Pre-Prep and Pre-School Wrap-Around Care Policy

Last Revision Date	September 2025
This policy is Reviewed by	Wrap-Around Care Supervisor
Group	Pastoral
ISI Reference	14e
Next Review Date	September 2026

Tick which category this document refers to:

ISI requirement to be made available	
ISI requirement to be on website	✓
Internal staff only	
Internal students only	
Internal staff and students	
Statutory requirement to have on website (non ISI)	

Key Contacts:	
Appointed person for the Wrap-Around Care	Emily Setra
Designated Safeguarding Lead (DSL):	Will Fuller
Designated Safeguarding Deputy and Lead:	Charlie Lee
Lead Governor for Child Protection:	David Foster

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Lead Governor for Prevent:	David Foster
Chair of Governors:	Jayne Adams
West Sussex Multiagency Integrated Front Door:	Tel: 01403 229900 (Out of Hours – 0330 222 6664) WSChildrenservices@WestSussex.gov.uk
Local Authority Designated Officer (LADO):	The LADOs for West Sussex are Miriam Williams, Donna Tomlinson and Victoria Williams and contactable via the West Sussex Safeguarding Children partnership (WSSCP) website.

Management of the Wrap-Around Care

The Head of Pre-Prep (Jenny Blacker) remains the line manager of the Wrap-Around Care Supervisor (Emily Setra) and the Holiday Keep Supervisor (Penny Lindfield).

Wrap-Around Care Policy including children in the EYFS and under 3 years old

EYFS statutory guidance for Before and After School Care

In accordance with the Statutory Framework for the Early Years Foundation Stage, it is a legal requirement for providers to ensure the following staff: child ratios for children aged two:

- There will be at least one member of staff for every five children:
- At least one member of staff will hold a full and relevant level 3 qualification: and

For children aged three and over in registered early years provision where a person with Qualified Teacher status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is not working directly with the children:

- There will be at least one member of staff for every 8 children: and
- At least one member of staff will hold a full and relevant level 3 qualification
- At least one member of staff will hold a Paediatric First Aid certificate

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Great Walstead welcomes 2½ - 3 year olds to it's out of school provision but recognises that specific staffing requirements for their welfare and supervision must be met. For this reason:

All such care for this age group ideally needs to be pre-booked (except in emergencies).

If a child under 3 is booked into the Wrap-Around Care, the Wrap-Around Care Supervisor will ensure that appropriate staffing ratios are in put into place.

The Wrap-Around Care runs during term time from 7.30am-8.30am and 3.30pm till 6pm to provide care for children before and after school from Pre-School to Year 2, for those whose parents are working, for children who have older siblings and finish at a later time and children who are doing extra activities and need wrap around care. We provide a friendly and relaxed but structured facility where children can play together.

Booking Care

For term time bookings, parents can email keep@greatwalstead.co.uk with times and whether to include breakfast/ tea.

Term time Before School Care

When the children arrive, they are seated (in 'The Apse' if in EYFS) and offered a drink and breakfast (a selection of hot food, toast and cereals). Once the children have finished their breakfast, they can free play/ take part in an adult lead activity until 8.25am when they tidy up. Children in KS1 (Year 1 and 2) may leave 'The Apse' to join the Sibling Drop Off area (a service that runs from 8am-8.20am for children in Pre-School Reception, Year 1 or Year 2 with an older sibling). At 8.30am, the children will be escorted by the Breakfast Club Staff and, if required, the on-duty Sibling Drop Off teacher to their classrooms.

Term time After School Care

When the children arrive they are added to the register and then given a snack and drink (this could be by class teachers in the dining hall or by staff in the Keep). After this, it is free play/ adult lead activities until supper time. If the children have an activity they are taken by the after school activity supervisors/a GWS member of staff for that day to their activity, they also return any children back to the Wrap-Around Care who are staying for supper. There are some instances where a GWS member of staff or activity supervisor will collect the children who are coming back to the Wrap-Around Care following an earlier activity. Children can be picked up any time until 6pm.

Holidays

During the holidays the Keep is open for children from Pre-School through to Year 8, whose parents are working. We open from 8am until 5.30pm. Sessions are prebookable to ensure staffing ratios are met. A booking form will be sent out 3 weeks prior to each holiday which will need to be returned to penny.lindfield@greatwalstead.co.uk before the deadline to ensure a space. The day is filled with lots of different activities such as supervised play, craft, cooking, using the extensive school grounds, outside play and walks in the woods.

The children bring their own packed lunch but a mid-morning and afternoon snack is provided.

The Keep is staffed on a 1:8 ratio with a minimum of 2 staff. For children rising 3, there is a strict ratio of a minimum of 1:5. Every day, there is 1 senior staff member on duty with the number of assistants required that day. All the senior staff are fully qualified paediatric first aiders, including the use of Epi-Pens.

Absentee and Late Pick Up

If a child fails to turn up for a session and there hasn't been any contact made by their parents, the senior member of staff on duty will make a call to the child's parents.

Any child that is not picked up by 6pm, will stay in the Keep with a senior member of staff and an assistant while their parents are contacted and a person appointed to pick them up. The Keep staff will not let any child go with anyone who has not been appointed by the child's parents. If necessary, the Headmaster will be notified. A late fee could be applied.

In some cases, the Prep School Wrap Around Care Supervisor may agree to have the Pre-Prep child in their care until 7pm but pre-booked only.

Toileting Policy

All staff working in Wrap-Around Care both in term time and holidays need to read the EYFS Toileting Policy to ensure procedures are followed and guidance can be offered if needed.

Safeguarding

If any member of Wrap-Around Care Staff is concerned about the welfare of a child or if a child is in immediate risk of harm, during term time, they must contact Will Fuller, Charlie Lee or Emily Setra who will contact the IFD. During the holidays, Penny Lindfield is to be contacted. In their absence, Chris Calvey (Headmaster) should be

contacted. If none of the above are contactable then the IFD must be called, who will advise accordingly.