Lions Wrap Around Care Policy

St Mark's CofE Primary School

Growing and Learning Together In God's Love

Our Vision

At St Mark's, we are ambitious for our children to achieve well, and we believe that character comes before qualification. Our distinctive Christian values of Love, Faith, Forgiveness and Hope shape everything we do — including the care we provide beyond the school day. Lions Afterschool Care exists to extend this same nurturing, inclusive and value-led environment into the hours after the classroom day ends, so that every child feels safe, valued and able to thrive.

1. Rationale

St Mark's CofE Primary School is committed to offering high-quality wraparound care for pupils after the end of the school day, through our own provision: Lions Afterschool Care. We recognise the importance of this provision for working parents and carers, and we are proud that Lions is designed and delivered by St Mark's own staff, ensuring children remain in a familiar, safe and nurturing environment for the whole of their extended school day.

2. Aims

- To provide a childcare facility that meets the needs of working parents and carers.
- To provide a happy, welcoming, safe and secure place where every child is valued, in line with our school vision and Christian values.
- To provide children with a nutritious snack and refreshments each session, catering for allergies and dietary needs.
- To build strong partnerships with parents and carers.
- To offer a broad range of stimulating activities that support children's wellbeing, creativity and social development.
- To be staffed consistently by familiar St Mark's staff, so that children experience continuity of care.

3. Organisation

3.1 Sessions and Timings

- Lions Afterschool Care runs Monday to Friday, from the end of the school day (3:20pm) until 6:00pm.
- Lions is available to children from Year R to Year 6.
- Sessions cost £17 per day and include a light snack and refreshments (allergies catered for).
- Lions operates on the school site, with children having access to school site facilities.

3.2 Interaction with Teacher-Led After School Clubs

Children may attend a teacher-led, paid after school club and Lions on the same day. Club fees are paid as normal at registration, and where a child also attends Lions on the same day, an equivalent credit for the club session is applied to the family's account at the end of each term. Teacher-led after school clubs are available from Year 1 onwards.

4. Booking and Payment

4.1 Booking

- All sessions are booked through the Arbor Parent Portal or Arbor App.
- Bookings for each term open in advance; parents/carers are notified of booking windows via the school newsletter and Arbor.
- Places are limited and allocated on a first-come, first-served basis.
- Emergency bookings (where a place is available) may be requested through the school office at the discretion of a member of the Senior Leadership Team (SLT); requests cannot be made by email.

4.2 Payment

- Payment is made via the Arbor Parent Portal/App, by card, Apple Pay or Google Pay.

- Childcare Vouchers and the Government Tax-Free Childcare Scheme are also accepted. Parents/carers wishing to use these must email the school office (adminoffice@st-markscofe.hants.sch.uk) in advance so the child's Arbor account can be set up to accept them.
- Parents/carers are asked to keep their Arbor account topped up and in credit, payments for sessions are made in advance.
- School staff are entitled to a 15% discount off the regular session price.

4.3 Cancellations

- Cancellations must be made via the school office.
- Bookings can be cancelled or amended up to 48 hours before the session, free of charge. For cancelled sessions a credit will be applied to the child's account.
- Cancellations made with less than 48 hours' notice will be charged at the full session rate, as staffing and snack provision will already have been arranged.
- Where a child is unable to attend due to illness, parents/carers should notify the school office as soon as possible; a 50% credit will be applied for that session.
- No credit or refund will be given for non-attendance where the school has not been notified.

5. Registration

Parents must complete a "Parental Agreement" (see appendix) before their child has their first session.

The school already has contact and medical details through the Arbor system. It is the responsibility of parents/carers to keep the school informed of any changes to the child's information, via the usual school processes.

6. Drop-off and Collection

- Children attending a teacher-led club will be brought to Lions at the end of their club by a member of staff; other children make their way to Lions at the end of the school day, with Year R children accompanied by a classroom adult.
- Children must be signed in on arrival and signed out at collection by a parent, carer or another adult authorised on the child's Arbor contact list.
- The school will not release a child to anyone not on the Arbor contact list without prior confirmation from a parent/carer.
- Parents/carers must notify the school office in advance if someone not on the usual contact list will be collecting their child.
- Upon arrival, children will be signed in by the After School Club leader. If a child does not arrive but is on the register, the After School Club leader will:
    - Check the class register to ensure the child was in school
    - Check the child is not attending an teacher led club
    - Ask the child's class teacher who collected the child
    - Phone the child's parent / carer to ensure they are safe
    - Inform the Headteacher or a member of SLT

7. Activities

Children will be offered a broad range of age-appropriate activities each session, reflecting our belief in a rich, engaging offer for every child. These include, but are not limited to:

- Creative activities – arts & crafts, junk modelling, clay, colouring
- Imaginative play – small world play, construction challenges, role play
- Social activities – group games, team challenges
- Physical activities – sports, yoga, obstacle courses, trim trail, dance
- Explorative activities – nature hunts, sensory play, farm visits
- Quiet time – mindfulness, reading corner

There is an emphasis on child-led choice and relaxation, balanced with adult-initiated activities, so that children can unwind after their school day.

8. Snacks and Refreshments

Children will be offered a light snack and drink during their session. Allergies and dietary requirements notified at registration will always be catered for.

9. Illness and Wellbeing During Sessions

- A qualified Paediatric first aider will always be present during Lions sessions.
- If a child becomes unwell or is injured, staff will administer basic first aid in line with the school's First Aid Policy.
- Parents/carers will be contacted immediately if a child needs to go home, appears seriously unwell, or requires medical attention beyond basic first aid.
- In a medical emergency, staff will call 999 first and then contact parents/carers as soon as possible.
- A record of any accident, injury or illness will be completed and shared with parents/carers at collection.
- The office staff will liaise with the Lions team if there are any medications that need to be administered.

10. Inclusion and Support

We are a fully inclusive school and will make every reasonable adjustment so that Lions Afterschool Care is accessible and enjoyable for as many children as possible, in keeping with our commitment that every child is special and valued.

However, parents/carers should be aware that Lions Afterschool Care is not part of the normal school curriculum day and is not funded for additional adults. As such, we are unable to provide one-to-one support for individual children during Lions sessions.

10.1 Additional needs and EHCPs

- Where a child has an EHCP, a history of additional needs, or requires specific support, parents/carers are asked to speak to the school office and/or SENDCo before booking, so a short conversation can take place about what reasonable adjustments are realistic within Lions' staffing model. However, Lions is not part of the school's normal curriculum and is not funded for additional adults; as such, we are unable to provide one-to-one support, and our staffing ratios do not allow for small-group support, during Lions sessions.
- This might include, for example, agreeing a familiar member of staff where possible, adjusting group size or activity choice, or continuing strategies used elsewhere in school, such as visual timetables or Zones of Regulation check-ins.
- Where, following this discussion, the school is not able to safely meet a child's needs within Lions' staffing model, the school will discuss alternative options with parents/carers.

11. Photography and Media

- Lions may occasionally take photographs of children taking part in activities, for use in the school newsletter, website or social media.
- Photography will always follow the photo consent preferences already recorded for each child during the normal school day; where a parent/carer has withheld consent, this will be respected at Lions in exactly the same way.
- Photographs will only be taken on official school devices, never on personal mobile phones.

12. Behaviour Expectations

Lions Afterschool Care follows the same high expectations for behaviour as the rest of the school day, in line with our school's Behaviour Policy, our HeartSmart principles and our use of the Zones of Regulation to help children understand and manage their emotions.

12.1 We expect children to:

- Treat each other, staff and visitors with respect, speaking politely and following instructions.
- Play in a safe and sensible way, both indoors and outdoors.
- Take responsibility for their own behaviour and choices.
- Follow Lions routines, including eating and drinking seated at a table and tidying away activities when finished.

12.2 Our staff will:

- Treat all children equally, fairly and with respect.
- Use praise and positive encouragement, consistent with the school's wider approach to behaviour.
- Support children to recognise and regulate their emotions, drawing on Zones of Regulation and HeartSmart language used across the school.

- Record and report any incidents of unacceptable or persistent inappropriate behaviour to the Headteacher, in line with the school's Relationships and Behaviour Policy.
- Discuss any incidents of concern with parents/carers.

12.3 Sanctions

Lions uses a graduated approach to behaviour, so that children and parents/carers know what to expect at each stage. Where behaviour may be linked to a child's additional needs, staff will first consider whether a reasonable adjustment could help before moving to a sanction.

All behaviours, apart from low-level first-occurrence, will be logged on the school system, as well as any associated verbal and/or written communication.

Low-level / first occurrence:

- A verbal reminder of expectations, in the moment.
- A short, supported 'reset' away from an activity, using Zones of Regulation language familiar to the child.
- An informal mention to parents/carers at collection.

Repeated or more serious low-level behaviour:

- Incident shared with parents/carers that day, by phone, email or at collection.
- A conversation with the child about choices and consequences, in line with the school's usual approach.
- Loss of a preferred activity or role for the remainder of that session (not exclusion from the whole session).

Persistent or moderate behaviour:

- Conversation or meeting with parents, and reported to the Headteacher.
- A meeting with parents/carers to agree a plan, which may include an individual behaviour agreement for Lions.
- A time-limited review period (e.g. two weeks), with a clear review point.

Serious single incident or behaviour that risks safety:

- Immediate contact with parents/carers, which may require early collection that day.
- Referral to the Headteacher for a decision on next steps, which may bypass earlier stages where safety, violence or bullying is involved.

Persistent, unresolved, or serious incidents:

- Temporary suspension from Lions for a set period.
- Permanent withdrawal of the child's place at Lions.

Decisions at the low-level and moderate stages are made by Lions staff; withdrawal of a place is a decision for the Headteacher. Wherever possible, concerns will be raised with parents/carers at an early stage so that they can be addressed together before more serious steps become necessary.

13. Late Collection

We understand that occasional delays can happen. If a child is not collected by 6:00pm:

- Staff will attempt to contact the parent/carer and any emergency contacts.
- The child will be supervised by at least two members of staff and reassured while waiting.
- For the first and second occasions in a term, no charge will be applied, though this will be noted.
- From the third occasion of late collection onwards, a £5 fee will be charged.
- Where late collection continues to occur, the school reserves the right to withdraw the child's place at Lions.

If a child is not collected and no contact can be made with a parent/carer or authorised emergency contact after a reasonable period, the Headteacher will be informed and, if necessary, the local Children's Services will be contacted for advice. Under no circumstances will a child be taken to the home of a staff member or away from the school premises.

14. Staffing

- Lions is staffed entirely by St Mark's own school staff, ensuring consistency and familiarity for children.
- All staff are DBS checked and are required to confirm they are not disqualified from working with children under the Childcare (Disqualification) Regulations.
- There will always be at least two members of staff present during Lions sessions.

- Staff-to-child ratios will meet statutory requirements at all times.

15. Safeguarding Procedures

The safety and wellbeing of every child is our first priority at Lions, in exactly the same way as during the school day. Lions operates fully within St Mark's wider safeguarding culture — it is not treated as a separate setting with separate standards.

15.1 Designated Safeguarding Lead

- The Headteacher is the school's Designated Safeguarding Lead (DSL), supported by trained Deputy DSLs across the school.
- At least one DSL or Deputy DSL is contactable while Lions is running each day.
- Where a concern cannot wait until the next school day, staff will follow the same out-of-hours escalation route used elsewhere in school (e.g. contacting the DSL directly, or the local authority's Multi-Agency Safeguarding Hub in an emergency).

15.2 Staff Training and Recruitment

- All Lions staff are St Mark's employees and receive the same safeguarding induction and annual training as all other school staff.
- All staff are DBS checked before working with children, and sign a declaration confirming they are not disqualified from working with children under the Childcare (Disqualification) Regulations.
- Staff follow the school's Staff Code of Conduct at all times during Lions sessions, including around physical contact, use of mobile phones, and one-to-one situations with children.

15.3 Recording and Reporting Concerns

- Any safeguarding concern arising during a Lions session — however small — is recorded on CPOMs in the same way as during the school day.
- Concerns are reported to the DSL (or Deputy DSL) on the same day, following the school's usual safeguarding procedures.
- Where a child discloses something to a member of Lions staff, that member of staff will listen, reassure the child, and pass the information to the DSL promptly — they will not investigate or question the child themselves unless they have been trained to do so.
- Lions staff have access to the same safeguarding policies, flowcharts and 'What if I'm worried about a child?' guidance as all school staff.

15.4 Managing Allegations Against Staff

Any allegation or concern about the conduct of a member of Lions staff towards a child is managed in line with the school's Managing Allegations Policy, including referral to the Headteacher (or, where the allegation concerns the Headteacher, to the Chair of Governors) and, where appropriate, the Local Authority Designated Officer (LADO).

15.5 Site Security, Visitors and Collection

- Lions takes place on the school site, in areas that are secured once the main school day ends.
- Any visitor, contractor or volunteer on site during Lions hours follows the same sign-in and identification procedures as during the school day.
- Children are only released to a parent/carer or another adult authorised on the child's Arbor contact list, as set out in Section 6.
- Where Lions staff have any doubt about the identity or authorisation of someone collecting a child, the child will not be released until this has been confirmed.

15.6 Information Sharing Between the School Day and Lions

- Lions staff are made aware of any relevant safeguarding, medical or behavioural information already held by the school for each child, so that care is joined up rather than siloed.
- Where a concern arises during Lions, this is shared with the child's class teacher and the DSL as appropriate, so the full picture is understood.

15.7 Related Policies

Lions Afterschool Care adheres to all St Mark's CofE Primary School policies. These include, but are not limited to:

- Child Protection and Safeguarding Policy

- Managing Allegations Against Staff Policy
- Behaviour Policy
- Physical Intervention Policy
- Health and Safety Policy
- First Aid Policy
- Administering Medicines Policy
- Staff Code of Conduct
- Confidentiality Policy
- Data Protection (GDPR) Policy
- Complaints Policy
- Whistleblowing Policy

These policies are available from the school office and, where applicable, on the school website's Policies page.

16. Contact

For any questions about Lions Afterschool Care, including help with Arbor bookings, please contact the school office:

- Email: adminoffice@st-markscofe.hants.sch.uk
- Telephone: 01256 346 111

Parents/carers experiencing technical difficulties with Arbor are welcome to visit the office in person; please email or call ahead so a member of staff is available to help.

This policy will be reviewed annually, or sooner if statutory guidance or school circumstances change.

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This form should be completed digitally online here.

Lions Afterschool Care — Parent Agreement

Lions Afterschool Care aims to provide a fun, safe and caring environment for every child at the end of their school day, rooted in our school's Christian values of Love, Faith, Forgiveness and Hope. For this to work well for all children, everyone involved needs to play their part. This agreement sets out what each of us can expect from one another, and must be read and signed by a parent/carer before a child's first Lions session.

We expect children to:

- *Respect each other, staff and visitors, speaking to them politely and following their instructions.*
- *Play in a safe and sensible way.*
- *Take responsibility for their own behaviour.*
- *Follow Lions routines, including eating and drinking seated at a table and tidying up activities when they have finished.*

Parents/carers will:

- *Book and pay for sessions via Arbor, in line with this policy, and keep the account topped up.*
- *Collect their child by 6:00pm, understanding that late collection charges apply from the third occurrence in a term.*
- *Keep registration details up to date, including emergency contacts, dietary needs and medical information.*
- *Notify the school office in advance if someone not on the usual Arbor contact list will be collecting their child.*
- *Discuss with their child, away from Lions, any incidents of inappropriate behaviour raised by staff.*
- *Understand that where behaviour is persistently unacceptable, or where late collection continues despite charges being applied, the school reserves the right to withdraw a child's place at Lions.*
- *Follow the actions as described in our policy.*

Child's name: _____

Parent/Carer name: _____

Signed (Parent/Carer): _____

Date: _____