

## IS SETTING UP WRAPAROUND CHILDCARE FOR YOU?

### Guidance for Schools new to Wraparound Childcare

#### What is Wraparound Childcare?

Wraparound Childcare is before and after school childcare for primary school aged children in England during term time, such as breakfast clubs and regular after school provision that runs until 6pm or later. The childcare should be available every school day outside of regular school hours and is aimed at helping parents access more childcare and work the hours they want to.

This is different from out-of-school activities, or school clubs, which are less frequent and can be a one-off activity, for example : football or chess clubs which are only once or twice a week and may only be offered to specified age groups.

Private / voluntary, and independent providers, including childminders and early years settings, are also able to offer wraparound childcare.

All schools are expected to provide access to wraparound childcare if there is sufficient demand, either on their own premises or nearby, from 8.00am to 6.00pm. That is not to say that all schools have to provide out of school childcare themselves, some do, but others outsource the provision to a private/ voluntary provider.

If schools can demonstrate that there is little or no demand for such services, they are expected to signpost to other local provision, such as nearby out of school childcare providers and childminders.

#### What are the different models for Wraparound Childcare?

- **Model 1 – School run provision on a school site**

This is run and managed by the school on the school site, the school has responsibility and employ the staff

- **Model 2 – Private provider operated on or off school site**

This is run by a private provider/ company who are responsible for the employment of staff and registration of the provision . They can rent space within the school or may have their own premises that they run from.

- **Model 3- Community model/ cluster model**

This is run by a lead provider , this can be a school or multiple schools can be partners. This is generally held in the lead school or a community building that is central to the partner schools. The lead provider is responsible for the employment of staff and registration (if required). These generally serve more than one school.

- **Model 4- Childminder delivery**

Childminders normally are registered and operate from their home address, however for 50% of their time they can operate from another provision and run their wraparound childcare in a community centre or school site. They could work with other childminders and assistants to increase their numbers.

For further information on these models see Annexe A 'Examples of wraparound models.

## **How to set up a wraparound provision at school**

### **1. Establish the need**

Is there sufficient demand for wraparound childcare ? We recommend conducting market research into the number of schools and after school wraparound childcare options in your area. Use this information to determine the size of your provision and to identify gaps in the market.

**Annex B** there is an example questionnaire you can use for your parents. Look at the families in your school to determine the best method to consult. Online consultations or face to face, in some areas, are better than paper copies of a questionnaire.

The outcome may mean that there is sufficient demand, however, be aware, parents expressing they would use a place does not always mean they will take up a place. Contact the Local Authority and work in partnership to develop an updated picture of demand locally.

### **2. Consider delivery models for wraparound**

There is no one-size-fits-all model for delivering wraparound. Each delivery model has different practical considerations and benefits. Working with your local authority and childcare providers (including other schools and PVIs), you should consider how you could deliver wraparound childcare on school site.

**Annexe A** shows 4 different models and who will be responsible for each of the following:

- Governance
- Staffing
- Facilities
- Booking
- Regulations

### 3. Decide on what area of the school you will be using.

Think about how many children will be there? Will they have access to drinks and snacks, is this easily accessible for staff to collect. Think about how this will impact site managers role will the times need to open and close effect their contracted hours, how will cleaning take place of the area being used. Will cleaners have access to this area? If so are they DBS checked?

### 4. Do you need to register with Ofsted and will the wraparound childcare be part of our inspection?

If the club is run *directly* by a school (i.e. the club's staff are employed by the school governors) and at least one child from the school attends the club, it will come under the school's own Ofsted registration and does not need to register separately.

If you operate a school run wraparound childcare you will not have a separate inspection.

However, point 262 of the [School inspection handbook](#) states, during the school's inspection, inspectors will also talk to and observe pupils in a range of situations outside of normal lessons to evaluate personal development, behaviour and attitudes, and safeguarding for example:

- at the start and finish of the school day
- during enrichment activities (including clubs and activities outside of the normal timetabled curriculum).

So you need to consider that the provision you set up is seen as an extension of the school and operated to the same standard.

If you choose any other model you or the partner you choose may need to register and have a separate inspection.

For further information on if you need to register read <https://www.gov.uk/guidance/registration-exemptions>

### 5. Business planning

Wraparound childcare should be self-sustaining and cannot use the schools budget to run or sustain the provision.

You need to look at the real running costs, so for instance staff wages, additional site managers hours, cleaning as well as resources needed to operate to assess what you need to charge for the services you provide

Charges to parents made by schools, including school-run wraparound, should be in line with the guidance on [charging for school activities](#).

It is important that Wraparound Childcare is affordable. When setting up wraparound childcare you should:

- make places as affordable as possible for parents whilst ensuring it is self-sustaining.

- support and promote the use of government funding to help with the cost of childcare
- consider how parents access and pay for wraparound childcare, such as through mobile applications, and how you administer the government childcare support schemes. HMRC is currently taking steps to help parents access Tax-Free Childcare (TFC) through mobile cashless payment systems. A technical enhancement is due to be made available to businesses that operate cashless payment systems by September 2024.
- If the provision is registered with Ofsted, or subject to inspection as part of a school's overall provision under the education inspection framework, eligible parents can access Tax-Free Childcare and the childcare element of Universal Credit. Enabling parents to access this financial support will support parents with the cost of childcare, and also support the availability of provision in the longer term.
- To set up your wraparound provision so parents can use government childcare subsidies:
  - sign up to Tax-Free Childcare if you're a childcare provider
  - check with your local authority what documentation you will need to enable parents to evidence and reclaim childcare costs through Universal Credit

If one of the models you choose means working in partnership with other providers, you should encourage providers that are exempt from compulsory registration to register with Ofsted on the voluntary register, where they are eligible to do so. This will enable parents to claim.

Schools and Private, Voluntary or Independent providers should produce appropriate documentation (i.e. invoices, receipts) to enable parents to evidence and reclaim childcare costs through Universal Credit.

## 6. What policies and procedures are required, or do you have already?

Standard policies that you have in school are applicable , but this is not an exhaustive list such as:

- **Safeguarding policy**
- **Accident or Incident procedure**
- **Behaviour Management**
- **Emergency Evacuation**
- **Late collection**

You need to ensure these are still the relevant when it is not the main part of the school day. So for instance would a member of the Out of school team act as the designated safeguarding lead (DSL) if not how will safeguarding incidents be dealt with if the DSL is not on site? Will the fire drill change , do children and staff know the evacuation point from the building they are in for after school, will they practice this?

For further information on Safeguarding see this guidance for providers of activities, after-school clubs, tuition, and other out-of-school settings.

[keeping children safe in out of school settings - code of practice](#)

## **7. Public liability**

If the provision is to be school run, ensure you inform the provider of your public liability insurance that you are running such activities. If you have other providers operating on your site, you should have assurances that they hold the relevant insurance.

## **8. Agreement**

Once you have undertaken research you need to seek agreement from your Trust or governing board. This should be noted in either a governors board meeting or recorded in an e-mail from the chair of the governing board.

## **9. Establishing**

The following areas will need to be agreed before wraparound childcare is set up on school site:

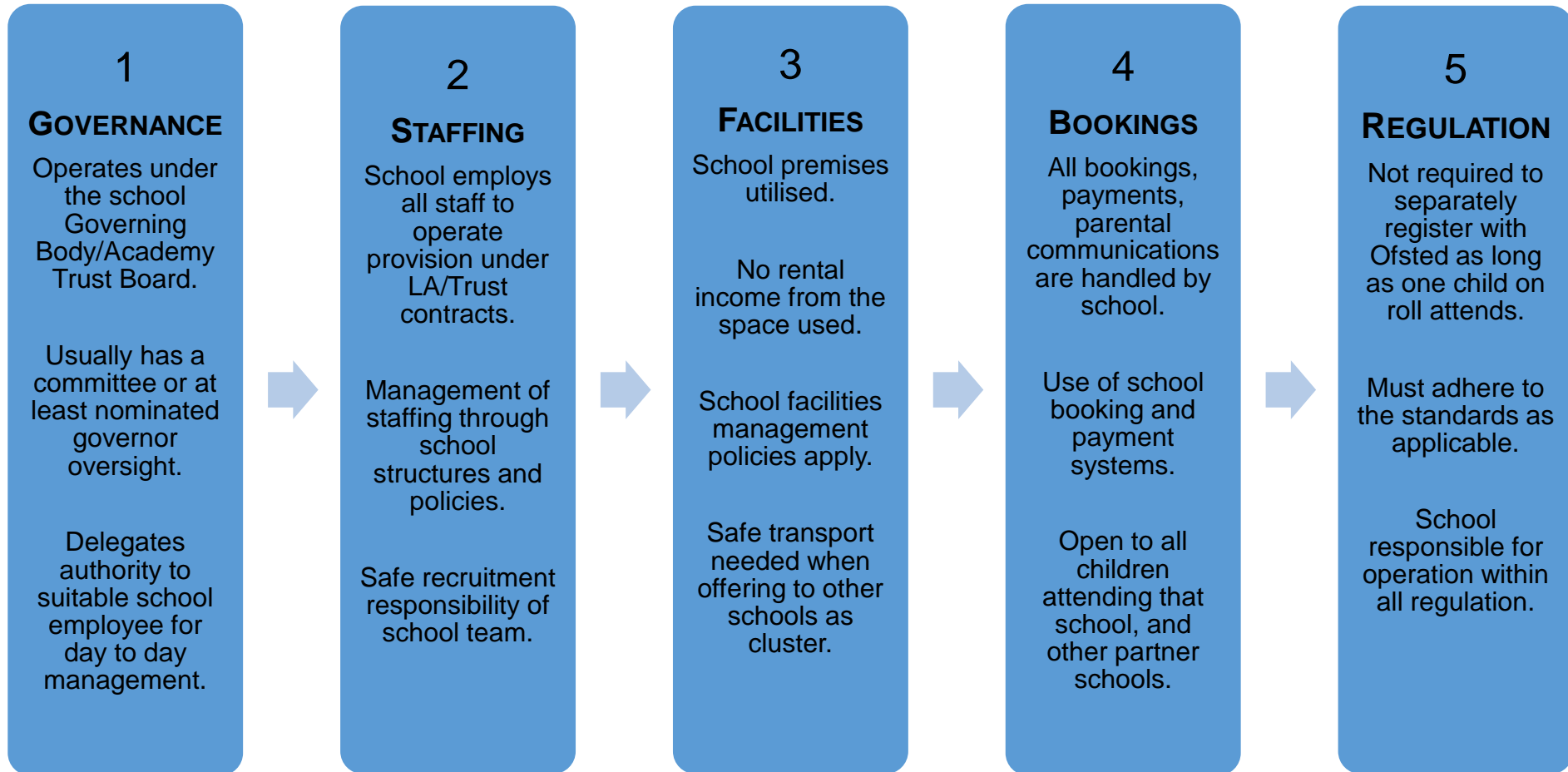
- establish and agree the vision and aims of provision with stakeholders – including parents, governors, trustees, staff and PVI providers (where appropriate)
- ensure activities do not interfere with your school's responsibility to provide a high quality and safe teaching environment
- agree who will lead on wraparound childcare within your school or trust, and partner organisations where appropriate
- when working in partnership, establish and agree how you will work together and any written agreements between the relevant parties
- have all necessary permissions from the landowner to use school facilities for wraparound
- have a plan for which days and times you will offer provision
- have a suitable location to offer childcare, including ensuring school facilities are safe and are in good condition
- ensure provision meets minimum safe standards of childcare and adheres to the law
- establish a clear and transparent charging and admissions policy, including any extra charges
- if offering food, adhere to appropriate guidance
- understand and meet the requirements and standards for delivering wraparound childcare, including: robust and effective safeguarding and welfare practices that adhere to keeping children safe in education

## **10. Next Steps:**

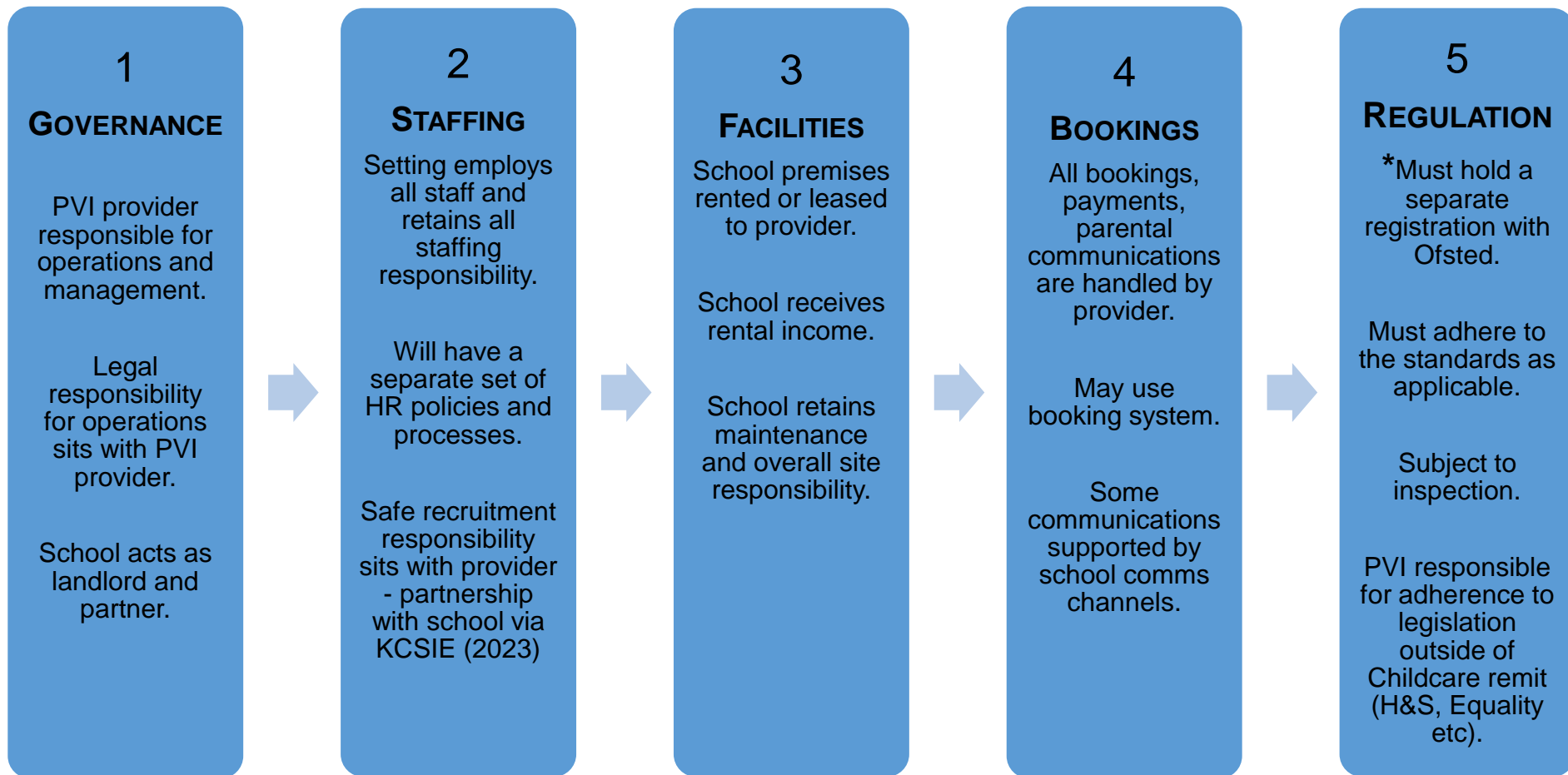
Once you have agreed on the development to progress you must contact the local authority so we are aware of any new provision and can offer support if in an area we need to develop places. If you have no providers and your assessment is showing a demand, contact Bradford Council. If there is a need identified we are currently developing a development/support package.

**For further information or queries e-mail [sufficiency@bradford.gov.uk](mailto:sufficiency@bradford.gov.uk)**

## MODEL 1 – SCHOOL RUN PROVISION ON SCHOOL SITE

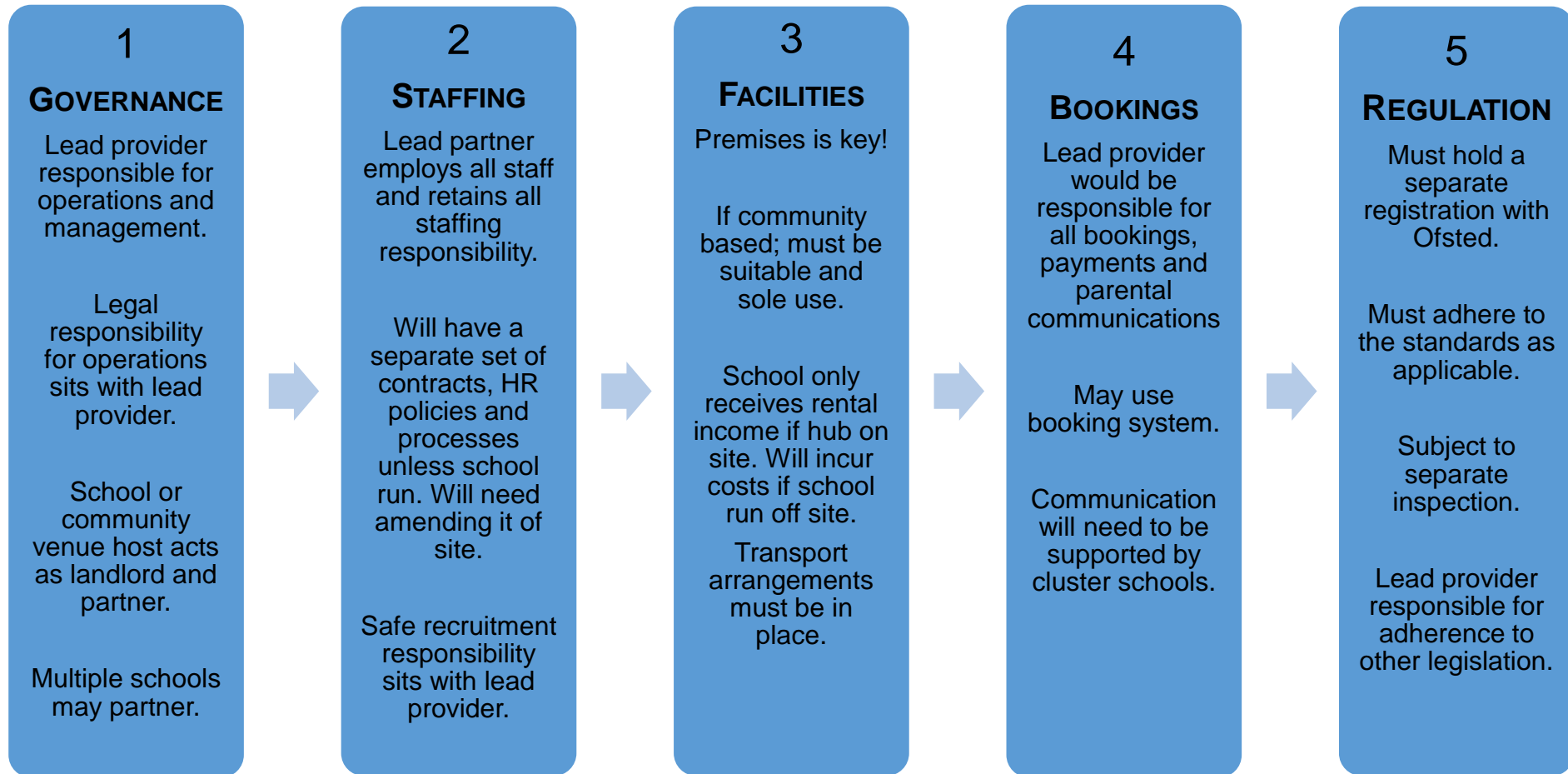


## MODEL 2 – PRIVATE GROUP BASED PROVIDER OPERATED ON OR OFF SITE



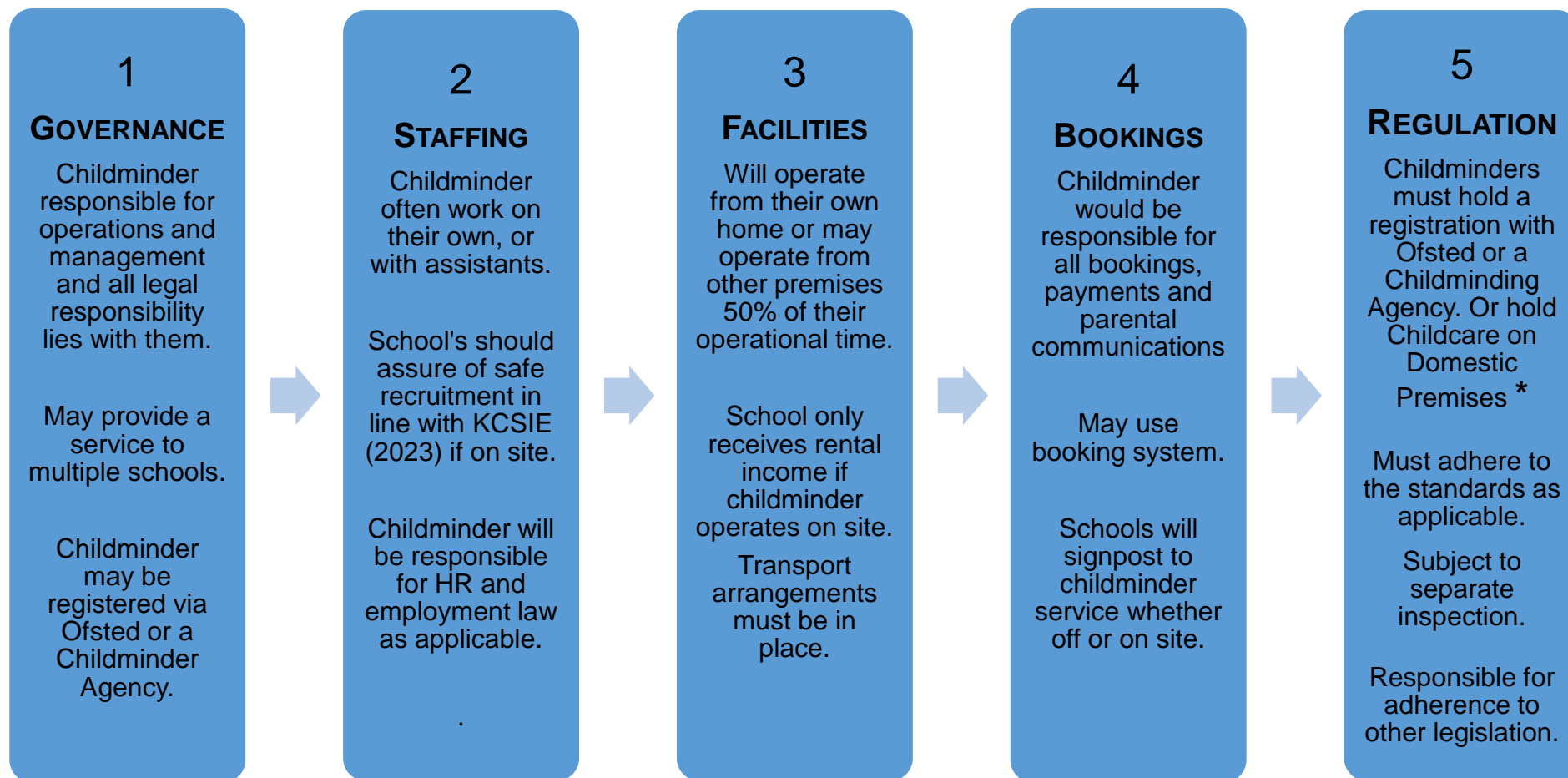
\* Registered Childminders can apply to operate 50% of their time working on approved non-domestic premises

## MODEL 3 – COMMUNITY MODEL / CLUSTER MODEL





# MODEL 4 – CHILDMINDER DELIVERY



\*Childminders must only hold Childcare on Domestic premises where there are four or more people working together, for example four childminders, or two childminders and two assistants, or one childminder and three assistants

## Annex B Example demand research questions

### Example questionnaire

The school are currently investigating the possibility of opening a before/ after school club and would like to have parent/ carers views on this

We are aiming to open in xxxxx and are currently looking at the demand for this type of provision.

We will look at opening at xxxx and closing at xxxx (dependant on demand)

This will be a paid for service that we will offer to parents/ carers in our school

You could get support in paying for childcare from the government. Go to [Childcare Choices](https://www.childcarechoices.gov.uk/) on the HMRC pages to see what help you might receive. <https://www.childcarechoices.gov.uk/>

Parents/Guardian Name					
Postcode					
Contact telephone number					
If you currently use a childcare provider					
What age are your child/ren?  Do they currently attend anywhere else before or after school		<b>Child's Age</b>	<b>Attend Before School childcare currently YES/NO</b>	<b>Attend After School childcare currently YES/NO</b>	<b>If yes where?</b>
	Child 1				
	Child 2				
	Child 3				
	Child 4				
	Child 5				
If you currently use a childcare provider / family members would you change your current arrangements if school offered this service?	No I am happy with my current arrangements Yes I would consider				

<p>If you do not use childcare, what is the primary reason</p>	<p>I do not work so do not need childcare</p> <p>I work part time and can bring/ collect my children</p> <p>I work from home so work my hours around childcare</p> <p>Family members/ friends support me with childcare</p> <p>It is too expensive</p> <p>The hours I would need are not available with my work pattern</p> <p>Other (please state)</p>					
<p><b>The provision we operate will be paid for childcare</b></p> <p>Would you be interested in using a <b>paid for before school</b> provision, now or in the future?</p>	<p>Yes / No</p> <p>Now / in the future</p>					
<p>What is the earliest you would need the Before school provision to be open?</p>						
<p>What days would you potential need this for</p>	Mon	Tue	Wed	Thur	Fri	
<p><b>The provision we operate will be paid for childcare</b></p> <p>Would you be interested in using <b>paid for after</b></p>	<p>Yes / No</p> <p>Now / in the future</p>					

<b>school</b> provision, now or in the future ?						
What is the latest you would need the After school provision to be open until?						
What days would you potential need this for	Mon	Tue	Wed	Thur	Fri	
Any other comments about this proposal?						

Please hand this into the school office by **xxxxxx**

We will publish the results of the survey on the school website.