



Extended Provision and Wraparound Care Policy

Date policy last reviewed: June 2026

School Vision

“Growing and Learning Together to Embrace Life in All Its Fullness” underpins all aspects of our provision. Our extended provision reflects our commitment to nurturing the whole child in a safe, inclusive and enriching environment.

Statement of Intent

Radwinter CofE Primary School is committed to providing high-quality extended provision, including wraparound childcare and extracurricular activities, that supports pupils’ wellbeing, development and family life.

We aim to:

- Provide a safe, welcoming and inclusive environment before and after the school day
- Support working families through accessible and affordable childcare
- Promote children’s social, emotional and physical development
- Offer enriching opportunities beyond the curriculum
- Ensure all provision reflects our safeguarding culture and Christian ethos

This provision operates as an extension of the school day and therefore reflects the same expectations for safeguarding, behaviour, inclusion and relationships.

Legal Framework and Guidance

This policy is informed by:

- Keeping Children Safe in Education (KCSIE)
- Education Act 2002 (Section 175)
- Children Act 2004
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- DfE Out-of-School Settings Safeguarding Guidance
- DfE Wraparound Childcare Guidance (2024)
- EYFS Statutory Framework (where applicable)
- This policy must be read in conjunction with:
- Child Protection and Safeguarding Policy
- Behaviour and Relationships Policy
- Collecting Children from School Policy
- Wraparound Inclusion Policy
- Health and Safety Policy

Scope of Provision

The school offers:

Wraparound Care

- Breakfast Club: 07:45–08:30
- After-School Club (Dragonflies): 15:10–18:00 (Friday to 17:00)

Extracurricular Activities

- A wide range of enrichment opportunities designed to support pupils' interests, wellbeing and personal development.

External Providers

Where external organisations operate on-site:

- Safeguarding expectations mirror school standards
- Clear agreements and accountability arrangements are in place
- DBS and compliance checks are verified
- The governing body retains overall responsibility for safeguarding on site

Safeguarding and Child Protection

Safeguarding is central to all extended provision.

- All provision operates in line with the school's Child Protection and Safeguarding Policy
- The DSL has oversight of all extended activities
- All staff and volunteers are safely recruited (including enhanced DBS checks)
- Staff receive regular safeguarding training

Procedures for collection, late collection and non-collection are fully aligned with the Collecting Children from School Policy, including:

- Only authorised adults collecting pupils
- Use of passwords where adults are unknown
- Escalation procedures where identity is uncertain
- Immediate safeguarding action where a child may be at risk

Clear procedures are also in place for:

- Reporting concerns
- Managing allegations
- Missing children
- Uncollected children (including referral to Children's Social Care where appropriate)

Registers are taken for all sessions to ensure accurate supervision.

Roles and Responsibilities

Governing Body

- Provides strategic oversight
- Monitors safeguarding and quality of provision

Headteacher

- Overall accountability
- Staffing and compliance
- Ensures alignment across all linked policies

Wraparound Care Manager

- Day-to-day management
- Staffing, bookings and finance
- Risk assessments and operational systems

Designated Safeguarding Lead

- Ensures safeguarding compliance across all provision
- Oversees decision-making relating to late collection, non-collection and safeguarding concerns

Admissions, Fees and Access

- Places are allocated on a first-come, first-served basis
- Priority may be given to pupils attending the school and siblings
- Booking and payment are managed via the school system
- Payment is required in advance
- Late bookings and collections may incur additional charges

The school is committed to inclusion and follows the principles outlined in the Wraparound Inclusion Policy:

- Reasonable adjustments are made for pupils with SEND
- Strong partnership working with families
- Clear expectations around behaviour and safety

The school recognises that wraparound provision:

- Is a non-statutory, cost-neutral service
- Cannot routinely provide 1:1 support beyond standard staffing ratios
- May review or withdraw a place where needs cannot be safely met within available staffing

Staffing and Ratios

- All staff are trained in safeguarding, first aid and behaviour approaches
- Staff are appropriately qualified and supervised
- Typical ratio: 1 adult to 15 children
- Ratios are adjusted for higher-risk activities

Staff implement relational and trauma-informed approaches consistent with the school day, as outlined in the **Wraparound Inclusion Policy**.

Health, Safety and Welfare

The school ensures:

- Risk assessments are in place for all activities
- First aid provision is maintained
- Fire and emergency procedures are followed
- Medical needs are supported in line with school policy

Food provision:

- Promotes healthy eating
- Meets dietary and allergy requirements

Attendance, Arrival and Collection

Clear procedures ensure pupil safety and are fully aligned with the Collecting Children from School Policy:

- Children are signed in and out of all sessions
- Only authorised adults may collect children
- Password systems are used where required
- Identification may be requested where adults are unknown

Late Collection

- Parents must inform the school if running late
- After a 10-minute window, pupils may be moved into wraparound provision
- Charges apply in line with school policy
- Persistent lateness is monitored and may result in formal action or withdrawal of a place

Non-Collection

- Multiple attempts will be made to contact parents and emergency contacts
- After one hour, safeguarding procedures are followed, including referral to Children's Social Care

Collection Safeguarding

- Children will not be released if staff have concerns about the adult's capacity to ensure safety
- The school will follow safeguarding procedures in all such cases

Behaviour and Inclusion

The Behaviour and Relationships Policy applies fully.

Provision is delivered in line with the Wraparound Inclusion Policy, which sets out:

- High expectations for behaviour and relationships
- Use of supportive, relational approaches
- Early communication with families

Where behaviour becomes unsafe or persistently disruptive:

- Support strategies are implemented
- Attendance may be reviewed
- As a last resort, a place may be withdrawn in line with the **Wraparound Inclusion Policy**

Provision is inclusive and reflects equality principles, while recognising operational limitations linked to staffing and safety.

Activities and Enrichment

Provision includes:

- Structured and free-play activities
- Physical, creative and social opportunities
- Pupil voice informing activity planning

Activities support wellbeing, teamwork and skill development.

Partnerships and External Providers

Where provision is delivered by third parties:

- Formal agreements are in place
- Safeguarding responsibilities are clearly defined
- Providers must follow the school's safeguarding and collection procedures
- Providers are expected to align with the **Collecting Children from School Policy** and safeguarding expectations

Communication with Parents

The school ensures effective communication by:

- Providing clear information about provision and expectations
- Sharing policies and procedures

- Offering opportunities for feedback
- Maintaining regular communication about pupil wellbeing

Parents are expected to:

- Provide accurate and up-to-date collection information
- Follow agreed collection procedures
- Share relevant information relating to SEND, medical or behavioural needs

EYFS Considerations

Where provision includes Reception pupils:

- EYFS welfare requirements are followed
- Age-appropriate supervision and care are ensured

Monitoring and Review

- Provision is monitored by SLT and governors
- Feedback from pupils and parents informs development
- Safeguarding practice is regularly reviewed
- Alignment between this policy, the Collecting Children from School Policy and Wraparound Inclusion Policy is reviewed regularly

This policy will be reviewed bi-annually.

Linked Policies

- Child Protection and Safeguarding Policy
- Behaviour and Relationships Policy
- Health and Safety Policy
- Collecting Children from School Policy
- Wraparound Inclusion Policy
- Supporting Pupils with Medical Conditions
- Administering Medication Policy
- Complaints Policy
- Equality Policy

This policy ensures that extended provision at Radwinter CofE Primary School is fully aligned with safeguarding, collection and inclusion expectations, creating a coherent and consistent approach for pupils, families and staff.