Belsay Daycare Ltd
Out of School Club Policy

Breakfast club, after school club and holiday clubs

Statement of intent

It is our intention to make our setting accessible to all children, parents, carers and families from all sections of the local community through open, fair and clearly communicated procedures.

Our clubs

We offer an Ofsted registered out of school club which operates Monday to Friday during term time. This wraparound care includes:

Club	Times	Ages
Breakfast club	7:45am to 8:45am	From 2 years old
After school club	3:15pm to 6pm	From 3 years old, and from 2 years old on an individual basis at the manager's discretion, subject to staffing ratios and space
Holiday clubs	As advertised	From 2 years old

All clubs cater for children up to 12 years old. Holiday club dates are planned each academic year and advertised to the local community. All clubs are offered on a first-come-first-served basis. Session charges are set out in our Fees Policy (28).

Belsay Daycare Ltd is an independent charity. It is not part of or controlled by Belsay Primary School, although we work closely with the school to give children a smooth and consistent day.

Registration and places

When a parent or carer makes an enquiry to register their child for wraparound care, we offer a place in accordance with our staff-to-child ratios (please refer to our Staffing and Employment Policy (15)). If a session is full, the parent or carer will be told whether alternative sessions are available and invited to join a waiting list for their preferred sessions.

Children are registered to attend out of school club sessions in accordance with our setting's policies, which are available on our website www.belsaydaycare.co.uk. Hard copies are available at the setting. Further admission guidance can be found in our parent handbook.

Arrivals, collections and movement between school and daycare

Parents and carers must tell daycare staff about their child's movements, for example if the child is attending an after-school club within school, and must let us know if a booked child will not attend. We follow up unexplained absences promptly. If a child is absent without notice, or for a prolonged period, staff contact the parent or carer and, if necessary, the child's emergency contacts, and follow our safeguarding procedures if there is any concern about the child's welfare. If there is any concern that a child is missing, staff follow our Outings and Missing Policy.

- In term time, children attending Belsay Primary School are taken from the daycare setting by daycare staff at the end of breakfast club and released to the care of school staff. Children from breakfast club who are attending preschool sessions remain in the setting with daycare staff.
- At the end of the school day, children who have attended a preschool session and are staying for after school club remain with daycare staff in the setting.
- School-aged children registered for collection are collected from the school premises by daycare staff and taken to the daycare setting. At this stage any additional emergency attendance is confirmed with school staff. If a child expected for collection is not present and school staff cannot explain the absence, daycare staff check immediately with the school and contact the parent or carer, using emergency contacts where necessary.
- Some children attend a school club and then need the daycare after school club. In this case, a member of daycare staff makes a second collection from the school premises at the end of the school club.
- During holiday clubs, children are dropped off and collected at the daycare setting by their parents or carers.
- When children are on the field at collection time, collection is managed so that supervision and ratios on the field are kept at all times, using an agreed collection point or a member of staff dedicated to collection. No member of staff leaves the field group under-supervised.
- Children can only be collected by a suitable person over the age of 16. Please see our Arrivals and Departure Policy for our secure collection arrangements.

Activities

A wide range of activities is on offer to children attending breakfast club, after school club and our holiday clubs. For children in the EYFS age range, the EYFS safeguarding and welfare requirements apply throughout their time with us. Our preschool sessions deliver the full EYFS. For wraparound care, we apply the statutory EYFS flexibilities for learning, development and assessment: provision for children younger than Reception age is guided by those requirements, while children who normally attend Reception or an older class during the school day do not need those requirements to be met or used as guidance during wraparound care.

We plan inclusive and developmentally appropriate indoor and outdoor experiences for all ages, including opportunities for completing homework or having quiet time. We may also plan offsite visits or invite visitors to the setting (for example the local fire service or a children's first aid training service). All activities are fully risk assessed.

Using the shared field

Our clubs often use the village field. It is shared with Belsay Primary School and the wider community, and it is not locked or reserved for daycare. We use it under our Shared Field and Open-Access Outdoor Space Procedure and its risk assessment. In summary:

- the session leader decides each time whether the field can be used safely;
- staff set play boundaries and explain them to the children before going out;
- staff are positioned at the boundaries and access points, and children are usually within sight and hearing of staff and always within sight or hearing;
- we do not permit children or adults outside our group to join in our play, use our equipment or approach or interact with children in our care during club time, and staff intervene promptly if this happens;
- staff bring the children inside if the field cannot be managed safely.

Food and drink

We expect that most children will eat at home before attending the setting, and staff are happy to support children who bring their breakfast with them. A healthy, balanced breakfast option is available to children attending breakfast club where required. Healthy snacks and fresh drinking water are available at after school club. Children are asked to bring a packed lunch to holiday clubs; breakfast and snack options are available.

Allergies and safer eating

Our Food Safety Policy sets out the full arrangements. In our clubs:

- Before a child starts, we obtain, and keep up to date, information about dietary requirements, preferences, allergies, intolerances and relevant health needs, and share this with staff who prepare, handle or serve food.
- At each meal or snack, staff are clear who is responsible for checking that food is suitable for each child.
- While EYFS children are eating, a member of staff with a valid full paediatric first aid certificate is in the room, and children are always within sight and hearing of staff.
- Food is prepared and served in a way that reduces choking risk, taking account of each child's developmental needs.
- Any choking incident requiring intervention is recorded and parents or carers are informed.

Clothing

Parents are asked to provide their children with appropriate clothing, footwear and items so they can join in the activities on offer (for example sun cream, a coat, wellies or gloves depending on the weather).

Behaviour

Children attending the clubs are expected to follow our policies and procedures, with their parent or carer's support (for example, no mobile phone use during club). At the start of each term staff agree the club rules with the children and display them in the setting.

Behaviour is managed under our Behaviour Management and Staff Behaviour Policy (12). Lisa and Joana are our behaviour leads. Staff use positive strategies first. Where behaviour is persistent or puts others at risk, we agree an individual behaviour plan with parents and, with their consent, share information with Belsay Primary School so the child gets a consistent approach. Where a child receives a third formal warning in the same school term, the manager carries out a formal review. Suspension is not automatic. The review may result in a suspension of up to one week where this is necessary and proportionate. After an extremely serious or dangerous incident, parents may be asked to collect their child straight away as a precautionary step, and the manager then decides, normally by the next working day, whether a short suspension is needed. Parents may ask the committee to review any suspension or exclusion decision, as set out in that policy. Permanent exclusion is used only in exceptional circumstances and as a last resort.

Approval and review

Version	2.3, October 2026 (replaces July 2022 version)
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Review date	September 2027
Policy number	42
Signed on behalf of the committee	 **Adam Goldwater**, Chair of Trustees Date: 21 October 2026
Signed on behalf of the staff	 **Lisa Mulholland**, Manager Date: 21 October 2026
Related policies	Admission Policy (1); Arrivals and Departure Policy (2); Food Safety Policy (6); Safeguarding Policy (8); Behaviour Management and Staff Behaviour Policy (12); Complaints Procedure (14); Staffing and Employment Policy (15); Fees Policy 2026-27 (28); Outings and Missing Policy (32); Shared Field and Open-Access Outdoor Space Procedure (44)
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