



# **Breakfast and After-School Club Policy 2026<sub>v1</sub>**

This policy was agreed by the Governing Body of Newcroft Primary Academy on 23<sup>rd</sup> March 2026 and will be reviewed again as required.

Signed: \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_

***Non-Statutory Policy***

## **Our Setting**

We provide a safe, secure and fun Breakfast and After School Club at Newcroft, in our Newcroft School Hall and Wrap Around care room. We offer places to our pupils from Pre-School to Year 6:

Breakfast Club: 7:30-8:40am (includes a breakfast of cereal, toast and fruit)

After School Club: 3:10-5:30pm (includes a light snack tea)

## **Charges and booking**

Places should be booked up to 24 hours before, using your ParentPay account and should be paid for in advance. Parents must make a booking in this way to ensure that we have an appropriate pupil: adult ratios at all times. The most up to date pricing for each session can be found on the website, on ParentPay accounts or can be requested from the office.

## **Safeguarding Children**

The nominated person for safeguarding is Mrs Sara Aukland, as the school's DSL and Head teacher.

Our setting will work with children, parents and the community to ensure the rights and safety of children. Use of cameras is guided by individual permissions that parents give to the school on admission.

## **Maintaining children's safety and security on premises**

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us. Entry and exit is through the breakfast and After School Club door, by ringing the bell to alert staff. Parents then wait for their child to be signed in and out of the setting. Parents should not enter the setting at any time.

## **Parental responsibility**

Parents are expected to ensure their child knows when they will be attending Breakfast and Afterschool Club so that confusion can be avoided at the end of the day. Parents should also make their child's class teacher aware, on which days they will be attending our After School Club, using the home school diary or WEDUC.

## **Uncollected child/ children**

In the event that a child is not collected by an authorised adult at the end of an afternoon session, the setting puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

## **Procedures**

- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us of how they can be contacted.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with details of the name and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.
- We inform parents that we apply our child protection procedures in the event that their children are not collected from the setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.
- If a child is not collected at the end of the session, we follow the following procedures:

- The child's file is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting – and whose telephone numbers are recorded – are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named in their file.
- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact our local authority children's social care team.
- The child stays at setting in the care of two members of staff until the child is safely collected either by the parents or by a social care worker.
- Social Care will aim to find the parent or relative; if they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

### **Missing child**

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

### **Procedures**

Child going missing on the premises:

- As soon as it is noticed that a child is missing the key person/staff alerts the setting leader.
- The setting leader and other school staff will carry out a thorough search of the premises and outdoor area.
- Doors and gates are checked to see if there has been a breach of security.
- The setting leader will call the police and report the child as missing.
- The setting leader will contact the Head teacher, Head of School or Deputy Head teacher and report the incident. The Head teacher, Head of school or Deputy Head teacher will carry out an immediate investigation.

### **Supporting children with special educational needs**

Newcroft provides an environment in which all children, including those with special educational needs, are supported to reach their full potential. The nominated person for inclusion is the SENCo. This provision fully supports our SEN policy. We are unable to provide 1:1 support for pupils in our setting. However, we endeavour to make reasonable adjustments so that all children can access the provision where possible.

### **Toileting and Intimate Care**

Our expectation is that young children should have achieved continence when they are admitted to Newcroft; however, we recognise that young children vary widely in their levels of maturity and in achieving continence. No child of any age is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. We also recognise that children of any age may have a lapse in their continence because of trauma, onset of sudden disability, emotional upset or health problems. We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained or who may need special provision.

**Health and Safety**

Temperature checks will be undertaken and recorded twice daily on fridges containing food.

**First aid**

In our setting staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current first aid training is on the premises at any time. The first aid qualification includes first aid training for infants and young children. Additional training has been undertaken to allow access for children with particular conditions. First Aid provision complies with guidelines within school.

**Food and drink**

Newcroft endeavours to be a nut-free school and caters for food allergies and intolerances. It is the parents responsibility to inform the school of any allergies or intolerances.

**Food hygiene**

Newcroft catering complies with all relevant guidelines, as outlined in the Food Safety Policy. All Breakfast and Afterschool staff will undertake Food Hygiene/Safety training and will wear an apron when preparing and serving food.

**Employment and staffing**

Our staff are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure and Barring Service in accordance with statutory requirements. Staff recruitment follows guidelines laid out in the school policy.

**Complaints Procedure**

Complaints about the setting should be made in writing to the Head teacher, following the Symphony Learning Trust Complaints Procedures found on the school website.