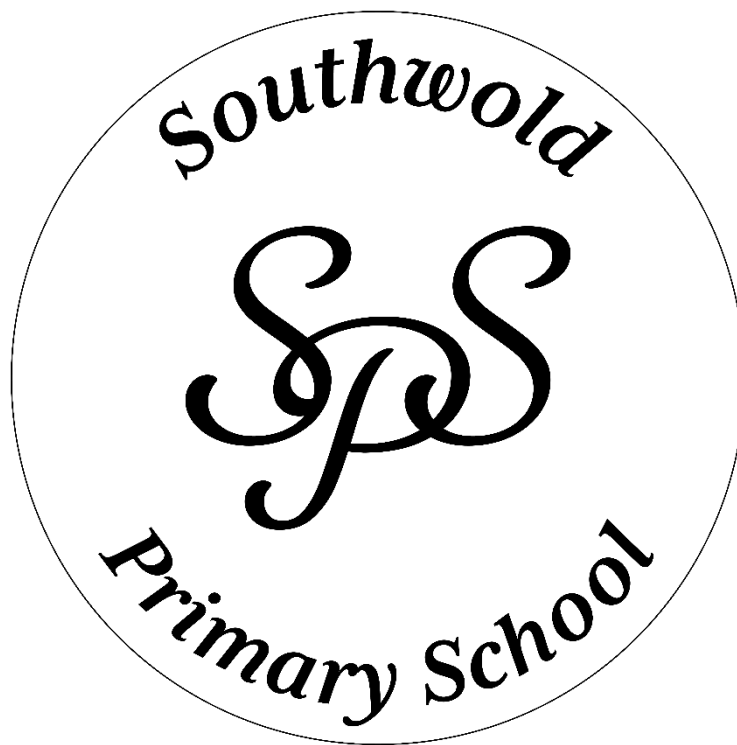




Southwold Primary School and Early Years' Centre

Before and After School Provision Policy

(Breakfast Club & After School Extracurricular Activities)

Date adopted by Governors: 23.06. 26

Review date: 23.06.28

Policy owner: Yolanda Salmeron – Headteacher

Lead DSL: Yolanda Salmeron – Headteacher

1. Introduction

This policy outlines Southwold Primary School and Early Years' Centre, safeguarding arrangements, and expectations for pupils attending Breakfast Club and After School Extracurricular Provision. Southwold Primary School is committed to providing a safe, inclusive, and enriching environment that supports pupils' wellbeing, learning, and personal development.

2. Aims

- To provide safe and supervised childcare before and after the school day
- To support working families through accessible wraparound provision
- To offer enriching activities that promote wellbeing, creativity, and physical development
- To ensure all provision operates in line with Keeping Children Safe in Education (KCSIE)
- To reinforce the school's values of respect, safety, and responsibility

3. Provision Overview

Breakfast Club

- Runs before the school day (8am–8:45am)
- Offers a healthy breakfast and supervised activities
- Ensures pupils are ready for learning at the start of the school day

Morning Booster Classes

- Runs before the start of the school day (typically 8am–8:45am)
- Offers a healthy breakfast (8am–8:45am)
- Provides targeted academic support for identified pupils in areas such as phonics, reading, writing, and mathematics
- Delivered by trained staff to support closing gaps and reinforcing prior learning
- Focuses on small group or individual interventions to accelerate progress and build confidence
- Attendance is by invitation or school recommendation, with parental consent required

After School Provision

- Runs after the school day (typical end time: 4pm–5pm)
- Includes structured extracurricular clubs (sports, arts, academic enrichment)
- Provides a safe, supervised environment until collection

4. Safeguarding and Child Protection

The school has a statutory duty to safeguard and promote the welfare of all pupils.

- All staff working in wraparound provision are **suitably vetted and DBS checked**
- The provision follows the school's **Safeguarding and Child Protection Policy**
- All staff are trained in **KCSIE (Keeping Children Safe in Education)** expectations
- A Designated Safeguarding Lead (DSL) is available during school hours and contactable at all times
- Any safeguarding concerns are reported immediately in line with school procedures
- Pupils are supervised at all times and are never left unsupervised

5. Staffing and Supervision

- Staff-to-pupil ratios are appropriate to age and activity type
- All sessions are led or supervised by trained school staff or approved external providers
- External club providers must provide safeguarding assurances and DBS evidence
- A named lead practitioner is responsible for each session

6. Registration and Attendance

- Attendance is recorded at the start of each session
- Parents/carers must book sessions in advance (where applicable)
- Any absences are recorded and followed up
- Children are only released to authorised adults listed on school records

7. Behaviour Expectations

Children are expected to:

- Follow the school's behaviour policy at all times
- Show respect to staff, peers, and resources
- Follow instructions first time
- Use appropriate language and behaviour

The school reserves the right to withdraw access to provision if behaviour is unsafe or persistently inappropriate.

8. Health and Safety

- Risk assessments are completed for all activities
- First aid provision is available at all times
- Emergency procedures (fire, lockdown) are followed in line with school policy
- Allergies and medical needs are recorded and communicated to staff
- Food provided in Breakfast Club meets appropriate hygiene and dietary standards
- Paediatric trained staff present during breakfast club

9. Food and Nutrition (Breakfast Club)

- A healthy breakfast is offered in line with school food standards
- Dietary requirements and allergies are fully considered
- Pupils are encouraged to make healthy choices

10. Collection and Late Pick-Up

- Children must be collected by an authorised adult
- A password or identification system may be used if required
- Persistent late collection may result in a review of access to provision
- If a child is not collected, school safeguarding procedures will be followed

11. Charging and Payments

- Charges for provision (if applicable) are communicated clearly to parents/carers
- Payment terms are agreed in advance and paid via Arbor
- Non-payment may result in withdrawal of places

12. Inclusion

The school is committed to ensuring all pupils can access provision where safe and appropriate. Reasonable adjustments will be made for pupils with additional needs in line with the Equality Act 2010.

13. Use of External Providers

Where external clubs operate:

- Providers must complete safeguarding checks and sign agreements
- DBS evidence must be provided
- The school retains overall safeguarding responsibility
- Provision is monitored by school leaders

14. Monitoring and Review

- The provision is regularly reviewed by school leadership
- Feedback from staff, pupils, and parents is considered
- This policy is reviewed annually or sooner if required

15. Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children. We follow statutory guidance set out in **Keeping Children Safe in Education (DfE)** and local authority safeguarding procedures.