



# CATERHAM PREP

## Wrap Around Care Policy & Procedures

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Date reviewed by Author	February 2026
Next review date	February 2027
<i>This policy is reviewed annually</i>	

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## **1. Policy Statement and Purpose**

*(Independent School Standards – Parts 3, 5 and 8)*

Wrap Around Care at Caterham Prep School provides a safe, supportive and structured environment for pupils outside the formal school day. Provision is designed to safeguard and promote pupils' welfare, support wellbeing, and offer age-appropriate supervision and care in line with the school's ethos and statutory responsibilities.

This policy is written for parents and trustees and sets out the operational details, expectations and safeguarding arrangements for Breakfast Club, Sibling Club and After School Care.

Leadership ensures that the Independent School Standards and, where applicable, the Early Years Foundation Stage (EYFS) statutory requirements are met consistently.

## **2. Overview of Provision**

### **Breakfast Club**

Breakfast Club refers to the care offered between 7:30am and 8:10am, Monday to Friday. It is held in the Hall in Mottrams.

Breakfast Club provides:

- Supervised care prior to the start of the school day
- A calm and structured start to the day
- A healthy breakfast in line with school nutritional guidance

Activities are quiet and age-appropriate, including reading, drawing, table-top games and conversation.

### **Sibling Club**

Sibling Club refers to the care offered to Pre-Prep children between 3:15pm or 3:25pm and 3:40pm.

This provision:

- Is solely for pupils whose parents are collecting older siblings from the Prep School
- Cannot be used by children who do not have an older sibling
- Is provided at no charge

Children are cared for in Mottrams classrooms and are dismissed at 3:40pm under the covered area.

Sibling Club is a short supervised transition period and is not an extended childcare provision.

### **After School Care (ASC)**

After School Care refers to the care offered from the end of the school day until 6:00pm, Monday to Friday, within Mottrams Hall.

This provision:

- Is distinct from after-school clubs and activities offered to Prep School pupils
- Provides supervised, structured care in a safe environment

After School Care focuses on:

- Pupil-led activities
- Choice and independence
- Relaxation following the school day

Activities may include creative play, board games, reading, quiet crafts, construction activities and supervised outdoor play where appropriate. The emphasis is on allowing pupils to unwind and make positive choices, rather than on adult-led instruction.

### **3. Eligibility and Wellbeing Considerations**

Children from Reception to Year 6 may attend Wrap Around Care.

Parents of younger pupils are asked to be mindful of the length of the school day when booking extended sessions. If the school considers that a pupil is unable to cope with extended provision due to age, wellbeing or individual need, the school reserves the right to withdraw or adjust access to the provision. Such decisions will always be taken in the best interests of the pupil's wellbeing.

### **4. Charges**

Charges apply to:

- Breakfast Club
- After School Care

Sibling Club is currently provided without charge.

Current charges are published separately and reviewed annually.

### **5. Safeguarding Arrangements**

*(Independent School Standards – Part 3)*

Safeguarding arrangements during Wrap Around Care are consistent with the school's Safeguarding and Child Protection Policy.

- A trained Designated Safeguarding Lead (DSL) or Deputy DSL is available during all sessions.
- All staff working within Wrap Around Care have up-to-date safeguarding training.
- Concerns are recorded and reported in line with school procedures.
- Visitors are supervised appropriately.

Safeguarding remains the responsibility of all staff at all times.

### **6. Supervision and Staffing**

Staffing levels are appropriate to the number, age and needs of pupils attending.

Where EYFS pupils attend:

- Statutory EYFS ratios are maintained.
- At least one member of staff holds a full and relevant paediatric first aid qualification.
- Staff understand EYFS safeguarding and welfare requirements.

All staff are recruited in accordance with safer recruitment requirements under the Independent School Standards.

## **7. Behaviour Expectations**

Behaviour during Wrap Around Care aligns with the school's Behaviour Policy and reflects

### **The Caterham Way**

- Learning Power language and reflection approaches continue to apply.
- Sanctions are proportionate and follow the graduated framework outlined in the Behaviour Policy.
- Serious incidents are recorded and escalated appropriately.

Expectations remain consistent with those during the school day.

## **8. Health, Safety and Risk Management**

The school ensures:

- Written risk assessments are in place for Wrap Around Care activities and spaces.
- Daily premises checks are undertaken.
- Appropriate supervision is maintained indoors and outdoors.
- Fire evacuation procedures are understood and rehearsed.
- First aid is administered competently and recorded.
- Medical needs are supported in line with individual healthcare plans.

Children are released only to authorised adults in accordance with school procedures. Registers are taken for all sessions, and arrival and departure times are recorded.

## **9. Food and Nutrition**

Where food is provided, it is healthy, balanced and nutritious.

Provision has regard to the Early Years Foundation Stage nutrition guidance (May 2025).

- Water and plain milk are available.
- High sugar, high salt and high saturated fat foods are avoided.
- Allergies and dietary requirements are recorded and managed carefully.
- Food preparation follows hygiene and safety guidance.

Where children bring food from home, parents are asked to follow school guidelines.

## **10. Inclusion and Equality**

Wrap Around Care provision is inclusive and accessible.

The school has due regard to the protected characteristics set out in the Equality Act 2010 and makes reasonable adjustments where necessary to ensure fairness and inclusion. Support for pupils with SEND is consistent with school practice during the school day.

## **11. Late Collection**

If a parent or carer is aware that they will be late to collect their child (after 6:00pm), they must contact the school as soon as possible to notify staff.

If no message has been received, staff will attempt to contact parents and, where necessary, emergency contacts at 6:00pm.

Late collection charges are applied when pick-up occurs after 6:00pm. Persistent late collection may result in a review of provision.

## **12. Monitoring and Review**

Wrap Around Care provision is monitored by senior leaders to ensure consistency, safety and quality of care.