



Policy Directive and Guidelines

WRAPAROUND CHILDCARE ON SCHOOL SITES

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| <p>Document Status</p> <p><i>This is a controlled document. Whilst this document may be printed, the electronic version posted on the ConnectED Intranet is the controlled copy. As a controlled document, it should not be saved onto local or network drives but should be accessed from the ConnectED Intranet.</i></p> | | | |

Summary of Changes¹ from Previous Versions

| Version no/Date | Change | Comment | Section/ Page |
|------------------|---|---------|------------------|
| April 2024 | New document | | |
| April 2024 | Inconsistency corrected: Member of SLT should be on site during operating hours | | 4.1 |
| May 2024 V1.2 | Updated ratios Allowed for a teacher to act on behalf of SLT/Headteacher | | 4.3.1 4.1/4.4 |

¹ Material changes only. Minor changes (such as to punctuation, grammar, etc.) will not be listed

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1.0 Introduction

This guidance is provided to support **States-Maintained schools** who are (or are considering) operating wraparound childcare on their premises for children in **Reception and upwards only who are registered pupils of the school**.

This includes:

- Breakfast clubs – typically running for less than 2 hours before the start of the school day, offering a limited breakfast and with little or no organised activities.
- After school clubs – Often run until 6pm to accommodate working patterns and provide a snack or light ‘tea’ for children. Some planned and supported activities take place as well as opportunity for children to complete homework, or unstructured play/relaxation.

Headteachers should discuss with their line manager before considering setting up and operating a holiday clubs as there are additional implications around staffing and premises management as well as viability of the provision.

1.1 Application

Throughout this policy directive, ‘Headteacher’ also refers to Heads of Service, Secondary School Principals and the College of Further Education Principal, and ‘school’ refers to any education establishment which is fully maintained by the States.

1.2 Accountabilities and Responsibilities

The Head of Early Years is accountable for this policy Directive in States of Guernsey Education services as the lead for early years and childcare.

Headteachers accountabilities are set out in Section 4: Operating the provision.

1.3 Education Strategy Alignment

This policy aligns with the following commitments under the Education Strategy:

Equity, Safety & Inclusivity

- Striving for excellence; acting quickly to challenge any areas of underperformance and providing effective and responsive support to settings so that all learners receive a high quality of education.

Meeting the Needs of Our Community

- Ensuring that our education system equips learners with the knowledge and skills so they are able to succeed wherever they are, either within or beyond the Bailiwick, now and in the future.
- Engaging and working with partners through appropriate channels so that educational development is informed by a range of views and is clearly communicated to a broad range of stakeholders.
- Working in partnership to embed and promote learner-centred practice across the sector so that our learners, their families, staff and settings receive a consistently high quality level of support.

High Quality Learning & Excellent Outcomes

- Developing partnerships within and beyond the Bailiwick to provide effective validation, challenge and support to maintain the quality of education.

Outstanding Leadership & Governance

- Developing cultures, reviewing frameworks and investing in leadership development at all levels to empower leaders to lead.
- Developing a shared culture of trust, honesty, open communication and reflection across the whole education sector that embraces and promotes continuous improvement and accountability at all levels.

1.4 Linked Documents

[Inspection framework and handbook](#)

[Food in Guernsey Schools](#)

[Safeguarding Policies](#)

[Medicines and Medical Needs in Schools](#)

[Disclosure and Barring Service. Vetting Requirements in Education Policy](#)

[Movement of Learners in Private Vehicles Policy](#)

[Accident and Near Miss Reporting Procedures](#)

[Data Protection and Information Management](#)

[Critical Incidents Policy and Procedures](#)

1.5 Associated Documents

[Income and Debtor Management Directives](#)

[Children and Young People's Plan](#)

2.0 Planning wraparound childcare

Before setting up any new provision school leaders should consider the following aspects.

2.1 What demand is there for the proposed services?

Surveying parents on their likely use of out of school club will provide an indication of the demand for services, however it is recognised that often parents will indicate a desire to use the service but that does not mean that they will take up places as soon as they are offered.

This can be for a number of reasons including:

1. Waiting for the service to be established before enrolling their child.
2. Waiting to know the costs before committing.
3. Needing to give notice on existing out of school provision.

2.2 How will the club be staffed?

Schools need to consider if they will run the provision themselves (with the staff being employed by the States of Guernsey and reporting to the school leadership team) or if they will look for an external provider to run the provision.

It may be that the school already has suitably qualified and experienced staff available to run the out of school provision, who would like to be employed for extra hours.

Alternatively, the school may need to advertise for additional staff to cover the provision and will need to liaise with their HR team to organise this.

2.3 What will it cost to run?

The cost of running the provision needs to include the following

- Direct staff costs (including any employer oncosts)
- Resources
- Food/drinks provided
- Advertising costs
- Administration (eg billing parents)
- Any indirect staffing costs eg caretaking or cleaning

2.4 How much should you charge?

All parents (including those who are staff at the school) should pay for wraparound childcare however schools should ensure that provision is affordable to parents, as far as is reasonably practical. Charges should cover the costs of running the provision and schools should not make a profit, but can provide a small surplus to allow for in-year variations in numbers and increases in costs, as well as to cover the costs of new or replacement resources as the provision develops.

When setting the charging rates schools should also consider benchmarking prices against other wraparound provision in your area.

Schools must have a charging policy to provide clarity for parents and carers about what they will be charged for and when, a template for this is provided in Appendix 1. If you have an existing policy to cover school trips or other clubs and activities you can add reference to the wraparound care to that document.

You may want to consider charging for late pick-ups, or for late notice bookings or cancellations as these might incur additional costs, but if you do you need to ensure that this is set out in your policy.

Where there are affordability concerns, schools may choose to work with their local Douzaine or other charitable organisations to identify sources of funding to support families.

3.0 Setting up provision

3.1 Registration

The Child Protection (Guernsey) Law 1972 does not require schools to register provision where they are running and staffing it, and the children attending the wraparound care are registered at the school.

3.2 Insurance

Activities which take place on school premises and which are operated by States of Guernsey staff are covered by the States insurance. Should you decide to commission a third party to run the activities, they will be required to have their own insurance (see the [External Agencies and Providers Policy](#)) Commissioning a private provider to offer wraparound care on the school premises should be undertaken in line with States of Guernsey procurement policies.

3.3 Recruitment

Where schools are planning to operate the wraparound provision from their own staff advice should be sought from HR about the terms and conditions of any additional employment and for support with recruitment. Agreed Job Descriptions are included in [Appendix 2](#)

3.3.1 Checking suitability

In accordance with the [DBS and Vetting Policy](#), Headteachers must:

- ensure that adults who care for the children or have unsupervised access to them, are suitable to do so. Schools will ensure all information is complied with in order to establish their suitability as staff and/or volunteers. Checks will include completing the following **BEFORE** the new member of staff and/or volunteer begins employment or volunteers:

- make sure that everyone who looks after children has obtained an enhanced DBS check. Individuals are advised they need to sign up for the DBS Update Service when completing a DBS form.
- ensure all staff have the appropriate experience, skills and ability to do their work and are mentally and physically capable of caring for children.
- have an effective system to ensure that the suitability and English language requirements are met.

3.3.2 Qualifications

Qualification and experience requirements are included in the Job Descriptions available in Appendix 2 including those required for the preparation of food as set out in section 4.3.5.

3.4 Set up costs - buying resources

Resources for use in the out of school provision should be funded from the income received, however there will be some set up costs that the school will need to 'forward' fund from their discretionary budget. This might include cutlery, crockery, storage and activity resources.

4.0 Operating the provision

4.1 Contracts

Staff undertaking work for the wraparound care must be recruited on separate contracts (even if they are already employed by the States of Guernsey as this will be beyond their usual work). Copies of the job descriptions for the Leader and Assistants are available in Appendix 2

- The wrap around childcare should be led by a Wraparound Childcare Leader. This role should be paid at LSA2 scale.
- The Wraparound Childcare Leader should be supported by a team of Wraparound Childcare Assistants, on the LSA1 pay scale.
- There should be a Senior Leader from the school on site at all times the provision is running. This should be considered as part of their responsibilities, rather than an extra, paid, responsibility. In circumstances where it is not possible for a senior leader to be on site, a teacher with management responsibilities may be nominated to act on behalf of the headteacher/Senior Leader.
- The Wraparound Childcare Team may consist of existing staff from the school, or the school may employ additional staff. All positions are separate to any existing employment at the school.
- The Wraparound Childcare Team is likely to be on a zero-hours contract, which will be managed by the Headteacher.
- The Wraparound Childcare Leader reports to the Headteacher or relevant senior leader.

You should ensure that where any claims for additional hours are being made these are charged to the correct cost centre and requested against the correct payroll number.

4.2 Charging and non-payment

In line with your charging policy the school will need to have confirmed the action it will take should there be non-payment by a parent/carer. This includes any steps taken to recover outstanding fees in line with States of Guernsey directives.

A template policy which schools can adapt is available in Appendix 1

4.3 Quality standards and inspection

The States Early Years Team provides guidance for out of school clubs, the following sections have been amended to apply to school operated provision.

Additionally – the [School inspection handbook](#) sets out the following:

181. Over the course of inspection, inspectors will carry out evidence-gathering activities. In some cases, inspectors will be able to gather this evidence as part of other activities they are carrying out. The activities are:

- observing pupils' behaviour in a range of different classes at different times of the day
- observing pupils at breaktimes, lunchtimes, between lessons and, if they are led and managed by the school, before- and after-school clubs

...

So whilst Ofsted will not inspect the provision separately, they might visit breakfast and afterschool clubs during and inspection visit.

Staff must meet the safer recruitment requirements and be detailed on the school's Single Central Register.

4.3.1 Child welfare

You must:

- keep the children being cared for safe from harm and make sure that everyone looking after children is alert to any signs of harm.
- make sure there are adequate staff to ensure the security of any group of children which is constantly changing and give children the help they need. Regular volunteers and trainees are not taken into account in the normal staffing ratios. These ratios include any children of staff or volunteers.

Based on the limited activities which take place, and the general increase of school staff on site prior to the start of the school day, staff to child ratios are different for

wraparound care operating before school (breakfast club) and wraparound care operating after school.

For Breakfast Clubs

- For children from Reception age upwards in a school-based breakfast club provision the ratio must be 1:10. Ratios can be increased to 1:18 if a risk assessment is in place to mitigate any risks at that time.
- A minimum of 2 staff **must** always be present in the club when it is operating.
- at least one of these adults must be a member of staff and at least one person must have an appropriate first aid certificate.

For After School Wraparound Care

- For children from Reception age upwards in a school-based afterschool wraparound care provision the ratio must be 1:10. Ratios can be increased to 1:14 if a risk assessment is in place to mitigate any risks at that time.
 - A minimum of 2 staff **must** always be present in the club when it is operating.
 - at least one of these adults must be a member of staff and at least one person must have an appropriate first aid certificate.
-
- make sure that anyone under the age of 17 who looks after children is always supervised by someone aged 18 or over.
 - make sure staffing levels are maintained during outings and transportation of children but, according to circumstances, it may be necessary to exceed them.
 - ensure that suitable contingency arrangements are in place to cover emergencies, unexpected staff absences with sufficient, suitable staff to cover breaks, holidays, training and sickness.
 - make sure that no one smokes/vapes or consumes alcohol or drugs on the premises while providing childcare or around any child being cared for, including medication that might affect their ability to look after children.
 - provide or arrange any training that is necessary to ensure that everyone who looks after children has suitable skills and experience.
 - ensure staff understand and respond to behaviour effectively and within clear consistent rules and boundaries in line with school policies.
 - not use corporal punishment, and you must ensure that no-one looking after children, or living or working on the premises, uses corporal punishment on a child

The adult: child ratios relate to staff time available to work directly with children. Additional staff and management resources may be required to undertake management tasks, prepare meals, for domestic tasks and to maintain premises and equipment.

All children attending the breakfast club must be on the school roll, (i.e. you cannot accept younger siblings, or children of staff if they do not attend the school).

Schools must consider how they will support learners with additional needs if their parents would like them to access the wraparound care. It might be necessary to complete a risk assessment and discuss with their parents if and how you are able to accommodate their needs.

4.4 Safeguarding

You must:

- have, and follow, a written policy which clearly states staff responsibilities for the reporting of suspected child abuse or neglect. It includes procedures to be followed in the event of an allegation being made against a member of staff or volunteer. These procedures are shared with parents before admission to the setting.
- ensure all staff have completed the ISCP level 1 Safeguarding training as a minimum preferably all staff should complete the level 2 safeguarding training.
- at least one person must have completed the level 3 safeguarding training, usually the Head Teacher. There must be a designated safeguarding lead they must be level 3 trained and must be available during the hours that the wrap-around care is operation.
- A member of the School Leadership Team should be on site at all times when the wraparound care is operating. In circumstances where it is not possible for a senior leader to be on site, a teacher with management responsibilities may be nominated to act on behalf of the headteacher/Senior Leader.
- appoint a person to:
 - be responsible for children's safeguarding, welfare and safety lead – and ensure they are available during the hours the wrap-around care is operational.
 - ensure that all staff and volunteers understand their safeguarding policy and procedures and have up to date knowledge of safeguarding issues. Providers must ensure staff are able to identify signs of possible abuse and neglect at the earliest opportunity.
- not let children have unsupervised contact with anyone who does not have an enhanced Disclosure and Barring Service (DBS) check with barred lists.
- ensure the person in charge is aware of The Children (Guernsey and Alderney) 2008 Law, <http://childrenlaw.gg/> and knows whom to contact if concerned about a child.
- ensure there is access to a telephone at all times. This may be a mobile phone as long as it is kept adequately charged and has good access to the network.

4.4.1 Health Care & Medial Needs

You must:

- promote the good health of children and takes positive steps to prevent the spread of infection and appropriate measures when they are ill.
- ensure parents inform schools about their child's health care needs and in consultation with the child's parent(s) the child's health care needs are understood and any action that is necessary to support and enable the child, must be done in agreement with the parents.
- ensure emergency procedures are agreed, recorded and shared with all staff including any allergies.
- ensure the premises and equipment are clean and hygienic and that staff are informed and aware of the importance of good hygiene practice in order to prevent the spread of infection.
- ensure there is a first aid box that is checked regularly, and the contents replaced as necessary at the premises and in any vehicles transporting children. This is readily accessible, but out of reach of children.
- ensure that during operational hours, which includes breaks, at least one member of staff is on the premises (including outings and transporting children), who is trained in First Aid to a level equivalent to other first aiders in schools. Leaders need to consider the number of children, staff and layout of the premises to ensure that a trained first aider is able to respond quickly to emergencies and therefore schools may exceed the minimum requirements as a matter of best practice.
- ensure there is a policy about the exclusion of children who are ill or infectious which is discussed with parents. This includes a procedure for contacting parents or another adult designated by the parent if a child becomes ill while in the person in charge's care. The person in charge notifies other parents if a child attending has been diagnosed as having an infectious disease, if appropriate.
- notify Public Health and The Education Office of any outbreaks publichealth@gov.gg
- ensure if a child has a long-term health condition e.g. asthma or requires regular support and/or medication a Health Care plan is in place which has been completed with advice from a qualified healthcare professional.
- ensure that if administering over the counter and/or prescribed medication to a child, the person in charge does so only following written agreement with the parent with an understanding of the possible side effects of the medication and safe dosage as stated on the box should it be an over-the-counter medication, in line with the [Medicines in Schools](#) policy.

4.4.2 Premises and equipment

Your premises and equipment must be safe and suitable for childcare.

You must:

- make sure that no child can leave the premises, and no one can enter the premises, without someone who is providing childcare becoming aware.
- have enough suitable toilet and handwashing facilities for the children you look after (1 for every 10 children minimum).
- provide access to a secure outdoor space, or if this isn't possible, make reasonable arrangements for outdoor activities at each session if providing over one hour of wraparound care.
- do everything necessary to minimise any risks to children or staff from the premises (including entrances or exits), equipment or activities.
- ensure the premises has sole use of the facility during the hours of operation.
- ensure gas and electrical appliances and fittings conform to safety requirements, are properly guarded and do not pose a hazard to children. Appropriate annual checks must be carried out and records of certificates kept.
- ensure all records about vehicles in which children are transported are retained, including insurance details and named drivers. Any vehicle used to transport children must be properly maintained, conform to legal requirements and all drivers must have a valid licence and business insurance. The vehicle must be fitted with child safety locks on windows and doors and must be used. All children are secured in an appropriate car seat or seat belts as required by law. Consent from parents must be sought in order to transport children in line with the [Movement of Learners in Private Vehicles Policy](#).

4.4.3 Food and drink

You must make sure that:

- you are registered with the Office of Environment Health and Pollution Regulation.
- best practice is followed where possible so that at least one member of staff has completed Level 2 Food Hygiene as this includes cleaning and hygiene requirements and that:
 - All staff that prepare snacks on the premises must ensure they have the minimum Level 1 Food Hygiene qualification.
 - All staff who prepare meals, must have minimum Level 2 Food Hygiene qualification, which requires updating every 3 years.
- you have a suitable place to prepare food, if you provide it.
- any food and drink provided to the children are properly prepared, and in line with the [Food in Guernsey Schools policy](#). A breakfast club should provide a breakfast suitable to be the only food a child consumes as breakfast.
- the children have access to drinking water.

4.4.4 Organising your childcare

- You must make arrangements with other childcare providers or with parents for occasions when you cannot provide childcare.

- You must not refuse to look after a child or treat them less well than another child because of any of the following:
 - the child's race, home language, family background or gender
 - the religion or belief of the child or the child's parents
 - any disability or learning difficulty that the child may have – this means that you must follow your legal responsibilities under the Prevention of Discrimination Ordinance 2023 (for example, the provisions on reasonable adjustments).
 - Where you are unable to accommodate the attendance of a child, you must be able to demonstrate the attempts made to make reasonable adjustments, or where adjustments cannot be made why/how a child cannot attend with their peers.
- You must have public liability insurance. This covers death, injury, public liability, damage or other loss.

4.4.5 Dealing with complaints

You must:

- have a written complaints policy and fully investigate each complaint in line with the States of Guernsey Policy ([Raising a Concern or Making a Complaint](#)).

4.4.6 Keeping records and providing information

You must record the following for each child:

- their name, home address and date of birth.
- their parent's name, home address and telephone number.
- days and times when they attend the childcare.

Learner data should be retained in line with the [Education data retention policy and disposal schedule](#) (which in general requires learner data to be kept until the learner is 25).

You must also record, as soon as reasonably possible:

- any accidents that happen on the premises (see: [Accident and Near Miss Reporting Procedures](#))
- any medicine given to a child, or that a child takes themselves, including the date, circumstances, person who gave it and the parent's consent (see: [Medicines and Medical Needs in Schools](#))

Giving parents information

You must give or make available the following information to parents whose children you look after:

- details of the children's activities
- copies of your written policies

4.5 Critical Incidents

Schools should follow the [Critical Incidents policy and procedures](#) including notifying the Education Office as appropriate.

5.0 Closing the provision

5.1 Notifying staff

Should you identify that the provision is no longer financially viable, or there is insufficient demand to continue operating as you have been, you should seek advice from HR about the decision to close or vary the provision as this will have an impact on the staff who are employed to work in the service.

5.2 Notifying parents

Parents should be provided with sufficient notice to enable them time to make alternative arrangements for out of school care. We would advise that at least one term's notice is given.

Appendix 1: Charging Policy Template

This provides a framework for the booking form and charging information for the wraparound care and the text should be amended to suit.

NAME OF SCHOOL

LOGO

Breakfast club

Objectives

- To provide a welcoming and safe environment for our learners before school.
- To enable learners to eat breakfast before the start of the school day in a pleasant, relaxed environment.
- To provide a positive play environment for our learners

Organisation

The breakfast club is open to all learners who attend <<name of school>>.

It is open every day from **8am to 8.45am** but children should arrive no later than **8.15am** to allow time for breakfast before the start of the school day. The Breakfast Club is held in the **School Hall**.

Learner details, medical information and emergency contact information is kept in the School Office and is accessible to staff who work in the Breakfast Club. Parents are responsible for ensuring that any changes to their child's information or contact details are notified to the school office.

A record of attendance at the breakfast club will be kept for safeguarding and emergency purposes.

Food and Activities

A range of **cereal, toast, fruit, milk or water** will be available. Following breakfast activities will be on offer for the children to participate in.

Booking and Fees

The breakfast club daily fee **is £3.00 for the session**.

This covers the cost of

- Staffing and administration
- Food
- Equipment and the day to day running costs.

Parents and Carers will be given **no less than half a term's notice** of any changes to fees.

All booking and payment for these sessions must be made at least **one week in advance** – failure to do so might result in bookings being cancelled or your child being refused access to the breakfast club.

Payment can be made by cash, cheque (made payable to xxx) or bank transfer (reference, bank details xxxxxxxxx)

Bookings cancelled due to non-payment will not be guaranteed going forwards as the place may be offered to another child if there is a waiting list.

Cancellations

Where sessions are booked they will be charged for whether or not the child attends.

Notice must be given in writing of any changes/cancellation to bookings, this must be at minimum of half a term in advance.

No refund will be given for sessions which are only part attended.

No refund will be given if your child is absent or sick, or if the school is closed due to unforeseen circumstances (eg severe weather).

Booking Form for Breakfast Club

Monday to Friday 7:30am – 8:45am

Child's Name

Class

**Please tick the days you wish your child to attend Breakfast Club.
Please complete (Week commencing) section at the top.**

| | Week commencing: | Week commencing: | Week commencing: | Week commencing: |
|------|------------------|------------------|------------------|------------------|
| | | | | |
| MON | | | | |
| TUES | | | | |
| WED | | | | |
| THUR | | | | |
| FRI | | | | |

Signed: Parent/Carer.....

Date.....

Appendix 2: Job Descriptions



EDUCATION

WRAP AROUND CARE LEADER

LSA 2 - LEVEL 1

JOB DESCRIPTION

JOB SUMMARY:

The Wrap Around Care Leader is responsible for ensuring the smooth running of the school's Wrap Around Care provision. Under the direction of the Headteacher or relevant Senior Leader, the Wrap Around Care Leader will lead and coordinate the work of a group of Wrap Around Care Assistants to ensure that children are engaged in appropriate activities during their time at Wrap Around Care.

AIMS AND PURPOSE OF THE JOB:

1. Plan and coordinate sessions for children who attend ensuring they are engaged in appropriate activities each session. Support children with any homework they may have
2. Lead and direct the deployment of the Wrap Around Care assistants
3. Set up a welcoming environment for children and other adults
4. Be responsible for keeping a daily register and providing feedback for staff/parents about children's eating habits and experience
5. Be responsible for ensuring children are signed in and out of school appropriately
6. Provide support for individual pupils to enable them to fully participate in activities
7. Provide regular feedback about the children to other staff
8. Audit and produce a weekly 'shopping list' for breakfast material and after school snacks and sandwiches
9. Prepare and serve appropriate, simple food

10. Serve children and encourage good table manners
11. Ensure food is stored appropriately at the end of each session and that crockery, tables and the kitchen space is left clean and tidy
12. Audit foodstuffs and check 'use by' dates
13. Be responsible for all resources and produce a regular audit and spending suggestions to the Headteacher or Senior Leader with overall responsibility for wrap around care provision
14. Fully adhere to and promote the school Safeguarding Policies
15. Demonstrate awareness of health and safety, equal opportunities and ensure positive behaviour strategies in line with the school's policies and procedures
16. Operate at all times within the stated policies and practices of the school
17. Establish effective working relationships and set a good example through presentation and personal and professional conduct
18. Endeavour to give every child the opportunity to reach their potential and meet high expectations
19. Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and pupils
20. Take responsibility for own professional development and duties in relation to school policies and practices
21. Liaise effectively with parents and carers

TRAINING:

To attend relevant training and professional development.

HEALTH, SAFETY AND WELFARE:

1. To comply with procedures on all matters concerning child protection, health, safety and welfare, confidentiality and data protection in accordance with Education Services' policies and procedures, and to report all concerns to an appropriate person
2. To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions
3. To commit to uphold States of Guernsey environmental policies and aspirations for sustainable learning provision

RESPONSIBLE TO:

The post holder will work under the direction of the Headteacher or relevant senior leader.

The above duties are not exhaustive, but the job description is current at the date shown and is a guide to the work the post holder will be required to undertake. This job description will

be kept under review and may be subsequently amended or modified in discussion with the post holder to meet changing circumstances.

KEY CRITERIA:

ESSENTIAL

1. Experience of working with children
2. Able to use language and other communication skills that children can understand and relate to.
3. Able to empathise with the needs of children and in particular able to establish positive relationships with pupils.
4. Able to consistently and effectively implement agreed behaviour management strategies.
5. Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
6. Able to work within and apply all relevant school policies
7. Able to work effectively as part of a team and direct the work of the Wrap Around Cares Assistants
8. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
 - motivation to work with children and young people
 - ability to form and maintain appropriate relationships and personal boundaries with
 - children and young people
 - emotional resilience in working with challenging behaviours ☑ attitude to use of authority and maintaining discipline. ☑ able to work in partnership with other agencies
9. Level 2 English and Maths qualification
10. Level 2 Food Safety & Hygiene or ability to undertake

DESIRABLE

1. First Aid qualification or willingness to obtain one.



EDUCATION

WRAP AROUND CARE ASSISTANT

LSA 1 - LEVEL 3

JOB DESCRIPTION

JOB SUMMARY:

The Wrap Around Care Assistant is part of the school Wrap Around Care team. Working under the guidance and direction of the Wrap Around Care Leader, the Wrap Around Care Assistant will help to organise the facilities and activities to ensure that children have a positive experience during their time at Wrap Around Care.

AIMS AND PURPOSE OF THE JOB:

1. To help plan sessions for children who attend ensuring they are engaged in appropriate activities each session. Support children with any home learning they may have
2. To help to set up a welcoming environment for children and other adults under the direction of the Wrap Around Care Leader
3. To help keep a daily register and to help provide relevant feedback for staff/parents about children's eating habits and experience
4. To help to ensure that children are signed in and out of school appropriately
5. To help provide support for individual pupils to enable them to fully participate in activities
6. To help prepare and serve appropriate, simple food
7. To help to serve children and encourage good table manners
8. To help to store food appropriately at the end of each session and that crockery, tables and the kitchen space is left clean and tidy
9. Audit foodstuffs and check 'use by' dates
10. Fully adhere to and promote the school Safeguarding and Behaviour Policies

11. Demonstrate awareness of health and safety, equal opportunities and ensure positive behaviour strategies in line with the school's policies and procedures
12. Operate at all times within the stated policies and practices of the school
13. Establish effective working relationships and set a good example to the children through presentation and personal and professional conduct
14. Endeavour to give every child the opportunity to reach their potential and meet high expectations
15. Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and pupils
16. Liaise effectively with parents and carers at drop off and collection

TRAINING:

To attend relevant training and professional development.

HEALTH, SAFETY AND WELFARE:

1. To comply with procedures on all matters concerning child protection, health, safety and welfare, confidentiality and data protection in accordance with Education Services' policies and procedures, and to report all concerns to an appropriate person
2. To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions
3. To commit to uphold States of Guernsey environmental policies and aspirations for sustainable learning provision

RESPONSIBLE TO:

The post holder will work under the direction of the Headteacher or relevant senior leader.

The above duties are not exhaustive, but the job description is current at the date shown and is a guide to the work the post holder will be required to undertake. This job description will be kept under review and may be subsequently amended or modified in discussion with the post holder to meet changing circumstances.

KEY CRITERIA:

ESSENTIAL

1. Experience of working with children
2. Able to communicate effectively with children

3. A sensitive and caring approach
4. Able to manage children's behaviour
5. Able to provide levels of individual attention, reassurance and help with learning, physical and creative tasks as appropriate to pupils' needs
6. Able to work within and apply all relevant school policies
7. Able to work effectively as part of a team
8. Level 2 English and Maths qualification or ability to achieve it within three years of appointment

DESIRABLE

1. First Aid qualification or willingness to obtain one.