



BREAKFAST, AFTER SCHOOL AND HOLIDAY CLUB POLICIES

Reviewed September 2026



BEHAVIOUR POLICY (BREAKFAST, AFTER SCHOOL AND HOLIDAY CLUB)

The staff aim to provide a play environment that ensures the children's right to play/learn without fear of being hurt or hindered by anyone else, an environment that positively encourages good behaviour. Staff have a responsibility to actively encourage and reinforce desirable behaviour and to discourage and challenge unacceptable behaviour. The following staff are the coordinators for managing behaviour;

Breakfast Club, After School and Holiday Club- Jane Matthews

All children will be actively involved in discussing and setting ground rules for Inglewood Wraparound Care, and encouraged to take responsibility for their own behaviour and its consequences. Staff will promote the children's welfare and development by managing their behaviour in the following ways:

UNACCEPTABLE BEHAVIOUR

Examples of the type of behaviour that is unacceptable include: aggressive behaviour, bad language, racist or sexist comments, violence, general name calling, bullying and lack of respect for equipment/environment and property. In the event of a child repeatedly putting either themselves or other children at risk, or preventing other children from benefiting from the activities on offer, parents/carers may be asked to keep their child at home.

Unacceptable behaviour will be monitored and may be recorded in our behaviour book. If a child's name needs to be recorded, parents will be informed the same day and what stage in the policy they are on. If a child's name appears in the behaviour book on 3 occasions the parent will be notified that the child will have to leave the club. If a child's behaviour improves, then one occasion will be reduced each term.

PHYSICAL RESTRAINT

If a situation arises where staff feel that a child poses a serious risk of personal injury to either themselves, other children, an adult or risks causing serious damage to property, staff may have to physically restrain them. Any incident will be recorded and the parents/carers informed on the same day.

EXCLUSIONS

To exclude a child would be the last resort. Staff recognise the fact that the problem is the behaviour and not the child, and will endeavour to work with children to help them understand and modify their behaviour to ensure that they develop the appropriate social and personal skills to allow them to be integrated into Inglewood Wraparound Care. Staff may monitor and record any problems, progress and incidents involving the child. These records would be shared with the parents/carers. In extreme cases unacceptable behaviour which, after consultation with parents/carers, cannot be resolved within the Inglewood Wraparound Care setting, staff will inform parents/carers that the issue will be taken to the Wraparound Committee to discuss the possibility of excluding the child. The parents/carers have the right to attend the meeting if they so wish.

In instances of violent behaviour, a child will be immediately excluded. It will then go to the Wraparound committee to discuss whether the child can be admitted back into the club. The Management Committee reserve the right to exclude children either permanently or for a period of time if they feel that it is necessary in order to safeguard the welfare and safety of the other children and adults involved in Inglewood Wraparound Care.

Date of this Policy	Chairperson Signature	Review Date
September 2026	<i>S Mclellan</i>	July 2027



BOOKINGS, PAYMENT AND FEES POLICY (BREAKFAST, AFTER SCHOOL AND HOLIDAY CLUB)

From **September**, all breakfast and after school club bookings will be made through the **Famly** app only.

Bookings for a Monday must be made on the Friday before. E-mails and the app will not be monitored on an evening, weekend or school holidays. You will be turned away if you do not have a booking for Breakfast Club. If you do not have a booking for After School Club a member of staff will contact you to collect your child.

Fees for Breakfast Club

Year groups	Timings	Cost
Junior Children (Years 3, 4, 5, 6) Nursery (Little Owls)	7:30am – 8:30am	£4.00 per session
Reception, Year 1 & Year 2	7:30am – 8:15am	£2.00 per session
Free Universal Breakfast Club for Reception, Year 1 and 2	8:15am – 8:45am	FREE
Little Owls	7:30am-8:45am	£4.00 per session
Little Fawns	7:30am – 8:45am	£5.00 per session

Sibling Discount: Families with more than one child booked into the same session will receive a **25% sibling discount**.

Fees for After School Club

Year groups	Timings	Cost
Junior Children, Reception, Year 1, Year 2 and Nursery (Little Owls)	Session 1 3:15pm – 4:30pm	£4.00 per session
	Session 2 3:15pm – 5:30pm	£8.00 per session
Little Fawns	Session 1 3:15pm – 4:30pm	£5.00 per session
	Session 2 3:15pm – 5:30pm	£10.00 per session

Sibling Discount: Families with more than one child booked into the same session will receive a **25% sibling discount**.

Holiday Club

- £4.00 per hour
- The operating times of the club (outside term time only) are 8.00am – 4:00pm, Monday to Friday **OPENING TIMES/DAYS DEPENDANT ON DEMAND**. Fees apply to the holiday club children on your booked days even if your child does not attend for whatever reason, unless the required cancellation time is given.

Fees for children with additional needs

The additional charge of £12.75 per hour helps to cover the cost of providing a dedicated 1:1 member of staff, enabling your child to attend safely and fully participate. This charge reflects the extra staffing costs required to meet their individual support needs during their time with us.



Payments

You will receive an **itemised invoice every Monday**. Payment is due by **Friday of the same week**.

Please note:

- Sessions cancelled with **less than 24 hours' notice** will be charged in full.
- A **new Wraparound Care registration form** must be completed before your child can attend.

Contacting the Wraparound Team

Please note that emails sent to the wraparound email address **during evenings, weekends or school holidays** will not be monitored and will be responded to when we return to school. The mobile number is **07592 973073**.

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BREAKFAST CLUB ARRIVAL AND ESCORT OFF THE PREMISES- INFANT AND JUNIOR SCHOOL

All parents/guardians using the Breakfast Club will drop children off and sign them into the Breakfast Club.

In September when the juniors start the breakfast club, at 8.30am they will be escorted to the junior school in time for the start of the school day. This usually takes place in the first half term. The children from that point on will be escorted to the Year 2 door and they will walk over to the junior school themselves.

- A new child starting mid term in the junior school for the first time will also be escorted for day one and then will walk over with the other children after that.
- A child starting the breakfast club for the first time and normally attends the junior school, will walk across with the other group of juniors.

All nursery and infant children are escorted to their classrooms by a member of staff.

BREAKFAST CLUB ARRIVAL - ACORNS AND LITTLE FAWNS

All parents/guardians using the Breakfast Club will drop children off and sign them into the Breakfast Club which is located in the Acorns building.

Breakfast is served between 7.30am and 8.00am only.

The staff will escort Little Fawns children to their room at 8.30am.

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COLLECTION POLICY – AFTER SCHOOL AND HOLIDAY CLUB

The main entrance to the After School Club for children in Acorns, Little Fawns, Nursery and Reception is the Little Fawns building. The main entrance to the After School Club for children in Year 1 and above is Inglewood Infant School. It is based in the Early Years Reception area.

Staff will only allow children to be collected by either:-

- Parents/carers
- Other adults (over secondary school age) specified on the registration form.
- All children **MUST** be collected by 5.30pm.

Under no circumstances are staff allowed to take children home. Staff **will not allow** children to walk home on their own.

Late Collection- If parents/carers are going to be late, they must inform the staff in advance. We will let this happen once and notify you by letter. After that there will be a charge. Any child not collected on time will be subject to a late collection fee of £5.

Adults collecting children must sign the children out on the register and note the time of collection.

Collection from School to After School Club- Inglewood Infant School

The children in Reception and Nursery will be collected by a member of staff at the end of each day. Years 1 and 2 will be taken to the after-school club room by after school club staff. To establish the child's collection, After School Club staff will be responsible for making contact with the child's class teacher or teaching assistant when the child starts the After School Club session.

Teaching staff cannot handover a child to Afterschool staff who has been ill at the school before 3pm. The teaching staff will need to adhere to the school's own sickness policy.

If a member of school staff need to send a message to a parent via the Afterschool staff, this message cannot be verbal but must be put in a sealed envelope to be given to the parent. If the parent does not come to collect the child at night the letter will be returned back to the relevant teacher in a handover wallet.

After School Club Staff will check and sign in that all children are present on the register. If a child appears to be absent, the staff will check with school staff to confirm their absence or locate the child by checking the school register with the teacher and notify parents if needed. It is vital that you let us know if your child is in an after school activity. If your child does not arrive at the correct time we will contact you or your emergency list.

Collection from School to After School Club- Inglewood Junior School

Staff from the After School Club will arrive at Inglewood Junior School to collect the children. Teaching staff cannot handover a child to Afterschool staff who has been ill at the school before 3pm. The teaching staff will need to adhere to the school's own sickness policy.



If a member of the school staff need to send a message to a parent via the after school staff, this message cannot be verbal but must be put in a sealed envelope to be given to the parent. If the parent does not come to collect the child the letter will be returned back to the relevant teacher.

The children in Years 3, 4, 5 and 6 will make their own way to the glass corridor at the end of the school day, where they will be met by a member of staff from the After School Club who will have a record of which children should be attending.

After School Club staff will walk with the children down to Inglewood Infant School.

After notifying the staff that your child is attending an after school activity, they will be collected from the glass corridor by a member of the afters school club staff at their finishing time. They will then be escorted down to the after school club room at Inglewood Infant School.

After School Club staff will check and sign that all children are present on the register. If a child appears to be absent, the staff will check with school staff to confirm the absence or try locate the child.

It is vital that if your child is attending an after school activity that you must inform a member of staff 24 hours before the activity and state the finishing time. If your child is presumed missing then we will contact you and other people on your emergency list

Acorns only

Tea will be offered to all under 2s between 4.30-5.00pm. If you do not want your child to have tea, please let us know.

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COMPLAINTS POLICY (BREAKFAST, AFTER SCHOOL AND HOLIDAY CLUB)

Inglewood Wraparound Care aims to provide the best possible service with the resources available.

We have a record for complaints available. If you would like to see it, please ask one of the Managers of the club.

If any parent/carer has any complaints about the operation of Breakfast, After School and Holiday Club (individual clubs or as a whole) or a member of staff, they can either:

- a) Bring the complaint to the attention of the Club's Manager.
- b) Bring the complaint to the attention of the Management Committee
- c) Fill in a complaints form that is addressed to Ofsted available on the notice board or ask a member of staff for a copy and post to:

The National Business Unit
Ofsted
Piccadilly Gate
Store Street
Manchester M1 2WD
Telephone 0300 123 1231

<https://www.gov.uk/government/organisations/ofsted>

We will notify complainants of the outcome of their written complaint within 28 days.

We are required to keep a confidential report of the complaint on the premises.

The staff/ committee member is obliged to support you, in your own words, with the writing of the letter. This will be handled sensitively and confidentially.

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EQUALITY POLICY (BREAKFAST, AFTER SCHOOL AND HOLIDAY CLUB)

Inglewood Wraparound Care are committed to providing equality of opportunity and anti-discriminatory practice for all children and families.

Equality Act 2010

We aim to:

- Provide a secure environment in which all our children can flourish and in which all contributions are valued.
- Include and value the contribution of all families to our understanding of equality and diversity.
- Provide positive non-stereotyping information about different ethnic groups and people with disabilities.
- Improve our knowledge and understanding of issues of equality and diversity.
- Make inclusion a thread which runs through all of the activities of Inglewood Wraparound Care.

The activities offered in Inglewood Wraparound Care encourages children to develop positive attitudes to people who are different from them. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

We do this by:

- Making children feel valued and good about themselves.
- Ensuring that children have equality of access to learning.
- Reflecting the widest possible range of communities in the choice of resources.
- Avoiding stereotypes or derogatory images in the selection of materials.
- Celebrating a wide range of festivals.
- Creating an environment of mutual respect and tolerance.
- Helping children to understand that discriminatory behaviour and remarks are unacceptable.
- Ensuring that the activities offered are inclusive of children with special needs and children with disabilities.
- Ensuring that children whose first language is not English have full access to the activities and are supported in their learning.
- Ensuring that all children make their own choices and decisions and have the opportunity to speak freely.

Valuing diversity in families:

- We welcome the diversity of family life and work with all families.
- We encourage children to contribute stories of their everyday life into Inglewood Wraparound Care.
- We encourage parents/carers to take part in the life of Inglewood Wraparound Care and to contribute fully.
- For families who have a first language other than English, we value the contribution their culture and language offer.

Food

- We work in partnership with parents/carers to ensure that the medical, cultural and dietary needs of children are met.
- We help children to learn about a range of food, cultural approaches to mealtimes and eating, and to respect the differences among them.

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HEALTH AND SAFETY POLICY (BREAKFAST, AFTER SCHOOL AND HOLIDAY CLUB)

The play workers aim to ensure that Clubs take place in a safe, healthy environment, which actively promotes safe and healthy lifestyles.

This will be carried out in the following ways:

HYGIENE

One member of Staff at least are trained in food hygiene and preparation. All staff and children will wash hands before serving/eating snacks and after toileting.

INTIMATE CARE POLICY

Children between the ages of 2 and 5 who need personal care and intimate care i.e changing nappies, will be supported by a member of staff in the Nursery toilet. Other children who need support with intimate care or to deal with any other personal needs will also be supported by the staff to use the registered toilet and this will be completely confidential between parents and staff.

FOOD HANDLING

Staff involved in the preparation and handling of food will be aware of the basic regulations when preparing 'low risk' snacks relating to food and safety.

MEDICATION

We refer to the school's "Supporting Pupils with Medical Conditions" Policy.

Children taking prescribed medication must be well enough to attend the setting.

We only usually administer medication when it has been prescribed for a child by a doctor (or other medically qualified person). It must be in-date and prescribed for the current condition.

Non-prescription medication, such as pain or fever relief (e.g. Calpol) and teething gel, may be administered, but only with prior written consent of the parent and only when there is a health reason to do so, such as a high temperature. Children under the age of 16 years are never given medicines containing aspirin unless prescribed specifically for that child by a doctor. The administering of un-prescribed medication is recorded in the same way as any other medication. Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. On receiving the medication, the member of staff checks that it is in date and prescribed specifically for the current condition.

Parents must give prior written permission for the administration of medication. The staff member receiving the medication will ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:

- the full name of child and date of birth;
- the name of medication and strength;
- who prescribed it;
- the dosage and times to be given in the setting;
- the method of administration;
- how the medication should be stored and its expiry date;
- any possible side effects that may be expected; and
- The signature of the parent, their printed name and the date.



The administration of medicine is recorded accurately on our medication records each time it is given and is signed by the person administering the medication and a witness. Parents are shown the record at the end of the day and asked to sign the record to acknowledge the administration of the medicine. The medication record, records the:

- name of the child;
- name and strength of the medication;
- name of the doctor that prescribed it;
- date and time of the dose;
- dose given and method;
- signature of the person administering the medication and a witness; and
- Parent's signature to say that it has been administered

Medication record forms are monitored to look at the frequency of medication given in the setting. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.

Storage of medicines

All medication is stored safely in a locked cabinet or refrigerated as required

Staff members are responsible for ensuring medicine is handed back at the end of the day to the parent.

For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when- required basis. Staff members check that any medication held in the setting, is in date and return any out-of-**date medication back to the parent.**

Children who have long term medical conditions and who may require ongoing medication

A risk assessment is carried out for each child with a long term medical condition that requires on-going medication. This is the responsibility of the SENCO alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.

Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.

For some medical conditions, key staff will need to have training in a basic understanding of the condition, as well as how the medication is to be administered correctly. The training needs for staff form part of the risk assessment.

The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.

The risk assessment includes arrangements for taking medicines on outings and advice is sought from the child's GP if necessary where there are concerns.

An individual health plan for the child is drawn up with the parent; outlining the key person's/ staff's role and what information must be shared with other adults who care for the child.

The individual health plan should include the measures to be taken in an emergency.

The individual health plan is assessed every six months, or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

Parents receive a copy of the individual health plan and each contributor, including the parent, signs it.

Children at Inglewood Junior School who attend the clubs- The Secretary who holds the medication in the Junior School Office will meet the member of staff who collects the children for the After School Club and hand over the medicine and any record that has to be given to the child and parent. The ASC will then give the child the medication at the ASC and this will be passed on to the parent when they collect the child.



All the staff have carried out the Allergy and Anaphylaxis training in September 2026.

There are some children with long term illnesses that require medication, i.e. asthma and allergies. The parents/carers of these children will need to complete a medical plan which will be shared with the play leaders. Permission will be needed to seek any necessary treatment.

Children's medicines are stored in accordance with the product instructions. For example stored in a labelled box in our own fridge in the kitchen. Stored at room temperature in our top drawer in the filing cabinet which is opened during session times and out of reach of children.

In the event of children requiring specialist medication, Inglewood Wraparound Care will seek specialist training for staff from a qualified health professional i.e. use of an Epi-pen

If any juniors carry their own inhalers with them then the parent/carer will need to fill in a separate form (Child Stores and Using Their Own Medication form) allowing them to use it in any of the clubs. The children can only use the inhaler in front of a member of staff so that it is carried out in safety, with no other children involved and is then stored away properly.

Permission is required to give medication to a child. This is recorded by the staff on the child's medication record and signed by parents or guardians

SICK CHILDREN

Children who present themselves at the Clubs who are unwell or infectious will not be allowed to stay.

Children will be isolated from the other children whilst staff make contact with parents/carers or emergency contacts, using information on the registration form.

Parents/carers will be expected to collect their sick children immediately.

Parents/carers are requested to notify the staff if their children have any notifiable disease to enable them to notify other parents/carers.

SUN PROTECTION

If the weather is warm the staff will make sure that children have plenty of fluids available to them to drink.

If the weather is hot, parents/carers are asked to send their children with sun hats, shoulders covered and sun cream. Staff will support children to apply their cream (Early Years only). Consent permission is on the registration form.

ANIMALS

If an animal is visiting the setting, the leader will ensure that the animal is of no risk to the children in the proximity of the area. The risk assessment carried out will include any children's allergies and/or the children and animal's behaviour. The handler and animal will be met by the leader before the visit.

SAFETY

Staff aim to create a safe environment for the children attending Inglewood Wraparound Care by:

- Ensuring that all parents/carers complete a registration form before a child can be admitted.
- Keeping a daily register of the children, who will be signed in and out by a named person.



- Ensuring that the children are supervised at all times and in accordance with the EYFS ratios of 1 adult to every 8 children.
- Policies and procedures are in place regarding the registration and collection of children.
- Carrying out a health and safety check prior to the start of each session.
- Only allowing adults who have been police checked unsupervised access to the children.
- Ensuring that everyone (adults and children) are familiar with the fire procedure.
- Fire drills are carried out periodically.
- Fire doors are not obstructed, clearly identified and easily opened from the inside.
- Inglewood Wraparound Care is covered by public liability insurance.
- Storing all dangerous materials out of the children's reach.
- Not allowing children in the kitchen.
- There will be a member of staff with a first aid qualification on duty at all times.

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FIRST AID POLICY (BREAKFAST, AFTER SCHOOL AND HOLIDAY CLUB)

The staff will endeavour to ensure that Inglewood Wraparound Care takes place in a safe and healthy environment. At least one of our qualified paediatric trained first aiders will always be on duty at all times.

In the event of an accident, details will be recorded and parents/carers informed. It is essential that the staff receive a **completed Registration Form** which includes medical details and consent to seeking medical treatment in an emergency and for staff to administer first aid in the event of a minor accident.

Parents/carers are responsible for informing staff of any change of circumstances relating to the Registration Form.

Minor Accident

In the event of a minor accident the qualified first aider will treat the child and the parents/carers informed when they collect their child at the end of the session. Consent for staff to administer first aid in the event of a minor accident is included on the Registration Form.

Major Accident

In the event of a major accident the parents/carers will be contacted immediately. If they are unavailable the staff will seek medical assistance. Details and consent for the staff to seek medical treatment in an emergency is included on the Registration Form.

Staff will implement the following procedure when dealing with accidents:

- Reassure and comfort the injured child.



- Assess the injury without moving the child.
- Take the other children to another area.
- Refer to medical details on the Registration Form.
- If a minor accident, administer first aid.
- If a more serious accident, contact parents/carers, emergency services
- If a child needs to be taken to hospital and parents/carers are not available, a member of staff will go with them.
- Speak to parents/carers about the accident.
- Standard letter to be sent home to parents/carers.
- Record accident in Accident Book, to be signed by parents/carers.

In the event of a major accident Inglewood Wraparound Care will notify OFSTED within 14 days.

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PREVENT DUTY (BREAKFAST, AFTER SCHOOL AND HOLIDAY CLUB)

As part of our duty to safeguard children, we adhere to guidelines set by the Department of Education.

Prevent Duty is the Government Counter Terrorism Policy how to recognise anyone being drawn in to Radicalisation and how to prevent it. In Inglewood Wraparound care we have a duty to understand and take action to report anybody vulnerable being radicalised by extremists.

In the settings observations could be in children's drawings, withdrawn children, children who change behaviour with their friends e.g. not sharing, taking turns, not having respect for each other.

We will be vigilant to observe and report any suspicious activity in our settings and this will be reported to and seek advice from the Designated Officer.

Rebecca Hind is Designated Prevent Lead.

We seek further support and advice from firstly the Local Safeguarding Hub 0333 240 1727, the Police 101 and the Department of Education Helpline on 020 7340 7264.

All staff have completed Prevent training, receive annual refresher training and how to record any suspicious behaviour.

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SAFEGUARDING AND CHILD PROTECTION POLICY (BREAKFAST, AFTER SCHOOL AND HOLIDAY CLUB)

Designated Safeguarding Lead – Catherine Mitchell Inglewood Infant School

The legal framework for our aims is: The Rehabilitation of Offenders Act The Children's Act 1989 Human Rights Act 1998 Data Protection Act 1984 The Protection of Children Act 1999 The Children (NI) Order – The Children order (English) The Equality Act 2010. The staff have a duty of care with regard to the children attending the Clubs. At all times the welfare of the children is paramount.

Inglewood Wraparound Care aims to create an environment in which the children are safe. Staff have a responsibility to take appropriate and immediate action if they suspect that a child may be suffering from abuse.

Staff will adhere to the document 'Keeping Children Safe in Education September 2026.' We will refer to the guidelines of the Local Safeguarding Board (LCSB). If any staff have concerns about children's safety or welfare, they will notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police.

The staff will follow guidelines from the Triage Team on the hub if they suspect a child may be suffering from abuse. The management committee contact person for child protection concerns/issues is;

Catherine Mitchell- Inglewood Infant School (training refreshed every 2 years)

In the clubs they are:

Breakfast Club- Jane Matthews (Level 2 and 3 Safeguarding)
After School Club- Jane Matthews (Level 2 and 3 Safeguarding)
Holiday Club- Jane Matthews (Level 2 and 3 Safeguarding)

To safeguard the children in their care we will:

Understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues (training every 2 years). Training will enable staff to identify signs of possible abuse for instance verbal, emotional, physical, sexual, neglect and bullying (peer on peer). These signs may include:

- Significant changes in children's behavior;
- Deterioration in children's general well-being;
- Unexplained bruising, marks or signs of possible abuse or neglect;
- Children's comments which give cause for concern;
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- Inappropriate behavior displayed by other members of staff, or any other person working with the children.

For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.



- Recruit and select staff in accordance with Ofsted's recommendations with regard to references, checks and 'Suitable Person' interviews. Including two references, both written and verbal, including one from their latest employer DBS to insert.
- Ensure that all appointments will be subject to a probationary period.
- Seek opportunities for ongoing training on child protection issues.
- Only allow persons who have been police checked unsupervised access to the children.
- Respect children's rights and encourage them, through adult support, to express their feelings.
- Keep all information confidential, shared with only those who need to know e.g. Cumbria Local Safeguarding Team and the named contact person for the Breakfast, After School and Holiday Club.
- All visitors will sign in and out.

If children disclose information to a member of staff they will:

- Tell the child that they have to share this information with someone else.
- Listen seriously to what the child says.
- Avoid making any suggestions regarding how the incident happened; only asking questions to clarify what they are saying.
- Avoid making assumptions about who the allegations may concern.
- Inform the named person at the child's Club immediately.
- Make notes to record the actual conversation, behaviour and/or any injuries.

In the case of suspected abuse the named person/s will:

- Decide whether or not the child needs immediate medical attention and take appropriate action.
- Decide to immediately make a referral:

Cumberland Children Advice and Support Service (CCASS)
0333 240 1727

In some instances the named person may discuss their concerns with the parents/carers.

Continue to welcome both the child and their family to the club.

In the event of a child protection investigation, we will notify the Ofsted Early Years Child Care Inspector within 14 days.

ALLEGATIONS AGAINST A MEMBER OF STAFF / STUDENT

This procedure should be applied when there is such an allegation or concern that a person who works with children has;

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children

These behaviours should be considered within the four categories of abuse (i.e. physical, sexual and emotional abuse and neglect).

This includes concerns relating to inappropriate relationships between members of staff and children or young people for example;



- Having a sexual relationship with a child under 18 if in apposition of trust in respect of that child (Sexual Offences Act 2003)

If an allegation involves a member of staff or volunteer they will be suspended with immediate effect pending a child protection investigation by Cumbria Local Safeguarding Team. **The team will be notified within one working day.**
Contact details for the safeguarding team are set out below:

Cumberland Children Advice and Support Service (CCASS)
0333 240 1727

SPECIAL EDUCATIONAL NEEDS (BREAKFAST, AFTER SCHOOL AND HOLIDAY CLUB)

SENCO Coordinator
Fiona Fletcher

We welcome and include all children and families to Inglewood Wraparound Care. Inglewood Wraparound aims to ensure the inclusion of all children, including those with special needs. Staff will endeavour to ensure that all children have an opportunity to participate in Club activities.

Fees for children with additional needs

The additional charge of £12.75 per hour helps to cover the cost of providing a dedicated 1:1 member of staff, enabling your child to attend safely and fully participate. This charge reflects the extra staffing costs required to meet their individual support needs during their time with us.

The Play Leader and SENCO will be available to liaise with parents/carers and other agencies to discuss the children's individual needs before the child starts to ensure that Inglewood Wraparound Care can provide appropriate resources & support to support the inclusion of all children. With parent/carer permission the child's teacher may be of help with the child's education and transition.

Date of this Policy	Chairperson Signature	Review Date
September 2026	<i>S Mclellan</i>	July 2027