we will do our best to support you and your child.

Our setting welcomes students on placement, apprenticeships, volunteers and visitors who enrich the experience of children. All have had the necessary checks e.g. DBS checks, before they can attend.

Staff training and experience

We work with the support of Swansea Family Information Service, Early Years Wales, Clybiau Plant Cymru and Dunvant Primary School to invest in our staff's commitment to their continuous professional development.

We ensure that regulatory training in Food Hygiene, Paediatric First Aid and Child Protection/Safeguarding is maintained. Also, we provide current training courses to all staff to enable us to offer the best childcare we can to the children attending. Our memberships with the Early Years Wales and Clybiau Plant Cymru ensure that we are kept up to date with current developments and initiatives in the field of childcare and education. We receive their regular magazines and publications which offer practical advice and up to date information which we are happy to share with parents/carers. We have also signed up to the CIW website and receive news regularly about any changes or information about regulations for settings.

Languages used

Dunvant Primary Wraparound is a predominately English medium setting with some use of Welsh. We incorporate basic and incidental Welsh words and phrases into our daily activities. Children may speak to each other in their native tongue if they prefer. All staff have completed some Welsh Language training.

Facilities

Our facility caters for all children, including children with a disability or Additional Learning Needs (ALN). We have disabled access in our main entrance.

All sessions operate from the Wraparound building located in the grounds of Dunvant Primary School. The children have access to a playroom, an activity room, an additional soft play area, toilet facilities, reception area and an enclosed garden/ outdoor play area, together with the school hall and adjacent toilets. Staff have access to the kitchen and storage cupboards in the Wraparound building. The activities offered are from a wide range that are planned to suit children's age, stage of development and individual needs, meeting our aims and objectives whilst reflecting Welsh Government current strategies.

We are happy to accept children who are toilet training or wear nappies. Please supply nappies, wipes, etc. Many children may have the occasional toilet accident so please supply a labelled change of clothes in a bag for them.

As we spend a lot of time playing outdoors, could you please make sure your child is dressed for seasonal weather conditions. Due to unpredictable weather conditions, please ensure your child brings a coat or puddle suit. All clothing needs to be labelled. To protect your child from the harmful effects of the sun we ask that you apply sun-cream before your child attends a session to last the duration of the setting they are attending. Your child will also require a sun hat, however no sunglasses or open-toed footwear to be worn please.

Healthy snacks and lunches

We work closely with the school and adopt their policies on healthy eating as well as being part of the Healthy Preschool Scheme.

Children attending the sessional and full day care sessions will require a healthy packed lunch or we can provide a packed lunch at the cost of £2.00. Please **do not** put any food containing nuts, glass bottles, fizzy drinks, cans, sweets, popcorn or lollipops in your child's lunchbox. Parents/Carers are asked to cut small foods like tomatoes, grapes and blackberries into quarters and ensure sausages are cut into very small pieces. Parents/Carers are asked not to put hard foods such as unripe fruit or cubes of hard cheese (to grate or slice instead) and slippery foods such as tinned peaches and sticky foods. Parents/Carers are asked not to send hard crisps and other snack foods to Wraparound.

We have insufficient refrigerator space and therefore suggest a cool pack to be placed in your child's lunch box. Please can you label your child's lunch box as some tend to have the same one.

Please supply your child with a drink bottle which we can refill with water from the water cooler or cold tap.

Snacks are provided throughout the day, during the morning, afternoon and after school club sessions. These snacks are included in the fees. The two-week rotating menu which is in line with the Healthy Snack award is displayed in the window for parents/carers to view.

Our Code of Practice is:

We have developed a food and drink policy to support health and wellbeing of the children in our care. It covers all aspects of our approach to food and healthy eating and how we talk to parents/carers and children.

We plan varied menus and snacks in advance to ensure variety in taste and culture taking into the account sustainability of food.

We provide meals, snacks and drinks that meet the national best practice food and drink standards and guidance to ensure children in our care receive the right balance of energy and nutrients for healthy growth and development.

We have a positive eating environment to encourage children to eat well, develop good eating habits and social skills, and learn about healthy food through play and activities.

We follow food safety and hygiene regulations in all aspects of food and drink provision to ensure the children in our care are safe from any risks in relation to food.

Mission Statement

Our mission statement is displayed on the parents/carers noticeboard and in the Statement of Purpose -

'Our setting is committed to providing the children in our care with nutritious balanced breakfast, lunch, snacks and drinks, which meet the children's individual needs.

We comply with Welsh Government's National Minimum Standards for food and drink provision and aim to demonstrate best practice in all our approaches to food and health.

We provide a social environment that supports and encourages children to eat well and learn about healthy eating through aspects of their play and learning.'

Contact details

If your address or contact number changes, please inform us as soon as possible so that we may amend your records and have the correct details if there was an emergency. This also applies to your nominated persons for collecting your child and emergency contacts. If somebody else needs to collect your child who is not on your registration form, then you would need to contact us and give us a password for that person.

Daily Routine and available activities

Please find below a guide to our Daily Routine. However this is only a guide as our sessions are child-led. We spend as much time as possible outside, taking activities etc outside when possible. Children are able to free flow between the rooms and outdoors.

Daily routine and available activities are subject to change due to Health and Safety and Risk Assessments. Children regularly wash their hands throughout the sessions. All toys and equipment are cleaned with an approved cleaning solution.

All play and learning activities that are offered to the children are evaluated during and after each session and regularly reviewed to ensure children enjoy and benefit from them.

07.30	Arrival of children for Handy Half Hour. Selection of games, crafts and activities and use of CTouch and Xbox.
08.00	School aged children go the top hall for School Breakfast Club. Preschool children remain in the Wraparound building with a selection of activities and toys or go to the school breakfast club.
08.45	Arrival/ freeplay including a selection of toys e.g. role play areas, dressing up, small world toys, jigsaws, blocks, books, tuft trays, loose parts etc
09.00	Morning welcome , picking the Daily Helper/ Helpwr Heddiw, feelings chart and action songs
09.15	Rolling snack (see menu on next page) and child led play & open ended resources linked to our weekly topic, e.g. construction, tuft tray activities, jigsaws, daily craft, colouring, painting, sand/water play, playdough, foam, small world play, role play areas, dolls, character play, cooking, imaginative play, sensory play, den building, loose parts etc Using the outdoor area as much as possible.
10.15	Outdoor child led play e.g. playhouses, tricycles, scooters, slides, cars, stepping logs, chalks, tuft trays, mud kitchen. den-making, construction area, bug hotel, planters etc Busy feet, music and exercise, parachute games etc
11.00	Story time and song time
11.15	Home time for playgroup/flying start children. Collection from nursery at Dunvant Primary School and registration.
11.25	Toilets and handwashing ready for lunch.
11.30	Lunchtime – 2 sittings
12.45	Toilet and handwashing
13.00	Afternoon nursery taken to Dunvant Primary School. Registration and picking the Daily Helper/ Helpwr Heddiw. Feelings chart and circle time.
13.10	Outdoor child-led play e.g. playhouses, tricycles, scooters, slides, cars, stepping logs, chalks, tuft trays, soft play, den-building, mud kitchen, construction area & bug hotel etc
	Indoor child-led play e.g. construction, tuft tray activities, jigsaws, sand/Water play, playdough, small world play, role play, dolls, character play, imaginative play, loose parts etc using the outdoor area as much as possible
	Rolling snack (see menu on next page) and activities linked to our weekly topic, e.g. construction, tuft tray activities, jigsaws, daily craft, colouring, painting, sand/water play, playdough, foam, small world play, role play, dolls, character play, cooking, imaginative play, sensory play, den building, loose parts etc Using the outdoor area as much as possible Busy feet, music and exercise, parachute games etc
15.00	Story time and song time including circle time
15.15	Home time for Wraparound/Playgroup/ flying start children Registration of After school club children Pre-school children are in the playroom when indoors with the train partition between them and the older children with a variety of toys supervised by Early Years Practitioner assigned to them. The After School Club session is held in the school hall or in the Wraparound building and outdoor areas.
15.30	For the younger children, choice of free play or organised activities and games in the Wraparound building and outside play area e.g. drawing, colouring, painting, junk modelling, crafts, jigsaws, board games, tablets, role play areas, selection of construction toys, etc. For the older children, choice of two Xboxes, tablets, board games, activities, bean bags for them to relax and socialise or listen to music/ watch films or read books. There is also an area where they can do their homework if they choose too. We have a large variety of books. Outside play including den areas, mud kitchen, construction area, music wall, tricycles, scooters, playhouses, slides, sand area, climbing area, benches and tables, basketball post and balls, seesaw, football area, badminton rackets and net, parachute, ball games. The school aged children also have the opportunity to play games such as dodgeball in the school halls and the multi sports equipment in the school yard.
16.00	Rolling snack time. Handwashing and healthy snacks and drinks provided.
17.30	Tidy up time followed by either colouring, drawing, use of CTouch, Xboxes, tablets or quiet play,
17.45	Home time

Our rolling menu - We rotate each day and each week.

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Snack	Seasonal fruit platter	Toasted crumpet & strawberries	Natural yoghurt with banana	Wholemeal toast with banana	Sugarsnap peas & houmous
Afternoon snack	Oatcakes with cream cheese and cucumber	Melon & banana slices	Breadsticks with carrot & pepper sticks	Seasonal fruit platter	Rice cakes with cucumber & tomato
After School Club Snack	Pittas with tuna or cheese Cucumber, pepper & carrot sticks	Bread rolls with ham or cheese A selection of fruit	Wraps with chicken or cheese Homous, cucumber, pepper & carrot sticks	Crackers with ham or soft cheese A selection of fruit	Sandwiches with chicken or cheese slices A selection of fruit

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Snack	Wholemeal toast with banana	Natural yoghurt with strawberries	Bagel & cream cheese & carrot sticks	Seasonal fruit platter	Pepper & cucumber & carrot sticks
Afternoon snack	Seasonal fruit platter	Rice cakes with cucumber & carrot	Melon & banana slices	Crackers, tzatziki & tomato	Cheese slices and tomato
After School Club Snack	Sandwiches with ham or cheese slices A selection of fruit	Wraps with tuna or soft cheese Cucumber, pepper & carrot sticks	Bread rolls with chicken or cheese A selection of fruit	Toasted crumpets with cheese or ham Tomato. Cucumber & carrots	Crackers with cheese or chicken A selection of fruit

Terms and Conditions

The Terms and Conditions are set out in the contract between Parents/Carers and Dunvant Primary Wraparound and are implicit within our policies and procedures. Observing the instructions for attending Dunvant Primary Wraparound is compulsory at all times for the Health and Safety and Wellbeing of all children, parents, staff and other service users. Any person refusing to this will be asked to leave Dunvant Primary Wraparound. Thank you for your cooperation.

Parents are required to complete a written contract and registration form before their child starts and notify us of any changes immediately.

Fees are payable in advance and should be made at the start of each week/month/half term.

We accept payments via bank transfer, Childcare vouchers or via the Childcare Offer/Flying Start. We do not have debit/credit card payment facilities.

Dunvant Primary Wraparound is registered and accepts payment via The Childcare Offer for Wales/ Cynnig Gofal Plant Cymru for 3 - 4 year-olds. Please visit <https://www.gov.wales/get-30-hours-childcare-3-and-4-year-olds> or email fis@swansea.gov.uk for further details.

We accept payments from Flying Start for children aged 2 years who are eligible. Please check your postcode for eligibility and apply to Flying Start at <https://account.swansea.gov.uk/EarlyYears/eligibility/AddressCheck>

We also accept payment via Tax-free Childcare. Please visit <https://www.gov.uk/tax-free-childcare>

There is a £50.00 non-refundable registration fee to secure your child's place, which will be deducted off your first invoice.

Payments are due in advance and failure to receive payments by the due date may lead to a loss of childcare provision. **Late payment fees** will incur a charge of £10.00 per child for each week overdue. If you have any problems paying by the due date, please do not hesitate to contact us.

Fees are payable for all dates booked for your child/children. If your child is absent for a short period of sickness, for a family holiday etc, fees are still payable. However if your child has a long-term illness parents/carers are advised to speak to the manager regarding fees. A child's continued place at Dunvant Primary Wraparound is dependent on continued payment of fees.

The place will automatically be carried over to the next half term unless notice to cancel has been given. **WE REQUIRE 4 WEEKS TERM-TIME NOTICE TO CANCEL A BOOKING.**

We try to accommodate requests for extra days and sessions but cannot guarantee they will be available so please let us know as soon as you know that you need them. We are unable to swap days. If an emergency occurs we will do our best to help you.

If your child is not attending After School Club please let us know (especially Years 4-6 as we will be expecting them). It will save unnecessary worry and concern when we are trying to locate them.

Policies and Procedures

A condensed version of the main policies is included in this Statement of Purpose. However, there is a comprehensive range of policies pertaining to the setting. Full copies of the policies are displayed on the parent's noticeboard, which are available for your perusal at any time. They are designed to ensure effective and safe management of our service and to offer the best possible environment and experience for the children and families who use it. The policies and procedures are developed and maintained in line with and/or exceed National Minimum Standards and regulations. They are reviewed regularly (at least annually) and updated (The CIW is informed of any significant changes) as necessary.

Privacy and Confidentiality Policy and Procedure. Including Dunvant Primary School and Wraparound Data Protection and Access to Records Policy.

Dunvant Primary Wraparound keep all documents/forms and electronic data containing personal information securely in line with the General Data Protection Regulations (GDPR), the Data Protection Act 2018 and other related legislation. All confidential information is kept in a locked filing cabinet. We are registered with the Information Commissioner's Office regarding information held on children in our care on any electronic device. All records and sensitive information will be treated with the strictest confidence.

Admissions policy

Dunvant Primary Wraparound is open to any child between the age of 2 and 12 years provided there is an available space, regardless of gender, sexual orientation, culture, religion or disability.

Equality Opportunities Policy and Procedure, and Additional Learning Needs (ALN) Policy and Procedure

It is the policy of Dunvant Primary Wraparound to be fully committed to the active promotion of equality of opportunity for all children and adults involved in our provision, taking account of the Equality Act 2010.

All children are treated equally and are all encouraged to join in the activities.

Discriminatory language or behaviour will not be tolerated.

The setting has many multicultural books, toys and activities.

We aim to make the setting accessible to all members of the community. Children must be encouraged to value themselves and to value diversity.

Health and Safety

Children will only be released to the nominated persons specified on the Registration form. Please telephone us if you are unavoidably delayed - this will avoid undue anxiety to your child.

A Register and Signing in/out sheet are kept on a daily basis for each session. Staff members will sign the children out when the parents/carers collect.

Medical details and contact details are easily accessible. If after completion of the initial registration form your child is diagnosed with a medical condition or suffers from an allergic reaction to food or medication, please inform the manager as soon as possible in writing.

A record of children suffering from a food allergy/intolerance is kept for staff reference.

If your child is feeling unwell, has or appears to have a contagious disease, or suffers an accident which we believe requires medical attention then we will contact you so that you may collect your child. If we are unable to contact you, we will contact the additional emergency contact numbers on your contract.

Your child cannot attend if he/she is unwell. If your child is unwell you will be contacted immediately, and your child will be kept with a member of staff isolated from the other children awaiting your collection. If your child is unwell before attending the setting, please keep your child at home and seek medical advice. Please do not bring your child to the setting.

In compliance with regulations, a fire drill and a reverse emergency evacuation is practiced and recorded every term. Fire-fighting equipment is regularly serviced. Risk assessments and fire risk assessments are carried out. When the alarm sounds all staff and children leave via the nearest exit and meet in the assembly point which is situated in the junior top yard. A register is called, and a green card shown to show all persons are present.

Children are not allowed in the kitchen at any time.

Nearly all of our staff hold valid First Aid certificates, all staff hold Food Hygiene certificates and Safeguarding/Child Protection certificates in line with National Minimum Standards.

All accidents are recorded in the accident book. A counter signature is required when you collect your child.

Minor first aid treatment will be given. We do not routinely administer medicine. However we will endeavour to cater for children who require an individual health plan. If your child needs to be given medication during a session, please complete our Medical Consent Form as without this we cannot administer medicine to your child.

We will supervise/administer the use of inhalers. They need to be clearly labelled with the child's name and dosage instructions together with your signed consent.

Wraparound equipment is checked and if possible, defects are repaired. Alternatively items are removed from use. Whilst we realise that equipment can be damaged through the normal course of play, parents will incur costs or be liable for replacement of Wraparound property that has been deliberately damaged or broken.

Children are not to use mobile phones or smart watches in the setting and if they are brought into the setting they must be given to the Manager for safe keeping. Duntant Primary Wraparound and its employees do not accept responsibility for loss or damage to items the children bring from home. We strongly advise you to ask children to keep their personal belongings at home.

Please note that vehicles must not be brought onto the school site before 5pm unless there are exceptional circumstances and then only by prior consent of the Head Teacher. Failure to comply will result in loss of placement. We do not keep any pets or other animals on the premises.

No smoking is permitted on the premises of Dunvant Primary School including Dunvant Primary Wraparound at any time.

Arrangements for dealing with any emergency

Our staff are trained in paediatric first aid and we have procedures in place for keeping your child safe while in our care. Our contract ensures that we keep all contact details for parents up to date. We carry out risk assessments on activities and the premises and maintain a log of evacuation drills.

Failure to collect a child

If your child is not collected by the end of the session, we will try to contact you. If we are unable to make contact, we will contact the emergency contact numbers you have provided.

In the event that a child is not collected and we cannot contact any of the emergency contacts, the Social Services will be contacted.

If a child is collected late, there is charge of £10.00 per child per child per 15 minutes late.

Taking and Collection of Children from School - subject to change

Dunvant Primary School children attending the Nursery, Reception, Year 1, Year 2 and Year 3 are collected by Wraparound staff after school. Children attending the Handy Half Hour and Breakfast Club are escorted to their classes and Nursery children attending the morning sessional care are taken to afternoon nursery at 1.00pm by Wraparound staff.

Children attending Morning Nursery are collected at 11.15am and escorted to Wraparound by staff. Please note children in Years 4-6 walk unescorted to After School Club after school finishes or after the school club they are attending. Children are escorted by staff when using the school hall facilities.

Please remember to tell us if your child has been collected from school, if he/she is unwell and will not be attending After School Club. Also please let us know if your child is attending an organised activity or club before attending the After School Club.

If your child is taking medication which has been administered at school, please notify us so that we may collect it and store it safely for your collection. For safety reasons, medication should never be kept in a child's school bag.

Behaviour Management policy and procedure (including anti-bullying)

In line with the Rights of Children and Young Persons (Wales) Measure 2011 and the UN Convention on the Rights of the Child we believe that children in our care have the right to feel safe and valued as individuals, and it is our policy to model and promote behaviour that encourages mutual respect.

Our aim is to provide a happy, safe and secure environment where everyone shows respect and consideration to each other. Positive behaviour is always encouraged. Disruptive behaviour whether physical or verbal towards another child or member of staff will not be tolerated. Children may be withdrawn from the activity for a short period of time giving them the opportunity to reflect before re-joining their peers. Incidents will be recorded by the staff. If an incident is of a serious nature, the parent/carer will be contacted immediately to collect the child. If undesirable behaviour persists, loss of placement will occur.

Dealing with complaints and concerns

- We welcome suggestions and constructive criticism from all who use our service and aim to resolve any complaints or concerns quickly and informally.
- Please raise your complaint verbally or in writing.
- If verbally, please speak to the Person in Charge.
- Copies of our Complaint's Policy and Procedure are available on request.
- If you wish to make a complaint in writing, please address it to the Person in Charge, Dunvant Primary Wraparound, Dunvant Primary School, Dunvant Road, Dunvant, Swansea SA2 7SN
- At any time you may contact the CIW about a Registered Service at CIW, South West Region, Government Buildings, Picton Terrace, Carmarthen SA31 3BT Telephone 0300 7900126 Email ciw.@gov.wales

Full Copies of our Policies and Procedures are available.

This Statement of Purpose for Dunvant Primary Wraparound was passed for use by Sharon Pearson, Katie Davies and Rachael Parry (Persons in Charge) on May 12th 2025 to come into effect on 12th May 2025

Date of planned review - May 2026 or earlier if required. Date

CIW informed of change – May 12th 2025