



Sportily Wraparound Care Club Handbook for Parents and Carers

Blakeney Primary School

High Street, Blakeney, Gloucestershire. GL15 4EB.

Sportily: 0330 5519348. hello@sportily.org.uk

School: 01594 510270. admin@blakeney.gloucs.sch.uk

OFSTED Registration: URN 2817983

Registered person: Sportily Ltd

Sportily office: 0330 5519348 (voicemails only)

Blakeney School office and wraparound care landline: 01594 510270 (during club times)

Blakeney Wraparound Care mobile device: 07356 045 615 (during club times)

Childcare Bookings (for booking enquiries): 01444 523335



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Introduction

We are thrilled that you've chosen to register your child(ren) for our wraparound care provision at Blakeney Primary School.

Whether you book them in to a breakfast club session, single afterschool club or every session for a whole week, it is our aim that they have an amazing time having fun, being active, making friends and enjoying life.

We take our responsibilities in making this wraparound care provision a positive experience for your child(ren) and for you as a parent/carer, therefore this club handbook contains a lot of useful and important information.

We hope it will answer any questions you may have and provide you with the reassurances that you should expect about who we are and how we operate. If however, you have any outstanding questions, or just want to talk to a member of the team, please chat to us at Blakeney School or email hello@sportily.org.uk to arrange a time to speak to someone.

Sportily breakfast and afterschool clubs at Blakeney Primary School are sometimes referred to as 'wraparound care provision'.



1. Introducing Sportily



Introducing Sportily

Sportily is a network of fun-loving sport and activity groups where you can try different sports, make new friends and explore what life is all about. We're striving to see children and young people's lives, and their communities positively transformed through sport and physical activity. Together we 'Play Sports, Talk Life'. We are 'run by Christians, open to all'.

Our network wide approach

Fluff it. Duff it. Score it. Smash it. Whatever you do, just give it a go. That's our motto for sport and for life. We're for jumping right in and going on new adventures together, as a team. We are a place for everyone to try different sports, make new friends and explore what life is all about. So we do all sorts of sports and activities, some you'll know, some you might not (heard of Kabaddi?), we hang out, we chat, we eat and we discover new things. What matters is we have a laugh while doing it.

We're for the first-timers, the can't-catchers, and the kick-it-outers. For the slam-dunkers, the back-of-the-netters, and the hole-in-oners.

Sportily uses the word 'sport' to encompass all forms of physical activity, that aim to express or improve physical fitness, mental wellbeing and the formation of social relationships. Sportily locations use sport inclusively, to nourish and transform the wellbeing of both communities and individuals, with a strong emphasis on fun and encouraging everyone to #Giveitago.

Our character

We are surprising: We are fun and intriguing – we don't take ourselves too seriously.

We are encouraging: We give people the confidence to try new things.

We are energetic: We bring the energy that gets people moving.

Ultimately we seek to convey Joy in all we do:

- Joy of trying sports and being more active.
- Joy of hanging with friends and belonging to a group.
- Joy of exploring and learning new things.

Our wraparound care approach

Within our wraparound care provision we seek to embody the wider Sportily approach, whilst recognising the specific nature of the context. In doing so we:

- **Aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.**
- Ensure that all our provision is 'open to all' and a place where children feel safe.
- Always make space for sport and physical activity within our provision as we believe that being physically active is important and transformational, but we ensure that many other options are available for children too, recognising that diversity of opportunity and choice of activity is important.



- Prioritise play and make space for children to 'talk life' with trusted adults.
- Support children to build and develop friendships and provide activities that foster this and their development.
- Are encouraging, caring and celebrate with joy.

2. Blakeney Primary School

Sportily has a very positive and strong relationship with Blakeney Primary School where this wraparound care provision takes place. This relationship helps to ensure continuity of care for all children.

As an 'external OFSTED registered provider', operating on a school premises we have certain agreements in place with the school which you should be aware of:

1. We hire areas of the school site in order to run our breakfast and afterschool clubs. The school is responsible for the site and we report any issues we discover with the site to the school as part of our hire agreement.
2. Any safeguarding concerns, issues or things raised by children with our team members will be shared with the school Designated Safeguarding Lead, as well as with the Sportily Designated Safeguarding Lead.
3. Any accidents or incidents will be reported to the school and to the Sportily Health and Safety Lead.
4. We liaise directly with the school SENCO and share and receive information about individual children such that together we can offer every child the support they need.
5. Registration lists for afterschool club sessions are shared with the school so that we ensure that the right children are collected for the club at the end of the day. Ensuring a smooth handover for children attending our afterschool clubs is really important to us and this helps to facilitate this.

As part of the booking process for Sportily wraparound care clubs, you will be asked to agree to the terms and conditions for booking which include the giving of permission for this data sharing between Sportily and Blakeney Primary School.

3. Registration and bookings

Before your child(ren) can attend a Sportily wraparound care session, please register them with our online booking system ([Childcare Bookings](#)).

After you have registered, please make sure you book your child(ren) onto sessions in advance. You can check any bookings you have made by logging into the online system.

All bookings are subject to the booking Terms and Conditions which are made available at the point of booking and also available [here](#).



Payment for sessions must be made at the point of booking, we do not offer a 'pay later' option, however you can pay using a Debit/Credit card or use Childcare vouchers or Tax-Free Childcare to make payments.

To pay using Childcare Vouchers, please contact Childcare Bookings directly so that we can set up the system to work with your voucher provider.

If you have any questions about your bookings please login to your online account, or contact Childcare Bookings directly on **01444 523335**.

Should your child(ren) attend a session without first having booked, the Sportily team will mark them in the online booking system as an 'unexpected attendee' and you will be contacted to arrange payment. However, whenever possible, please do try to book your child(ren) in advance so that we can plan our staffing numbers accordingly.

4. Sessions

Blakeney Primary School Clubs

Breakfast Club: 07.45 – 08.45

Afterschool club (short session): 15.15 – 16.30

Afterschool club (extended session): 15.15 – 18.00

Extra-curricular clubs

If your child attends a school based extra-curricular club which runs until 4pm, then you may find our optional 5pm collection time helpful.

Simply book the extended session (which runs until 18.00), but use discount code '5PM'. This will give you a 30% discount and allow you to collect your child at 17.00. Use the code for ad hoc bookings, or with the bookings team when making a block booking.

Induction

You and your child(ren) are welcome to visit the club before their first day, to familiarise yourselves with the setting and to help your child settle in. Please contact us to arrange this.

During your child(ren)'s first session time will be set aside for an induction. The induction will include running through club's rules and routines (including activities, mealtimes, collections), and introducing your child the team and other children.

Another child will usually be allocated to act as your child's buddy for the first few sessions.

Play

Our clubs follow the Playwork Principles, so the children are free to choose activities and resources as they wish.

There will always be a selection of activities, games and resources available as well as a range of equipment for children to make use of.



Our team will facilitate and support peer led play, support children in organising games and activities and also plan and coordinate some activities for children to choose to join in with. We will never force children to participate in play but allow children to initiate and direct the experience for themselves.

We will always try to make use of the outside spaces at Blakeney Primary School and [we ask that you send your child to our clubs with a suitable coat/hat/gloves, sunhat and suncream \(weather depending\) to support outdoor play.](#)

Food

Eating together is a core part of the Sportily 7-spaces framework and we recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

We promote independence, by encouraging the children to be involved in the preparation of food and to clear away after themselves.

Fresh drinking water is available at all times and [we ask that you send your child to our clubs with a refillable water bottle.](#)

We meet individual dietary requirements for the children in our care and our team members have received food hygiene and food allergy training. If your child has a food allergy or condition such as diabetes or celiac, please speak to us so that we can put a food management plan in place with you.

The food we provide at breakfast club supports students to start the day with a nutritious breakfast, as we recognise that providing a healthy breakfast can contribute to improved readiness to learn, increased concentration and improved wellbeing and behaviour.

The food we provide at the afterschool club is not intended as a substitute for a main evening meal. We provide healthy snacks, in adherence with the school food standards guidelines.

Staffing

Our club is managed by a Team Leader, supported by a team of playworkers. The whole team is supported by the Sportily West Zone Team and the Sportily Leadership Team.

All of our team have significant experience of working with children and undertake professional development training. All team members have appropriate DBS checks and have completed our safer recruitment process.

Club rules

The club follows the 3 core rules of Blakeney Primary School;
Be ready, Be respectful and Be safe.

In addition to this we will explain to the children at the club that we expect them to:

1. Be kind to each other.
2. Share toys and games – don't exclude anyone.
3. Take care of the toys and equipment.
4. Wash hands before eating and after using the toilet.
5. Tell a team member if they need to go to the toilet or think they need to leave the club area for any reason.



Arrivals and departures

Breakfast club: Our team will always welcome your child into the club in a friendly and appropriate manner. Please let us know if there is anything we should know about your child that morning which would assist us with helping them to enjoy the club and enter school ready for the start of the school day.

Afterschool club: Our aim is to provide a smooth transition between school and club. Our team will receive your child(ren) from the school staff and register them into the club.

We expect that your child(ren) will normally be collected by the people you have named on the registration form as emergency contacts. If you need a different person to collect your child on a particular day, you must notify us in advance.

If you need to contact us because you are running late or for another reason during the club time, please call either 01594 510270 or 07356 045 615

We recommend that you contact Childcare Bookings to list a 'Collection Password' on your profile. This can then be given to any adult you ask to collect your child and will be verified by our team when an adult who is not listed in the system tries to collect your child.

Please be aware that Emergency Contacts will need photographic ID when collecting, to allow staff to verify their identity. We will not release your child into the care of a person unknown to us without your authorisation.

The club finishes at 18.00, if you are delayed for any reason, please telephone to let us know. Late collections will incur a penalty fee as per our terms and conditions.

If your child remains uncollected after 18.30 and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our Uncollected Children Policy and contact the Social Care team.

When collecting your child we will endeavour to pass on any key information about your child(ren)'s experience within the club that day and will let you know about any accidents or incidents.



5. Safeguarding and child protection

Our safeguarding commitments

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse or other affected persons.
- Caring pastorally for those who are the subject of concerns/allegations of abuse and other affected persons.
- Responding to those that may pose a present risk.

Sportily is supported in these commitments by a professional safeguarding team.

All of our team members complete a safer recruitment process and undertake regular safeguarding training.

To read our Safeguarding Policy or find out more about our commitment, please visit our website [here](#).

If you have any safeguarding concerns at any time, please contact one of the Designated Safeguarding Leads.

Designated Safeguarding Leads;

Blakeney Primary School

Carly Roberts senco@blakeney.gloucs.sch.uk

Kirsty Evans kevans@walmorehill.gloucs.sch.uk

Gemma Ford gford@blakeney.gloucs.sch.uk

[BWP Child Protection and Safeguarding Policy 2024.pdf \(equalpartnership.co.uk\)](#)

Sportily

Chris Priddy (07480 068 550) chris.priddy@sportily.org.uk

Richard Witham (07375 892507) richard.witham@sportily.org.uk

Or safeguarding@sportily.org.uk

The 24/7 Safeguarding advice helpline provided for Sportily by the Diocese of Gloucester and ThirtyOne:Eight can be reached on [07944 680320](tel:07944680320)

Helplines

NSPCC Child Protection Helpline:

[0808 800 5000](tel:08088005000) (lines free and open 24 hours)

Phone if you are worried about a child.

Child-line:

[0800 1111](tel:08001111) (lines free and open 24 hours)

Phone if you are a child or young person and are worried about anything.



National Domestic Violence Helpline:

[0808 2000 247](tel:08082000247) (lines free and open 24 hours)

Stop it now

[0808 1000 900](tel:08081000900)

6. General information

Policies and procedures

The club has clearly defined policies and procedures. Copies of all policies and procedures are freely available on request by emailing hello@sportily.org.uk.

Equal opportunities and special educational needs and disabilities

Our club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs. This is in line with our 'open to all' commitment.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of racial harassment.

We make every effort to accommodate and welcome children with SEND. We work in liaison with parents or carers, the Blakeney Primary School SENCO and relevant professionals to fully understand a child's specific requirements. The school SENCO can be contacted at senco@blakeney.glouces.sch.uk.

We will endeavour to accommodate children of all abilities, whilst working within the Club's limitations. Each case is considered individually in partnership with the school. It is the responsibility of the Team Leader to liaise with the school SENCO and to ensure that all team members are made aware of any information which may assist them in supporting each individual child.

Behaviour (children)

The rules of the club are shared with the children at the club and explained to them regularly and have a clear behaviour management policy to support our team in effectively managing behaviour.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of individual needs. We will try to be flexible in order to accommodate such cases.

However, if the child is violent, or if the behaviour poses an immediate danger to themselves or others, we will contact the parents and ask for the child to be collected immediately.



In exceptional circumstances, we may take steps to permanently exclude a child. The procedure for this is set out in our Suspensions and exclusions policy.

Behaviour (adults)

Our club is a place of safety and security for the children who attend and the team who work here.

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict.

Illness

Sportily cannot accept children into the club who are ill or infectious, so please do not send your child(ren) to the club if they are unwell. If any children are ill when they first arrive at the provision we will immediately notify their parents or carers to come and collect them.

If your child becomes unwell whilst at the club we will contact you and ask you to make arrangements for them to be collected.

Should a Child have sickness or diarrhoea, we ask that they do not return to attending childcare for a period of 48 hours after the last episode.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and the club is fully insured.

Our team are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed immediately (if appropriate) or when you collect your child, or this information will be passed to the school (if the accident took place at breakfast club).

We understand that accidents do sometimes happen (and of course will deal with them sensitively when they do according to our intimate care policy) but we cannot accept children to attend the provision who are unable to go to the toilet independently.

Medication

If a child attending the club requires medication of any kind, you must provide this information in the booking system, in advance, using the 'Health Profiles' function. If you have any concerns, please speak to us so that we can put appropriate plans in place.

Ideally children should take their medication before arriving at the session. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate. If children carry their own medication (e.g. asthma inhalers), we will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.

Sportily team members will only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. If a child requires a non-prescription medication to be administered, we will consider this on a case by case basis after careful discussion with the parent or carer.

Medication should be provided with the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.



Permission to administer medication shall be required at the point that the medication is provided to Sportily and shall be recorded in the Medication Log.

Any medication given will be recorded in the medication log and we will liaise with Blakeney Primary School when dealing with medication.

Sun protection

Sportily will support your child to apply suncream that you have provided, or, having checked your child's health profile, will if appropriate, provide suncream. If you do not wish us to make suncream available to your child or assist them with applying suncream, please let us know.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child(ren), please feel free to speak your child's key person (EYFS), the Team Leader, or any other member of the team. A private space is available at the provision for confidential conversations.

All complaints will be dealt with in accordance with the Sportily Complaints Policy which is available on request and the outcome of any ensuing investigation will be reported to you within 28 days.

You are also able to contact OFSTED directly if you feel we have failed in our duties as a childcare provider registered with the Early Years Foundation Stage.

Information can be found here: [Complaints procedure - Ofsted - GOV.UK](#).

Privacy notice

Sportily is committed to respecting the privacy of all those for whom we hold personal information/data at any time. If you have any queries, please do get in touch.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO). You can read our Privacy notice on our website [here](#).

7. Pledge to parents

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children.

We will:

- Welcome you at all times to discuss the club, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the club.

- Listen to your views and concerns to ensure that we continue to meet your needs.
- Appoint a named Key Worker for your child if they are under the age of 5 (EYFS) and inform you about who this is and how you can contact them.

If you have a query or concern at any time, please speak to a team member of the team at the club. If you prefer to arrange a more convenient time for a meeting please just ask, or alternatively contact us directly via hello@sportily.org.uk.

Meet the team



Janet Halstead
(Setting lead)



Charlotte Joseph



Marissa Lloyd

8. Governance, management and contact information

This wraparound care provision is operated by Sportily. The Sportily Leadership Team hold responsibility for all activity and provision carried out by Sportily team members.

Sportily is a charitable company limited by guarantee.

Registered name	Sportily Ltd
Charity registration number	1111077
Company registration number	05505991
Country of incorporation	England and Wales
Registered address	c/o Church House, College Green, Gloucester, GL1 2LY

Contact Sportily

hello@sportily.org.uk 0330 5519348

Contact Childcare Bookings with booking enquiries
sportily@cbfs.uk 01444 523335

Contact Blakeney Primary School

admin@blakeney.gloucs.sch.uk 01594 510270

Contact OFSTED

enquiries@ofsted.gov.uk 0300 123 1231

Contact Gloucester Early Years Service

EYSadviceline@gloucestershire.gov.uk 01452 425959

