



WRAPAROUND CARE

SITE OPERATIONS FORMS & CHECKLISTS

Breakfast Clubs & After-School Care

Working templates for completion at individual AJB wraparound locations.

1. Site Information Sheet

School	
Site Address	
Main School Telephone	
AJB Provision	☐ Breakfast Club ☐ After-School Care ☐ Both
Breakfast Club Hours	
After-School Hours	
AJB Room / Base	
Maximum / Expected Capacity	

Key Contacts

AJB Person in Charge	
AJB Management Contact	
AJB Designated Safeguarding Lead	
AJB Deputy / Assistant DSL	
School Headteacher	
School DSL / Safeguarding Contact	
School Office Contact	
Site / Caretaker Contact	
Emergency Services	999

Breakfast Club Handover

Parent drop-off location: _____

How parents gain access: _____

Registration point: _____

AJB-to-school handover time: _____

Handover location: _____

Who receives Reception / EYFS children: _____

Older children independent route to class – details:

After-School Handover

AJB collection / receiving point: _____

Year groups / classes requiring collection: _____

Children brought directly to AJB: _____

School contact if a booked child fails to arrive:

School office staffed until: _____

Site Information Sheet – Emergency & Operational Details

Collection Arrangements

Parent collection point: _____

Parent access / contact method: _____

Doorbell / intercom / telephone arrangements: _____

Collection password system: _____

Independent departure arrangements: _____

Older sibling collection arrangements: _____

Fire & Emergency

Fire alarm method: _____

Primary evacuation route: _____

Alternative evacuation route: _____

Assembly point: _____

Fire register location: _____

Alternative safe location: _____

Lockdown / Invacuation

School lockdown signal: _____

AJB lockdown location: _____

Doors / access points to secure: _____

School contact during lockdown: _____

First Aid & Medication

AJB first aid kit location: _____

AED / defibrillator location: _____

Emergency medication location: _____

Medication transfer arrangement: _____

Nearest accessible telephone: _____

Food & Toilets

Food preparation area: _____

Fridge / food storage: _____

Drinking water: _____

Allergy information location: _____

Children's toilets: _____

Accessible toilet: _____

Personal care / changing area if applicable: _____

Site Security

Main AJB entrance: _____

Doors that must remain locked: _____

Keys / fobs / access codes arrangement: _____

Areas children must not access: _____

Outdoor areas AJB may use: _____

Areas shared with other users: _____

Site-Specific Risks / Important Information

Completed by	
School representative consulted	
Date completed	
Review date	

2. Breakfast Club Opening Checklist

School	
Date	
Person in Charge	

Before Children Arrive

- ☐ Sign in / access building according to site procedure
- ☐ Check designated AJB rooms are safe
- ☐ Check emergency exits / routes are accessible
- ☐ Check toilets are available
- ☐ Complete visual hazard check
- ☐ Ensure restricted areas are secured
- ☐ Check outdoor area if being used
- ☐ Access today's child register
- ☐ Check expected attendance
- ☐ Check allergy / medical information
- ☐ Confirm emergency medication is accessible
- ☐ Check first aid kit is available
- ☐ Confirm staff know emergency / evacuation arrangements
- ☐ Prepare breakfast area
- ☐ Check food / fridge / storage as appropriate
- ☐ Ensure drinking water is available
- ☐ Prepare activities
- ☐ Ensure parent entrance / drop-off point is ready
- ☐ Confirm staffing arrangements
- ☐ Complete staff briefing where necessary

Before First Child Enters – Confirm

- ☐ Who is expected
- ☐ Children with allergies / medical needs
- ☐ Location of emergency medication
- ☐ Person in Charge
- ☐ Person responsible for food

☐ School handover arrangements

Opening checks completed by: _____

Time: _____

Issues identified / action taken:

3. After-School Care Opening Checklist

School	
Date	
Person in Charge	

Before School Finishes

- ☐ Access today's booking / attendance register
- ☐ Confirm expected children
- ☐ Check notified absences / booking changes
- ☐ Identify classes / year groups requiring collection
- ☐ Confirm school handover arrangements
- ☐ Confirm staff collection responsibilities
- ☐ Check medical / allergy / SEND information
- ☐ Confirm emergency medication is accessible
- ☐ Check first aid kit
- ☐ Check AJB rooms / activity spaces
- ☐ Check toilets
- ☐ Check outdoor areas if being used
- ☐ Check emergency exits
- ☐ Prepare snack / food area
- ☐ Prepare activities
- ☐ Confirm collection entrance / exit is secure
- ☐ Complete staff briefing

Handover Check

- ☐ Mark each child present individually
- ☐ Reconcile register against children received
- ☐ Complete headcount
- ☐ Investigate every unexplained absence

CHILD EXPECTED BUT NOT PRESENT?

DO NOT ASSUME THEY HAVE GONE HOME.

Follow the Booked Child Fails to Arrive Procedure.

Opening checks completed by: _____

Time: _____

Issues identified / action taken:

4. Wraparound Closing Checklist

School	
Date	
Person in Charge	

Children

- ☐ Every child accounted for
- ☐ Every child appropriately collected / handed over
- ☐ Collection times recorded
- ☐ No child remains AJB's responsibility

Records

- ☐ Register completed
- ☐ Accident / head injury forms completed where required
- ☐ Medication records completed
- ☐ Behaviour / incident records completed
- ☐ Safeguarding concerns recorded / reported appropriately
- ☐ Significant collection issues recorded

Medication & Confidential Information

- ☐ Emergency medication appropriately stored / transferred
- ☐ Child records secured
- ☐ Registers secured
- ☐ Confidential paperwork secured

Food & Premises

- ☐ Food appropriately stored / disposed of
- ☐ Food preparation area cleaned
- ☐ Equipment stored safely
- ☐ Activity areas left tidy
- ☐ Toilets checked
- ☐ Outdoor equipment returned
- ☐ Windows / doors secured where AJB responsibility
- ☐ Electrical equipment switched off where appropriate

- ☐ Keys / fobs returned or stored appropriately
- ☐ Building alarmed where AJB responsibility

Communication

- ☐ Important parent information passed on
- ☐ School informed of relevant issues
- ☐ AJB management informed of incidents / issues
- ☐ Maintenance / site concerns reported
- ☐ Information required for next session recorded

FINAL CHECK

- ☐ ALL CHILDREN SAFELY HANDED OVER
- ☐ SITE SAFE AND SECURE

Closing checks completed by: _____

Time final child left: _____

Time AJB staff left: _____

Issues / actions required:

5. Daily Staff Briefing Record

School	
Date	
Session	☐ Breakfast Club ☐ After-School Care
Person in Charge	
First Aider	

Today's Briefing

Expected number of children: _____

Staff on duty: _____

Children with allergies: _____

Emergency medication / location: _____

Medical needs: _____

SEND / additional considerations: _____

Collection changes / restrictions: _____

Activities / areas being used: _____

Site / maintenance issues: _____

Other important information: _____

Staff Confirmation

By initialling below, staff confirm that they have received the relevant session briefing and know who is Person in Charge, where emergency information/medication is located, and any child-specific information necessary for safe care.

Staff Name	Initials	Time

Briefing Notes / Changes During Session

Document Control

Document	AJB Wraparound Care – Site Operations Forms & Checklists
Version	September 2026
Applies to	AJB Breakfast Clubs and After-School Care
Use	Complete site-specific information and daily operational checks as applicable
Related Documents	Staff Handbook & Operating Procedures; Emergency & Safeguarding Procedures; Site Risk Assessment