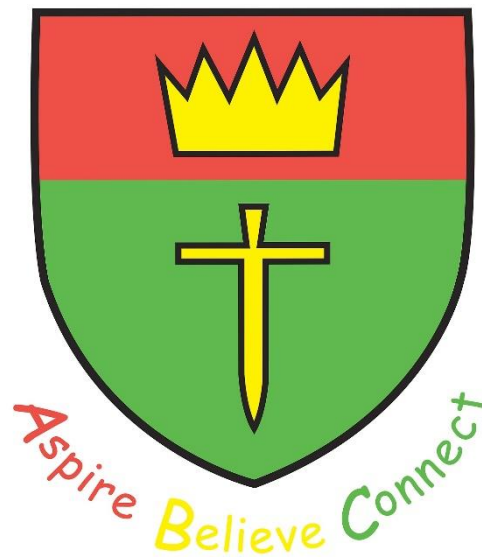


# St Oswald's CE VA Primary School



## Ozzie Owls Policy (Wrap Around Care)



# St Oswald's CE VA Primary School

## Ozzie Owls Policy:

Principles and Implementation

Agreed by governors: July 2019

Implementation date: September 2019

Review date: July 2022

### Ethos and Values Statement



## St Oswald's Ethos and Values Statement



### Background

Our Ethos and Values Statement is an easy to understand model of religious education in St Oswald's. Children in our school know that love is the most

important value of all, in line with the new command that Jesus gave us to love one another, which is why this is placed above all in our statement.

### *Mission Statement*

Sitting below love lies our school's mission statement: *Aspire, Believe, Connect*. As easy as A, B, C, this statement is easy to remember and most importantly represents what we want our children to do in every aspect of their education and lives.

### *Core Christian Values*

The mission statement is underpinned by six core Christian values that each link to one aspect of *Aspire, Believe, Connect*. As children aspire to be the best they can be in every way, they will grow in wisdom. In order to believe in themselves and develop their own beliefs about the world around them, our children are taught about the importance of trust and strength on their journey. We also believe in the values of peace and friendship in helping us to connect with those around us.

### **Aims**

- To provide high quality care and education;
- To provide a place where they can be happy and enjoy what they are doing.
  - To provide a safe, warm friendly environment which allows your child to develop in personal, social and emotional development; communication and language and also physical development.
    - To provide links between home and school.
    - To provide a place where positive relationships can be formed with both adults and peers.
    - To provide activities based upon children's interest, knowledge and skills.
    - To provide access to a wide range of planned activities.
    - To provide a healthy, nutritious snack or meal.

### **Procedures**

#### Staffing

There will always be a minimum of two Wrap around Care Assistants at each session. Mr Williams is Ozzie Owl's Wrap Around Care Manager and Mrs Morgan is the permanent Wrap Around Care Assistant. Staff will be on site from 7:45am to set up ready to open at 8:00 am.

In addition to Wrap around Care Staff a member of the leadership team will be on site from 8:00 am.

#### Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, s/he must ring the Head teacher who will arrange cover.

#### Booking Arrangements

Children will need to make a booking in advance if a regular arrangement is required however one-off arrangements can be made by informing the school office by 2pm on the day the childcare is required. If a child is attending for the first time a registration form must be completed.

#### Use of Registers

Parents are expected to bring their child to the exterior door of the Ozzie Owls room and sign their child into Wrap around Care with one of the staff on duty. The register will be kept in the Ozzie Owls room and filed and checked by the Wrap Around Care Manager.

#### Cooking and Serving Facilities:

- The Ozzie Owls room will be used for preparation and serving food;
- One member of staff will be in charge of preparing and serving food and ensuring that kitchen facilities are left tidy.
- At least one member of the staff on duty has a Food Hygiene Certification.
- 

#### Menus:

- A range of snack choices are available during the week and any reasonable request from a parent or child will be accommodated wherever possible (in line with Healthy Schools agenda).
- Allergy information should be updated regularly and staff have access to this.

#### Organisation

- Wrap around Care Breakfast Club will be open to pupils from Reception to Year 6 from 8:00 am - 8:55 am.
- Wrap around Care After School Club will run from 3:15pm-5:15pm.
- Breakfast will be served as soon as the children arrive and will be brought to their table in the hall.
- After School Wrap Around Tea will be served after the children have completed an activity.
- Once children have finished their snacks they then take their plates to be

cleaned and go to the range of activities available.

- Children will only use the main infant school toilets.
- Children will need to help with tidying up equipment used ten minutes before the provision closes.
- At the end of Breakfast Club children will go to their classrooms
- At the end of After School Club, children will be signed out by their parents and leave through the exterior door from Ozzie Owls to the rear of the school building.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the contacts file in Ozzie Owls Room. This is kept secure in line with GDPR Regulations.

### Resources

The Wrap around Care Clubs resources are kept in the Ozzie Owls Room. All electrical equipment must be PAT tested before use. Mr Nick Williams (Wrap Around Care Manager) is in charge for resourcing the provision in consultation with Joanne Wright (Office Manager).

### Behaviour

- As Ozzie Owls is run and managed by the St Oswald's CE VA Primary , the existing school Behaviour Policy will be followed including rewards and sanctions.
- A weekly 'Hedwig of the Week' award will be given as a reward to the child who has made the most impact in the provision that week. A certificate will be given and the child will have the opportunity to take Hedwig home and diary his adventures.

### Communication with Parents

- Staff will have verbal communication with parents/carers bringing and collecting their children which may involve passing a message to classroom teachers.
- Parents may make appointments with a member of the leadership team and Ozzie Owls Staff to discuss matters/issues pertaining to the provision.
- If the parent wishes to make a complaint the schools complaints policy can be found at: <http://www.stoswaldscofe.co.uk/complaints-procedure-2016/>

### Safeguarding

- In accordance with Safeguarding arrangements, all staff involved in the

running of the Ozzie Owls, will have current DBS clearance. These records are held within the schools Single Central Record.

- Ozzie Owls staff will follow existing school policies and procedures for child protection and the code of conduct on line with Keeping Children Safe in Education 2018.
- All Ozzie staff will receive annual safeguarding training
- Where ICT equipment is used, the staff and pupils must also follow the schools E-Safety policy and procedures.

#### Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly manner via the closest exit.
- They will congregate on the school yard.
- The Ozzie Owls register should be taken outside and all names checked.
- There will be a fire practice within school at least once per term.

#### Medication

- Inhalers are kept in the medical cupboard in the child's classroom. If a child needs an inhaler, a member of staff will escort the child and observe that the medication has been taken correctly.
- All other medication administered will follow the existing school Managing Medications policy.

#### Risk Assessment

- As the provision is utilising school facilities, all areas have had risk assessments carried out as a matter of course and these are reviewed annually.

#### Confidentiality of Documents

- Confidential documents are kept in the school office in a locked filing cabinet or within the school's Google Drive.

#### Cancellation

- If you have booked childcare but then wish to cancel you will be charged the normal fee.
- The only possible cause for cancellation of the provision by the school would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies.
- 

In the event of closure:

- A member of school staff will endeavour to contact individuals by telephone before 7:45 am on a morning and before 2:30pm for after school care.
- During adverse weather conditions, school closure will be reported on our website, Facebook page, School App and the LA website and local radio.

#### Complaints

- All complaints notified in writing by a parent regarding the wrap around care provision will be investigated by a member of the SLT and a record kept of the outcomes. Complaints will be dealt with in line with the school's complaint procedure (<http://www.stoswaldscofe.co.uk/complaints-procedure-2016/>)