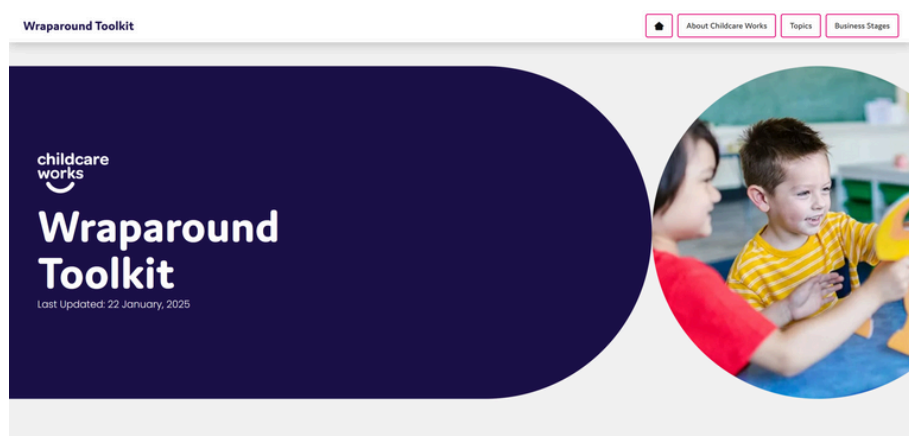# School Engagement with National Wraparound Childcare Programme: Checklist

This checklist has been designed to support schools to set up wraparound provision as part of the National Wraparound Childcare Programme.

childcareworks.org.uk/hub-for-providers

Wraparound Toolkit

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Wraparound Toolkit

Last Updated: 22 January, 2025

How To Use This Checklist

Childcare Works has created a suite of recordings to support schools and trusts in setting up wraparound provision. The recordings are listed below. You will also find details of the links referenced in the recording, and a checklist. The checklist is a series of actions that will help you set up wraparound childcare on your school site.

You can access the recordings in any order. There are guides for schools setting up their own provision, and sessions for schools working with external providers, including childminders. You can use the checklist as a starting point to help you get your provision set up.

Please note: The checklist is not exhaustive and does not replace the need for you to conduct your own research and determine the necessary actions.

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RECORDING TITLE AND OVERVIEW	CHECKLIST	USEFUL RESOURCES
Programme Overview An overview of the National Wraparound Childcare Programme (NWCP)	☐ Watch programme overview recording	
Roles of Schools and Trusts Outlines the role of schools and trusts in the delivery of NWCP.	☐ Watch Role of Schools and Trusts Recording ☐ Contact your Local Authority Wraparound Lead (their contact details will be on the Local Authority website) to discuss your potential provision – they can support you	**Right to Request Guidance** gov.uk/government/publications/wraparound-childcare-guidance-for-schools/responding-to-requests-for-wraparound-childcare **Childcare Choices** childcarechoices.gov.uk/ **Department for Education - Wraparound Guidance for Schools and Trusts** gov.uk/government/publications/wraparound-childcare-guidance-for-schools
Delivery Models Explains different models of delivery, including school run, working with external providers, and community hubs to help schools determine which is the most appropriate model for them.	☐ Watch Delivery Models Recording ☐ Consider different delivery models for delivering wraparound	**Childcare Works HUB for Providers of Childcare** childcareworks.org.uk/

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Is There Demand? Hints and tips to help you assess current and potential future demand.	☐ Watch Is There Demand Recording ☐ Gather information to understand the needs of parents and children (for example, parent questionnaire) ☐ Understand existing provision in your area	**Childcare Works Prepare Business Planning Tools** childcareworks.org.uk/provider-business-planning-support/
Overcoming Common Challenges Discusses challenges faced by schools when setting up wraparound care and ways to overcome them.	☐ Watch Overcoming Common Challenges Recording ☐ Determine if you are able to use school space for wraparound ☐ Work with local authority wraparound lead and others in the sector, to identify how you can support parents to access wraparound ☐ Decide whether or not to deliver wraparound on site or to work with PVIs / signpost provision that is available to those attending the school ☐ Communicate your decision and how you will support parents to access wraparound to parents, carers, and the local authority	**Childcare Choices** childcarechoices.gov.uk/ **Childcare Works Recruiting and Retaining Your Workforce** childcareworks.org.uk/recruiting-and-retaining-your-workforce/

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RECORDING TITLE AND OVERVIEW	CHECKLIST	USEFUL RESOURCES
Introduction to Guides for Schools Setting Up Their Own Provision A brief introduction into a series of mini guides for schools setting up their own provision.	☐ Watch Introduction to Guides for Schools Setting Up Their Own Provision Recording	

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Guide: Vision and Aims Helps schools too determine their vision for their provision, how it will operate, and consider the roles required to move forward.	☐ Watch Guide to Vision and Aims Recording ☐ Create a business plan for your wraparound provision ☐ Get 'buy in' from senior leadership team and Governors/Trustees about the specifics of your provision ☐ Determine how you will ensure wraparound provision does not interfere with your school's responsibility to provide a high quality and safe teaching environment ☐ Work with Local Authority Wraparound Lead to establish a realistic timeframe ☐ Have a plan for the start / finish times you will offer provision	**Childcare Works Wraparound Toolkit** childcareworks.org.uk/wraparound-toolkit/ **Childcare Works Prepare Business Planning Tools** childcareworks.org.uk/provider-business-planning-support/

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Guide: Staffing, Training and Ratios An overview of staffing, considering who will oversee the provision, who will manage day to day operations, hints about recruitment and considerations when determining the number of staff required, and the training they may need.	☐ Watch Guide to Staffing, Training and Ratios Recording ☐ Determine whether you are using school staff to run your provision – being mindful of the fact that skills to run wraparound may not be the same as those required during the school day and that staff will need to provide child-led, choice-based activity and play ☐ Ascertain how many staff you are likely to need and on which days ☐ Consider how you will meet the safety and welfare of children through training and qualifications	**Childcare Works –** Toolkit for Providers of Wraparound **Government Advice: Deal for schools: hiring supply teachers and agency workers** gov.uk/guidance/deal-for-schools-hiring-supply-teachers-and-agency-workers **Crown Commercial Service** crowncommercial.gov.uk/ **The Institute for Apprenticeships** instituteforapprenticeships.org/

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Guide: Delivery requirements Provides an overview of the necessary regulations and guidance that schools need to follow when operating wraparound childcare	☐ Watch Guide to Delivery Requirements Recording ☐ Check your obligations with Ofsted and Keeping Children Safe in Education ☐ Review your policies - ensure they provide robust and effective safeguarding and welfare practices in relation to wraparound ☐ Review your inclusion policies and determine how you will make your wraparound provision inclusive to all children ☐ Ensure provision meets minimum safe standards of childcare and adheres to the applicable laws	**Ofsted Guidance Regarding Registration Exemptions** gov.uk/guidance/registration-exemptions#specific-provision-types **Keeping Children Safe in Education** gov.uk/government/publications/keeping-children-safe-in-education--2
Guide: Food Provides an overview of the necessary regulations and guidance that schools need to follow when operating wraparound childcare.	☐ Watch Guide to Delivery Requirements Recording ☐ Check your obligations with Ofsted and Keeping Children Safe in Education ☐ Review your policies – ensure they provide robust and effective safeguarding and welfare practices in relation to wraparound ☐ Review your inclusion policies and determine how you will make your wraparound provision inclusive to all children ☐ Ensure provision meets minimum safe standards of childcare and adheres to the applicable lawsy, including any extra charges	**Ofsted Guidance Regarding Registration Exemptions** gov.uk/guidance/registration-exemptions#specific-provision-types **Keeping Children Safe in Education** gov.uk/government/publications/ keeping-children-safe-in-education--2

Guide: **Operational Plan**		
Provides thoughts on how wraparound might work within your schools, including operational roles and responsibilities	☐ Watch Guide to Operational Plan Recording ☐ Agree who will lead on wraparound childcare within your school or trust, and partner organisations where appropriate ☐ Allocated roles and responsibilities within the school, including budget creation and monitoring ☐ Establish a clear and transparent charging and remissions policy, including any extra charges	

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Guide: Insurance A guide to insurance for schools running their own wraparound provision	☐ Watch Guide to Insurance Recording ☐ Review your insurance policies to reflect necessary updates ☐ Ensure your policies and procedures for wraparound reflect the requirements of your insurance policies ☐ Review insurance purchasing process to ensure best value for money	**Department for Education Approved Framework** gov.uk/guidance/find-a-dfe-approved-framework-for-your-school **Get Help Buying for Schools** gov.uk/guidance/get-help-buying-for-schools **Department for Education Risk Protection Arrangement** gov.uk/guidance/join-the-risk-protection-arrangement-rpa-for-schools
Guide: Quality Advice to ensure your provisions is high quality, playful, inclusive and safe.	☐ Watch Guide to Quality Recording ☐ Consider how ensure premises and facilities will be safe, suitable, and meet children's needs ☐ Determine the skills required in your staff team to deliver high quality provision ☐ Clarify expectations around children, the activities they can engage with and behaviour and communicate any differences to your staff team and parents ☐ Review policies to ensure they support quality provision ☐ Consider how you will ensure the environment is safe, welcoming, non-stigmatising, and inclusive, and resources are safe, stimulating, varied and age appropriate ☐ Create a list of items to purchase	**Childcare Works Wraparound Toolkit – Resources to Support Quality** childcareworks.org.uk/wraparound-toolkit/sub-topic/quality-provision/

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Guide: Affordable Childcare and Charging Models Advice to support the delivery of affordable childcare and charging models	☐ Complete budget and break-even analysis ☐ Set fees ☐ Create charging and remissions policy ☐ Include Childcare Choices materials in parent communication	**Childcare Works Wraparound Toolkit – Business Planning Resources** Business Planning	childcareworks.org.uk/wraparound-toolkit **Charging for School Activities Guidance** gov.uk/government/publications/charging-for-school-activities
Guide: Working in partnership with providers A guide for schools who want to select a wraparound provider to work with them, and considerations of what is needed prior to engaging with potential partners.	☐ Watch Guide to Working in Partnership with Providers Recording ☐ Determine what you want from your partner ☐ Create a robust, well thought out, lettings policy ☐ Establish and agree how you will work together ☐ Incorporate how you will respond if provider quality or safeguarding is of insufficient standard ☐ Ensure you have all necessary permissions from the landowner to rent school facilities for wraparound	**Childcare Works Wraparound Toolkit – Resources to Support Quality** childcareworks.org.uk/wraparound-toolkit/sub-topic/quality-provision/

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Monitoring and Maintaining Provision How to monitor and maintain provision to ensure ongoing financial sustainability	☐ Watch Monitoring and Maintaining Provision Recording ☐ Regularly review demand and revise your projections and practice accordingly ☐ Determine how you will use booking and payment software. ☐ Make use of software to track trends ☐ Build financial flexibility into your plans	**Childcare Works Wraparound Toolkit: Marketing and Promotion Resources** childcareworks.org.uk/hub-for-providers/hub-wraparound-childcare/marketing-and-promotion/

RECORDING TITLE AND OVERVIEW	CHECKLIST	USEFUL RESOURCES
Tips when Working with PVI Tips to help build strong and effective working relationships for schools working with PVI providers on the school site.	☐ Watch Tips When Working with PVI recording ☐ Determine ongoing operational roles and provide clear guidance around school and provider roles ☐ Agree communication methods and frequency with provider ☐ Incorporate provider feedback into your rental agreement ☐ Create strong processes to maintain provider compliance	

HAVE YOUR SAY

Tell us what you think and about the resources you want and need. We're always open to new ideas.

Childcare Works is collaboration between Mott MacDonald, Coram Hempsall's, and Coram. Together we have extensive experience and expertise in early years and childcare provision, with a track record of delivering contracts of national importance for local authorities such as: Childcare Works Holiday Activities and Food (HAF), 30 hours childcare, and Achieving 2 Year Olds (A2YO) contracts. We specialise in providing expert advice and guidance to Local Authorities and working with the central government to deliver successful programmes. In January 2024, we were appointed by the Department for Education as the Delivery Support Contractor for the Early Years Entitlements and Wraparound Childcare expansions.

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