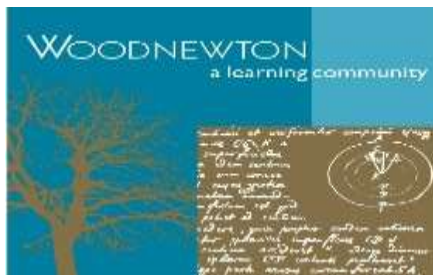


Woodnewton a learning community

Breakfast and Tea-Time Policy 2025-2026



**Inspiring Futures
Through Learning**

After School Club and Breakfast Club Policy

Adherence to Woodnewton School Policies and Procedures:

At Tea-time club and Breakfast club, we adopt and follow all of the Woodnewton School policies and procedures and adhere to these at all times. We also follow all of the IfTL policies and core values.

Some of the policies to particularly highlight with particular relevance to the before and after school club procedures please view (available on the website):

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Equity and inclusion Policy
- Health and Safety Policy
- Special Educational Needs Policy
- IfTL Whistleblowing Policy

There are many additional policies which must be referred to which can be found on the web or upon request.

Introduction

It is deemed that the contents of this document are accepted in full by parents and carers when making a booking.

This document will be reviewed annually or sooner if need be and any changes will be communicated to staff, parents and carers at the time of change.

Our Aims

As part of our ongoing commitment to working parents or those looking for extra activities for their children to attend, Woodnewton school is pleased to offer Tea-Time Club. We aim to support parents and carer's by providing wrap around care out of school hours and welcome new children with the utmost of care and sensitivity.

Woodnewton Tea-time and breakfast club staff

All staff are appropriately qualified as per Ofsted and DCSF regulations and undertake Disclosure and Barring Services (DBS). The Tea-time and breakfast club staff participate in ongoing training and ensure the club meets all legal requirements.

Access and Admissions

Afterschool club & Breakfast club is available to those children who attend Woodnewton school only.

Club register procedure

Woodnewton Tea-time club staff or Breakfast Club Staff will be present at the Club at the start of each session, referring to the register to ensure that Parents/ carers have booked their children in beforehand. The staff will use the register to check that all children are present and on occasions of an absent child, a member of staff will immediately inform the reception/attendance staff to check whether the child has been absent from school on this day. The register is kept in a secure place so that it is readily available in the event of an emergency.

No visitors will be permitted to access to the club without prior permission and are fully compliant with our safeguarding procedures.

Activities Offered

We provide a range of play opportunities in a safe, fun and friendly environment. There is a wide variety of activities on offer during breakfast club, afterschool club and holiday club. Activities include messy play*, team games, sports, TV/DVD and supervised internet access, arts and crafts, and fun cookery projects. Your child will be provided with care whilst having the opportunity to enjoy socialising and new experiences at Tea-Time club.

*Messy play can occur at any time and although aprons will be provided at all times, there is always the potential for children to get mucky so please be aware of this when sending children in new clothes.

Pick-up procedure

School staff are responsible for:

- Ensuring they follow collection procedures
- Ensuring they have access to BromCom and emergency contacts
- Contacting a DSL immediately if they have any safeguarding concerns
 - Contacting a member of SLT with any other concerns including medical or parental/ carer complaints

Collection from school procedures

Persons collecting children:

- All children must be collected by a responsible person aged 16 or over. If a person comes to collect who is under 16 years old, the child will not be released.
- All people who collect children from school must be named on the contact list. This is accessible via the My Child at School app and the school office must be notified.

Tea Time Club Collection Procedures

All children who have never been to Teatime Club before, regardless of year group, needs to have a password for collection even if it is their Parents/carers who are collecting. This password must be given to the school office who will pass it on to the Teatime Club Coordinator.

The Tea Time Club coordinator then needs to ensure that the register is clearly marked with an Asterix (*) next to the child's name. The password needs to be written for all staff to be aware of.

For any person collecting a child not on the contact list parents must be contacted, a password informed and only released with this parental permission and password is shared. SLT must be informed prior to release.

Answering the door

Only an experienced member of Tea Time Club staff is able to answer the door.

Process

Answer intercom



Say 'who are you here to collect?'



If it someone you **know and recognise** is able to collect and is on the collection list, you are able to call for the child to be released. *If the person is not someone who normally collects, you must also have been told that they have permission to collect by the parent or the school office.*

If it is someone you **don't know or recognise** you must ask for the collection password at the door



If they **DO** know the password, and you have been made aware that they are able to collect, you can release the child. Providing that the child knows the adult.

If they **DO NOT** know the password, you **cannot** release the child even if the child seems to know the adult. SLT must be sought.

Contact the member of SLT on duty to call the child's parent to check that they are able to collect and to get a password. The parent then needs to contact the adult who is trying to collect to tell them the password. When the collector tells you the password. The child can go with them.

Safeguarding:

Safeguarding is everybody's business. Woodnewton a Learning Community has an unwavering commitment to safeguarding to ensure that: all our children and young people are safe and feel safe; that children, parents/carers and staff are able to talk about any safeguarding concerns and feel assured that they will be listened to; and that all staff and volunteers are aware of and implement safeguarding procedures and guidance, including what to do if they suspect a child or young person may be experiencing, or be at risk of harm. In essence, we instil a culture of vigilance.

All concerns should be given to our school Designated Safeguarding Leads:
Jezamin Lindsay, Gemma Dennison, Julie Medhurst, Kate West, Kate Harle, Gemma Wylde and Beth Makra.

- In any case where an adult is concerned that a child is, or may be, at risk of significant harm they must report this immediately to the DSL or to a member of the Safeguarding Team who will make a referral directly to Northamptonshire Multi-Agency Safeguarding Hub (MASH) on **0300 126 7000**.

- If a child or other person is at immediate risk of harm, the first response should always be to call the police on **999**. This policy applies to all adults, including volunteers, working in or on behalf of Woodnewton a Learning Community.
- If a concern is in relation to a member of staff at Woodnewton (who is not the Headteacher), please contact Kate West Head on **01536 265173** to report this concern.
- If a concern is in relation to the Headteacher/ Head of School, please contact the Chair of Governor (Adam Palmer) via Anne Russell on 01536 265173 or annerussell@woodnewtonalc.com

Policy dated: September 2025.

Review and renewal due: September 2026.