



Hadrian Park Primary School

Hadrian's Hedgehogs

Extended Services Policy

Updated July 2026



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Statement of intent

Hadrian Park Primary School believes in creating a safe, welcoming and stimulating environment for all the children in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence.

In order to help and support parents, the school aims to provide an affordable and convenient wraparound childcare service - Hadrian's Hedgehogs. Breakfast club and after-school wraparound childcare are made available to children in The Den - Year 6, allowing parents more flexibility with their working hours.

Hadrian's Hedgehog's caters for up to 120 children at a time, ensuring that there is a staff to child ratio of 1:40 at all times. If we have Nursery children attending the club, the ratio for those pupils is 1:8. If we have children from the Den attending, the ratio for these children is 1:5.

The school also provides numerous extracurricular clubs and activities as a method of developing children's social, behavioural and academic skills. All clubs and activities are conducted to the same high standard as that of the educational provision.

Wraparound childcare is provided by Hadrian Park Primary School Employee's, however some extracurricular clubs, may include provision by external providers - appropriate safeguarding procedures will be followed with regards to these.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (most current) 'Keeping children safe in education'
- DfE (2016) 'Wraparound and holiday childcare'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Attendance and Absence Policy
- Data Protection Policy
- Safeguarding and Child Protection Policy
- Administering Medication Policy
- Anti-bullying Policy
- Complaints Procedures Policy
- Health and Safety Policy
- Behaviour Policy

2. Wraparound childcare

Wraparound childcare is defined as childcare provided by a school that runs outside of normal school hours, e.g. breakfast clubs and after school provision.

Parents have the right to request that the school considers the provision of wraparound and holiday childcare for children in Nursery up to Year 6. Where there is demand, the school may provide wraparound childcare services for children under the age of 5 years old, but it is not obliged to do so.

The charges for wraparound childcare will be broadly cost neutral. Any profit that the school makes from providing these services will be reinvested in the service or in the school.

Hadrian Park Primary School have decided to offer wraparound care. Starting from September 2023, Hadrian's Hedgehogs will be offering Breakfast Club 7.30am - 8.45am Monday - Friday and After School Wraparound Childcare 3.15pm - 6pm Mon- Fri.

Breakfast club will be catered for by Hutchison's Catering. Children will be offered a choice of Cereal and Toast daily, as well as the option for one hot meal per day. The hot meal options include: Beans on toast, Pancakes, Waffles etc.

Hadrian's Hedgehogs will commence on 4th September 2023 and will run on a temporary basis for one academic year, in order for us to review success. Hadrian Park Primary School will inform parents if this service will continue to be offered, after it is reviewed at the end of the first academic year.

Booking for both extended services will be accessed via School Gateway and this is the only method of booking on to wraparound clubs.

3. Roles and responsibilities

The governing board will:

- Provide support to the Headteacher in deciding whether the school should provide new childcare services.
- Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school.
- Hold the Headteacher and SBM to account for the performance of the childcare services.

The Headteacher will:

- Discuss with the LA and consult with the governing board about the viability of any new childcare service.
- Recruit any additional staff required for the childcare service and line manage the childcare service's staff.
- Report to the governing board on the performance of the childcare service.
- Manage any complaints relating to the childcare service.

The School Business Manager will:

- Ensure that employment contracts are revised for school staff working at the childcare service.
- Ensure that the appropriate risk assessments have been undertaken in respect of the childcare service.
- Ensure that the appropriate insurance is in place for any new childcare service.
- Ensure that any reasonable adjustments are made to allow disabled children access to the childcare service.
- Implement an appropriate payment system for the childcare service.
- Purchase materials and equipment for the childcare service.

- Market the childcare service on various channels.
- Maintain financial records for the childcare service.
- Review and update facilities management policies and procedures to ensure that they cover the childcare service, e.g. cleaning, maintenance and security.
- Where requested, report to the governing board on the financial performance of the childcare service.

The SENCO (Special Educational Needs Coordinator) will:

- Review and update existing equal opportunities policies to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that staff working at the childcare service consider the needs of children with SEND when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations.

The Designated Safeguarding Lead will:

- Review and update existing child protection and safeguarding policies and procedures to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that any additional staff (both paid and volunteers) recruited for the childcare service complete an enhanced DBS (with barred list) check before they care for children.

4. Admissions and fees

The school has a first come, first served policy for admissions to wraparound services. When all the places have been filled on a session, unfortunately Hadrian Park Primary School are not able to exceed ratios, so parents must make alternative childcare arrangements. Parents have the capability to book and cancel sessions on the day of the session, until 30min before the start time of the session.

To book on to both Breakfast Club and Wraparound childcare sessions, parents must access Parent Gateway. The sessions are set up in advance for the full half term. Parents must pay for sessions, as they book them.

The staff to child ratio for our school's wraparound services is 1:40. Nursery children's ratio is 1:8.

Hadrian's Hedgehogs Breakfast Club will run Monday-Friday from 7.30am - 8.45am.

The standard daily fee for attending the breakfast club is £5.50 per day.

Employee's of Hadrian Park Primary School are offered a discounted Wraparound Club rate of £1 per 15 minutes and employee's working within the Breakfast Club will receive their child's place for free.

Hadrian's Hedgehogs After School Wraparound Childcare will run Monday - Friday.

We offer Session 1, from 3.15pm - 4.45pm for a cost of £6.00.

We offer Session 2, from 3.15pm - 6pm (Mon-Fri) for a cost of £9.00.

Employees of Hadrian Park Primary School are offered a discounted Wraparound rate of: Session 1 = £4.00 and Session 2 = £6.00. Employee's working within the Wraparound Club will receive their child's place for free.

The following conditions are in place:

- All bookings must be made via School Gateway.
- Fees must be paid on School Gateway, as you book the session.
- Without completing payment, the session will not be booked.
- The clubs accept childcare vouchers
- Parents are able to cancel sessions until 30mins before the start of the session. In the event of the session being cancelled, the payment will be credited to the parents Gateway account.
- If parents do not cancel the session and the child does not attend the session, the payment will not be refunded.
- There is a fee of £5.00 per 10mins for the late collection of children from Hadrian's Hedgehogs Wraparound childcare - this fee will be added to parents School Gateway account. For example, if a parent is between 1-10mins late, they will be charged £5.00. If a parent is between 11mins - 20mins late, they will be charged £10.00 and so on. School Gateway will not allow booking of more clubs, until the late collection debt is paid.
- There will be no extenuating circumstances relating to lateness, we acknowledge some matters are out of your hands however, late charges will still occur.

5. Free After School Clubs

A wide variety of extracurricular activities are offered with the aim of developing pupils' life skills, such as clubs - these are not the same as wraparound care.

Extracurricular activities are also used to prepare pupils for further education and professions, as well as give pupils the chance to explore things which they've never encountered by exploring beyond the national curriculum. A range of opportunities are

provided to pupils to promote a healthy lifestyle and support pupils' wellbeing, such as drama club to develop pupils' confidence and sporting activities to encourage team work.

Most of our extracurricular clubs offered are provided free of charge. Clubs which are ran by external providers may incur a cost.

All clubs and activities follow a first come, first served policy. When all the places have been filled on After School Clubs, unfortunately parents must wait for the next round of clubs, to apply again.

To book on to After School Clubs, parents will use School Gateway. Parents are able to access on School Gateway, the clubs which are open to their child, see the dates which the club is running, as well as how many spaces are available.

Appropriate staff to pupil ratios will be followed for all clubs.

Pupils partaking in the club/activity are registered at the beginning of the session in order to ensure that nobody is missing. All extracurricular clubs and activities follow the same procedures and protocols as the school's extended services.

Whilst clubs and activities are being conducted, the designated member of staff leading the extracurricular club is responsible for the safety and welfare of all pupils.

Appropriately trained members of staff partake in clubs and activities where SEND provision is needed. Extracurricular clubs do not discriminate against pupils with SEND.

6. Arrivals and departures to wraparound/ clubs

The school is fully committed to the safety and security of all the children in its wraparound, extracurricular clubs; therefore, several procedures are in place for when children arrive at a breakfast or after-school club:

Breakfast clubs

- Parents drop their child off at the main entrance door.
- Pupils are registered in the Hedgehogs room from 7.30am – 8.00am. At 8.00am children are escorted to the Dining Hall to be served Breakfast.
- Attendance is recorded in the breakfast club's register between 7.30-8.00am; the parents of any pupil who was booked to attend, and is not present when the register is called, are contacted from 8.00am.
- A member of the school staff will collect pupils from the breakfast club and escort them to their respective classes.
- The staff member collecting the pupils will be informed of any pupils that did not attend the breakfast club as expected; the school will follow its Attendance and

Absence Policy if the whereabouts of those pupils remain unknown after registration is called.

Wraparound Childcare – After School

- Children in The Den, Nursery and Key Stage 1 are escorted to the Hedgehogs room. Children in Key Stage 2 walk along to the Hedgehogs room at 3:15pm.
- Attendance is recorded in the Wraparound childcare's register and any pupil who was booked to attend and is not present when register is called, are contacted immediately.
- If a pupil is booked to attend Wraparound club however the pupil believes they are not attending this session, the child is still taken to the Hedgehogs room and will remain there until parents have been contacted and arrangements have been confirmed.
- All pupils are offered a snack during Wraparound club, regardless which session has been booked. Parents are able to send children to school with their own snack, as long as they ensure that no food items contain nuts. Wraparound snacks can only be consumed during the club and not during school hours.
- Collection from Wraparound childcare is from the main entrance door.
- If parent's need to contact Hadrian's Hedgehogs, they can contact the room directly by calling 0191 6071089.
- Both sessions offered have designated end times. Hadrian's Hedgehogs are flexible with collections up until the session end time. For example, if a parent wanted to collect their child at 4.00pm, we could accommodate this arrangement and the parent would not need to wait until the session end time at 4.45pm, however the child must be collected **by** the designated end time in order to avoid a late collection fee.
- If a child is collected late, after the end time of the session, they will be charged a late collection fee. The fee is £5.00 per 10mins. The late collection fee will be applied to the parents School Gateway account.
- All children must be collected after Wraparound Childcare and we do not allow pupils to walk home alone at this time.
- If someone other than the adults registered on the child's record is collecting the child, staff must be notified by the registered person in advance. Any person collecting children from wraparound should be 16yrs and over and known to the child. If an adult turns up to collect a child who is not registered on the child's record, staff members will contact main parents/carers to ask for confirmation that the child can be released.

Free After-school Clubs

- The collection point is the dining hall.
- Two members of staff from the after-school club will wait at the collection point until 10 minutes after the school day ends.
- Year 1 and Year 2 pupils will be escorted to the collection point by their class teachers and recorded in the after-school club's register upon arrival, whilst older pupils will find their own way. Reception pupils remain in Reception, as their clubs are hosted in the Early Years classrooms. If a pupil arrives at the collection point, but is not on the register, a staff member will check with the school and the parent before turning the pupil away.
- After 10 minutes following the end of the school day, a staff member from the after-school club will escort the Year 1 and Year 2 pupils to the club.
- Where there are children booked to attend the club, but they have not arrived, the office will call the children's parents immediately.
- Where parents cannot be contacted, and the whereabouts of any children remains unknown, the office will follow absence procedures.

7. Involving parents

The school aims to achieve effective communication with parents; therefore, it has the following protocols in place to ensure effective information sharing:

- All the club's policies are available on the school's website, and hard copies are also available upon request.
- All members of staff take note of information from parents that could affect the happiness and wellbeing of their child.
- Parents are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.
- A survey is conducted once per term, to collect feedback and improve services for Hadrian's Hedgehogs.

8. Uncollected children

Staff members do their best to ensure effective communication between clubs and parents. If a parent is 5mins late, the following procedures are followed:

- The parent is reminded that they must notify a member of staff if they are running late.
- The parent is warned that late arrival will result in penalty fees.

If the parent is over 5 minutes late, the following procedure is followed:

- A member of staff attempts to contact the parent/carer using the details provided on the child's contact list.
- If contact is not made, a message is left. The member of staff then attempts to reach the next emergency contacts listed on the child's records.
- For the duration of the wait, the child is supervised by two members of staff
- When the parent arrives, they are issued with a penalty notice of £5 per 10mins that they were late collecting their child.

If the staff member is not able to contact any of the emergency contacts listed, the following procedures are followed:

- If a member of staff has not reached the parent or an emergency contact, they inform a senior leader immediately.
- After discussion with a senior leader, the member staff may contact the local social care team for advice.
- The child remains on the premises with a member of staff, or is placed with the local social care team.
- If the child has left the premises with the local social care team, a voicemail will be left for the parent/carer and an email will be sent, to inform the parents of the child's whereabouts and a contact number given.

9. Health and safety

All members of staff at the school are aware of their responsibilities and duties in regards to the Health and Safety Policy. All members of staff are responsible for:

- Recording incidents, accidents and near misses.
- Maintaining a safe environment for children and adults.
- Taking part in any relevant health and safety training.

10. Safeguarding

All members of staff and volunteers are suitable to be working with children in wraparound care - anyone without the appropriate checks will be supervised by a member of staff who is permitted to undertake regulated activity with children.

All staff employed to work with children in wraparound care, up to the age of 8, are permitted to work with children and are not disqualified from working in a school, in accordance with the Childcare Disqualifications Regulations 2018.

Child protection and safeguarding extends to all wraparound care provision and the school expects all staff and volunteers involved in the provision of wraparound care to read and adhere to the Safeguarding and Child Protection Policy.

The Safeguarding and Child Protection Policy is provided to all staff and volunteers involved in wraparound care upon induction.

Any safeguarding matters are raised with the DSL or deputy DSL as soon as possible. In the event that the DSL or a deputy are not available before or after school hours, safeguarding issues are raised with the Club Lead, who then informs the DSL as soon as possible.

11. Illness and injury

In the event of illness or injury, the school will act in accordance with the Health and Safety Policy and the First Aid Policy.

Members of staff are trained in first aid and are aware of their duties if a child is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:

- If a child becomes ill, the parents are contacted and asked to collect their child.
- If a child is complaining of illness, but the member of staff does not believe it is serious, they monitor the child until the end of the session.
- If a child suffers a minor injury, first aid is administered and the child is closely monitored for the rest of the session.

If a child suffers a major injury or becomes seriously ill, the following procedures are implemented:

- If a child needs to go to the hospital, an ambulance is called and a member of staff accompanies them.
- The parents of the child are notified immediately.
- Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future.

12. Medication

Members of staff always act in accordance with the school's Administering Medication Policy.

Members of staff are aware of the importance of administering prescribed medication to children. The school and its clubs understand that parental consent is crucial and has the following rules in place for administering medication to pupils:

- Before any medication is given, the parent must complete a medication consent form and the medication must be handed to a staff member.

- When a member of staff administers medication, another member of staff witnesses the process.
- Details of the process are recorded on the child's medication form.
- If a child refuses to take the medication, the member of staff does not administer it. The parent is notified immediately.
- If a certain medication requires training to administer medication, only members of staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, the changes are recorded on the medical forms. Parents are required to sign the forms again before any change in procedure.

13. Behaviour

Hadrian's Hedgehog's wraparound childcare services are subject to the existing Behaviour Policy; disciplinary issues are reported to the parents of the child.

The 5 golden rules will be followed in order to set the standard of expected behaviour during Hadrian's Hedgehog sessions. The 5 Golden Rules are:

- * WE ARE KIND AND HONEST**
- * WE LISTEN AND COMMUNICATE WELL**
- * WE RESPECT AND TAKE CARE OF ALL PROPERTY**
- * WE HAVE A GROWTH MINDSET**
- * WE BEHAVE IN A WAY THAT IS SAFE**

Repeated breaches of the Behaviour Policy may result in the child being barred from attending the clubs. Any future bookings paid for in advance by the parent, are returned if a child is barred from attending future club sessions.

14. Emergency evacuation/closure

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, Hadrian's Hedgehogs is closed and after school clubs are cancelled.

In the case of an emergency, the following procedures are followed:

- Emergency services are contacted.
- All children are evacuated from the building and taken to the designated emergency assembly point - currently, this is on the school yard.
- A member of staff collects the register and checks that all the children are at the emergency assembly point.

- If a child is missing from the emergency assembly point, the emergency services are immediately informed.
- Parents are contacted to collect their children.
- All children remain at the emergency assembly point until they are collected by their parent.

If a child has not been collected after undergoing the emergency procedure, members of staff follow the [uncollected child procedure](#).

15. Monitoring and review

This policy is reviewed annually by the Headteacher and Board of Governors.

The scheduled review date for this policy is July 2026.