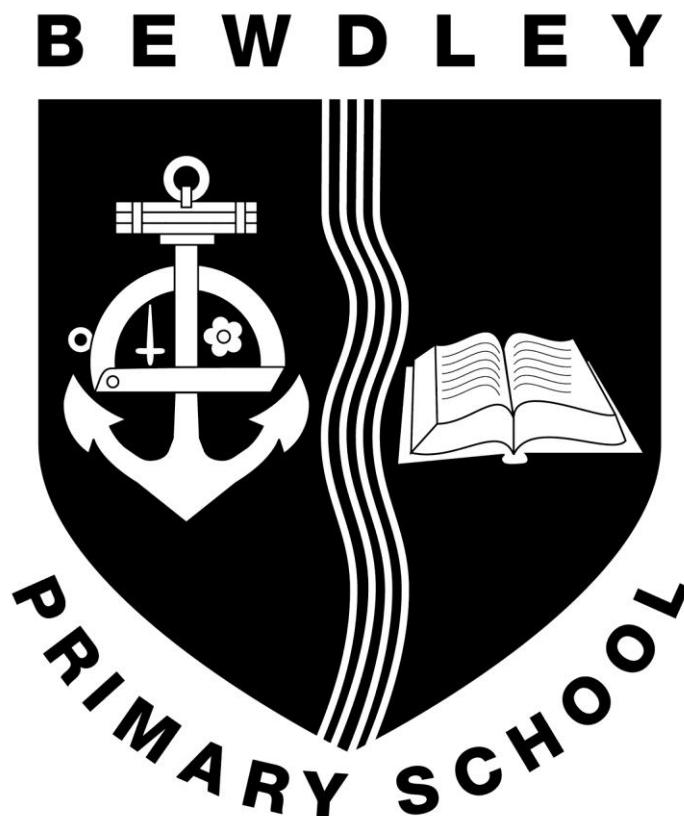


Reviewed September 2026

Next review September 2027



Before and After School Childcare Policy

Including RASCALS and the Free Breakfast Club

1. Purpose and scope

Bewdley Primary School provides before and after school childcare to support children and families. Our provision is designed to be safe, welcoming, inclusive and enjoyable, with opportunities for children to eat, play, relax and socialise around the school day.

This policy covers the school's paid wraparound provision, known as RASCALS, and the Free Breakfast Club. It should be read alongside the school's safeguarding, behaviour, medical, allergy, food and health and safety arrangements.

2. Our childcare offer

RASCALS

RASCALS is the school's paid before and after school childcare provision. It is available to pupils from Nursery age 3 (children must be aged 3 or over) through to Year 6, subject to available places and the school's ability to meet children's needs safely.

Paid before-school RASCALS provision begins at 7:30am. For pupils in Reception to Year 6, the paid element finishes when the Free Breakfast Club begins at 8:00am. Nursery children aged 3+ may attend the before-school provision but are not eligible for the nationally funded Free Breakfast Club and therefore remain within paid provision.

After-school RASCALS runs from the end of the school day until 5:30pm. Children are offered a range of age-appropriate indoor and outdoor activities and a light snack.

Free Breakfast Club

The Free Breakfast Club operates from 8:00am to 8:30am for pupils in Reception to Year 6. It forms part of the school's wider before-school offer and is free to eligible pupils. Children attending paid RASCALS before 8:00am move seamlessly into the Free Breakfast Club at 8:00am.

Current arrangements for breakfast, arrival times and any booking requirements are published on the Free Breakfast Club page of the school website.

3. Bookings, places and charges

Places in RASCALS are limited so that the school can maintain safe and appropriate staffing and supervision. Places are normally allocated on a first-come, first-served basis through the school's booking system.

- Current session times, charges, booking windows, cancellation arrangements and payment methods are published on the RASCALS page of the school website and through the school's booking system.
- Parents and carers are responsible for keeping contact, medical and emergency information up to date.
- Occasional or emergency bookings may be accepted where a place is available and appropriate staffing can be maintained.
- Parents and carers should tell the school if a booked child will not attend.
- Booked sessions must be paid for in accordance with the published arrangements. Outstanding payments may affect future bookings.
- The school may apply a late-collection charge in accordance with the current published charges.
- Parents and carers will be given reasonable notice of changes to charges or booking arrangements.

4. Staffing, safeguarding and supervision

Children attending before and after school childcare remain part of the school's safeguarding arrangements. Staff follow the school's Child Protection and Safeguarding Policy and know how to contact the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead.

- Staff working in the provision receive appropriate safeguarding training and are subject to the school's safer recruitment and suitability arrangements.
- Staffing is organised to ensure children are adequately supervised and their individual needs can be met safely.
- The school applies the relevant Early Years Foundation Stage safeguarding and welfare requirements for children within the EYFS, including Nursery children aged 3+ and Reception pupils.
- Where EYFS children are eating, the school will ensure that the applicable paediatric first-aid and safer-eating requirements are met.
- Any safeguarding concern arising during the provision will be recorded and managed in line with the school's safeguarding procedures.

5. Food, allergies and medical needs

Food and drink provided through RASCALS and the Free Breakfast Club will reflect relevant school food, nutrition, food safety and allergy requirements. Staff involved in preparing or serving food will receive appropriate information and training for their role.

- Parents and carers must ensure that the school has current information about allergies, dietary requirements and medical needs.
- Relevant individual healthcare plans, allergy plans and emergency medication arrangements apply during before and after school provision.
- Medication will be administered only in accordance with the school's Managing Medicines arrangements.
- Children will be supervised appropriately while eating, with particular regard to the additional safer-eating requirements for EYFS children.

6. Inclusion and additional needs

Bewdley Primary School aims to make its childcare provision as inclusive as possible and will consider reasonable adjustments to enable children with SEND, disabilities, medical conditions or other additional needs to participate.

Where a child may require additional support, the school will discuss their needs with parents or carers and consider what adjustments, staffing, resources or risk-management arrangements are reasonably required. Decisions will be made individually and in accordance with the school's legal duties; children will not be excluded simply because they have an additional need.

In exceptional circumstances, where the school cannot safely meet a child's needs within the provision despite reasonable adjustments, the headteacher or another senior leader will discuss this with the family and consider appropriate next steps.

7. Behaviour

The school's Behaviour Policy and expectations of being Ready, Respectful and Safe apply during before and after school childcare. Staff will support children to regulate their behaviour and participate positively in the provision.

Where behaviour presents a significant or persistent risk to the child or others, staff will work with the child and family to identify appropriate support and reasonable adjustments. In exceptional circumstances, a place may be suspended or withdrawn where safe provision cannot be maintained. Any such decision will be proportionate, considered individually and communicated by a senior leader.

8. Collection and late collection

Children attending after-school RASCALS must be collected by 5:30pm. Children will only be released to a parent/carer or an authorised person in accordance with the school's collection arrangements.

- If someone not previously authorised arrives to collect a child, staff will seek confirmation from the parent or carer before releasing the child.
- If authorisation cannot be confirmed, the child will remain in the school's care.
- Parents and carers who are delayed must contact the school as soon as possible.
- If a child has not been collected, staff will attempt to contact parents/carers and the emergency contacts held by the school.
- Where a child remains uncollected and the school cannot make safe collection arrangements, the headteacher or senior leader will follow the school's safeguarding procedures and may seek advice or assistance from children's social care and/or the police.
- Repeated late collection may result in additional charges and/or a review of the child's place.

9. Transition to and from the school day

At the end of before-school provision, children are transferred safely into the school day. Nursery and other younger children are supported to reach their class or designated staff as appropriate.

At the end of the school day, children booked into RASCALS are transferred to the club using the school's agreed arrangements. Attendance is checked so that staff know which children are in their care.

10. Accidents, emergencies and closure

Accidents, first aid and emergencies will be managed in accordance with the school's established procedures. Parents and carers will be informed of accidents or incidents as appropriate.

If the school has to close or childcare provision cannot operate safely, families will be informed as soon as reasonably possible. Any arrangements regarding charges or refunds will be communicated in line with the circumstances and the school's published booking terms.

11. Monitoring and review

The headteacher will keep this policy and the operation of the provision under review. It will be updated when necessary to reflect changes in legislation, statutory guidance, national programmes or the school's operational arrangements.

Variable information such as current charges, session options and booking windows will normally be maintained on the school website and booking system rather than requiring amendment of this policy.

12. National guidance considered

This policy has been reviewed with regard to current national guidance, including:

- Department for Education: School-age childcare guidance for schools (2026).
- Department for Education: Free breakfast clubs - guidance for schools and trusts, including phase 1 of the national rollout from April 2026.
- Department for Education: Free breakfast clubs grant conditions for the 2026 to 2027 academic year.
- Keeping Children Safe in Education and the Early Years Foundation Stage statutory framework, as applicable.
- Relevant school food, safer-eating, allergy, medical, health and safety requirements.