Staffordshire University Academy Trust		St. Edward's Academy Cheddleton **Brambles Before and After School and Holiday Provision Policy**				
Approved by:	SEAC LAC	Issue Date:	30.06.26	Review Date:	30.06.27	
Policy Owner:	Brambles Manager: Mrs S CURLEY					
Audience:	LAC	☒	Trustees	☐	General Public	☒
	Staff	☒	Parents	☒	Pupils	☒

Brambles operates in accordance with all St Edward's Academy Cheddleton (SEAC) policies. These can be accessed on our Academy website https://www.stedwardscheddleton.co.uk If you would like a paper copy of any policy, please speak with to a member of the Brambles Staff.

Mrs Curley is the Brambles Manager at St Edward's. She is responsible for supporting staff with safeguarding, health and safety and welfare management. The Academy Designated Safeguarding Lead (DSL) is Mrs Sue Machin (Principal) and the Deputy Designated Safeguarding Leads are Mrs Stephanie Curley and Mrs Denise Leese, whose roles and responsibilities extend to Brambles provision staff, in relation to welfare and safeguarding needs.

In the event of Mrs Curley's absence, Mrs Waddell (Deputy Manager) will take on all management responsibilities, outlined in this policy.

Introduction

St Edward's CE Academy Cheddleton provides a high quality Before and After School and Holiday Club which is led by our Local Academy Council and qualified academy staff. The provision is for children of St. Edward's CE Academy, Cheddleton.

The children are encouraged within a 'home from home' environment to play, have fun and relax within the club. Tailored activities are offered and 'Homework' time given to those who wish to take the opportunity. Resources are age appropriate and based on the children's interests.

Brambles provision is an extension of our academy and, as such, is comparable in ethos, vision and values. We will teach wisdom, model and expect respect for all. We will nurture compassion, responsibility, courage and perseverance, equipping our children for life in all its fullness as honest adults in our diverse and ever-changing world. We aspire to work collaboratively with our academy, Multi-Academy Trust, local, national and global communities as by…

Learning and Caring Together '…they will flourish in the courts of our God' (Psalm 92:13)

Before and After School Club

The Before School Club operates between 7:30am – 8:45am term time and the After School Club operates between 3:15pm and 6.00pm term time. Breakfast and an afternoon snack are provided and dietary needs are accommodated.

Holiday Club

Our Brambles Holiday Club offers exciting theme-based activities. We take advantage of our extensive grounds that include the forestry area, gardens and playgrounds. The club hours are 7.30am – 6.00pm. Parents have an option of booking a full day (7.30am – 6.00pm) or a short day (9.00am – 3.00pm).

We provide breakfast, morning and afternoon snack, with children bringing their own packed lunch. Please see our healthy eating policy.

Our holiday club is open during all school holidays, with the exception of bank holidays, the Christmas break (approx. 2 weeks) and a staff training day in September.

Admissions

1. All places are subject to availability at the discretion of the Brambles Manager and Academy Principal.
2. The Registration and Childcare Agreement must be completed prior to the child's commencement at Brambles.
3. Academy permissions for activities, photographs etc will also be adhered to for children accessing our Brambles provision.
4. All Brambles staff are made aware of the details of a new child.
5. Where there are medical needs the Brambles Manager will liaise with the child's parents/carers and SEAC, and inform all other Brambles staff of care plan needs.
6. Where there are additional needs Brambles staff will liaise with the academy's inclusion team.
7. Places are booked in advance via the Hivelink system and can be cancelled up to 7 days prior to the booking
8. Children's attendance is recorded in the online Hivelink register.

Charges, Invoices and Payments

For children in Reception to Yr4

Session	Time	Price
Before School Club	07.30 – 8.45	£5.00
Before School Club	8.15 – 8.45	£2.00
Includes Breakfast of; Toast, Cereals, fruit and Yoghurts		
After School Club	Dismissal - 18.00	£12.00
Includes High Tea		
Holiday Club Full Day	07.30 - 18.00	£42.00
Includes Breakfast, Fruit Snack, High Tea and drinks **however a packed lunch is required**		
Holiday Club Short Day	09.00 – 3.00	£24.00
Includes Breakfast, Fruit Snack and drinks **however a packed lunch is required**		

Wraparound Care club fees for Nursery children (Caterpillars, Butterflies & Ladybirds)

Session	Time	Price
Before School Club	07.30 – 8.45	£6.25
Before School Club	8.15 – 8.45	£2.50
Includes Breakfast of; Toast, Cereals, fruit and Yoghurts		
After School Club	Dismissal - 18.00	£15.00
Includes High Tea		
Holiday Club Full Day	07.30 - 18.00	£52.50
Includes Breakfast, Fruit Snack, High Tea and drinks **however a packed lunch is required**		
Holiday Club Short Day	09.00 – 3.00	£30.00
Includes Breakfast, Fruit Snack and drinks **however a packed lunch is required**		

- An extra charge will be made to parents who collect their children after 6.00pm at a rate of £5 for the first 15 minutes and £5 every 15 minutes after that.
- Failure to pay fees on time may result in a late payment fee and can result in termination of your child(ren)s place(s).
- Our fees are standard and must be paid for every day reserved. **Booked places for absence are not refundable and unused provision will not be carried forwards.** Extra sessions will be accommodated whenever possible.
- In line with Staffordshire University Academies Trust Policy, childcare is paid for on booking. Payment can be made via Hivelink, Childcare Vouchers or Tax Free Childcare. Children attending Nursery, who are entitled to the 30-hour funding, can also use this towards their childcare costs in Brambles.

Any invoice or funding queries should be directed to Mrs Ullman, our Office Services Manager l.allman@stedwardscheddleton.co.uk or 01538 714840.

Staffing

Suitable people

The school will:

• Ensure whole school safeguarding policies and procedures include EYFS Statutory Framework 2025 requirements, including recruitment and whistleblowing procedures.
• Ensure that people looking after children are suitable, have the relevant qualifications, training and have passed any required checks to fulfil their roles. This also applies to any person who may have regular contact with children.
• Take appropriate steps to verify qualifications, including in cases where physical evidence cannot be produced.
• Obtain an enhanced criminal records check in respect of every person aged 16 and over who works directly with children or works on the premises – additional criminal records checks will also be made for anyone who has lived or worked abroad.
• Tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children.
• Not allow people, whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children.
• Record information about staff qualifications and the identity checks and vetting processes that have been completed – this must include the criminal records check reference number, the date

a check was obtained and the details of the person who obtained it.
• Make a referral to the DBS where a member of staff is dismissed, or would have been, had the person not left the setting first, because they have harmed a child or put a child at risk of harm.
• Ensure that no disqualified person is employed to work in connection with early years provision.
• Take appropriate action to ensure the safety of children if they become aware of any information about staff that may lead to their disqualification
• Notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children in their setting and provide specific details of any order made

Qualifications, training, support and skills

SAEC must ensure staffing ratios are compliant with Early years qualification requirements and standards - January 2026

The school will ensure that:

• Staff training is in alignment with Annex C of The EYFS Statutory Framework 2025: Criteria for effective safeguarding training.
• It follows its legal responsibilities under the Equality Act 2010.
• All staff receive induction training to help them understand their roles and responsibilities. This will include information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues.
• All staff are trained to:
- Identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.
- Understand the school's safeguarding policy and procedures.
- Ensure they have up to date knowledge of safeguarding issues.
• The DSL attends a child protection course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect
• Support staff undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.
• It puts appropriate arrangements in place for the supervision of staff who have contact with children and families.
• At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings.
The certificate must be for a full course consistent with the criteria set out in Annex A. PFA training must be renewed every three years and be relevant for people caring for young children and babies.
• Schools should take into account the number of children, staff, and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.
• All staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early years setting.
• All staff who have completed the experience-based route must obtain a PFA qualification before they can be included in the staff: child ratios at level 3. To continue to be included in the ratio requirement the certificate must be renewed every 3 years.

• Schools should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.
• Staff have sufficient understanding and use of English to ensure the wellbeing of children in their care.
All members of staff who have contact with children and families will be supervised by the EYFS lead. The supervision will provide opportunities for staff to:
• Discuss any issues, particularly concerning the development or wellbeing of children, including any child protection concerns.
• Identify solutions to address issues.
• Receive coaching to improve their effectiveness

Staff: child ratios

• Schools must ensure that staffing arrangements meet the needs of all children and ensure their safety. They must ensure that children are adequately supervised, especially whilst eating, and decide how to use staff to ensure children's needs are met.
• Schools must inform parents and/or carers about how staff are organised, and, when relevant and practical, aim to involve them in these decisions.
• Children must usually be within sight and hearing of staff and always within sight or hearing.
• Level 3, staff holding an Early Years Educator qualification, and those who have received approval to be included in the ratios at level 3 after attaining experience-based route status, must also have achieved a suitable level 2 qualification in English.

The ratio requirements below apply to the total number of staff available to work directly with children. Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.

For children aged three and over, including nursery classes in academies where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, an instructor, or another suitably qualified overseas trained teacher, is working directly with children:
• For classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children.
• For all other classes there must be at least one other member of staff for every 13 children.
• At least one other member of staff must hold an approved level 3 qualification, or have received approval to be included in the ratios at level 3 after attaining experience-based route status.
For children aged three and over, including in nursery classes in academies where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status no instructor, and no suitably qualified overseas trained teacher, working directly with children:
• There must be at least one member of staff for every eight children.
• At least one member of staff must hold an approved level 3 qualification, or have received approval to be included in the ratios at level 3 after attaining experience-based route status.
• At least half of all other staff must hold an approved level 2 qualification.
Before/after school care and holiday provision
Where the provision is solely before/after school care or holiday provision for children who normally attend reception class (or older) during the school day, there must be sufficient staff as for a class of 30

children. It is for school leaders to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children.
It is also for senior leaders to determine what qualifications, if any, the manager and/or staff should have.
Where before, after school and/or holiday provision is provided for younger children, including nursery, all statutory framework requirements, including staff ratios, qualifications and recruitment procedures must be adhered to in full.

Supervision

• Ensure that at least 1 member of staff has a valid Paediatric First Aid certificate (from a course consistent with the criteria set out in Annex A of the latest EYFS framework).
• Ensure that staffing ratios are maintained during meal/snack times (in line with EYFS Framework).
• Ensure that all children will be within sight and hearing of a member of staff while eating.
• Ensure staff are positioned to observe all children clearly and respond immediately to any signs of difficulty; seating arrangements are deliberately planned to ensure clear visibility of all children and enabling rapid response to any emergency situation.

Safer Sleep
We promote safe, developmentally appropriate rest and sleep opportunities in line with the EYFS 2025, Lullaby Trust safer sleep guidance (2024–25), NHS safer sleep advice, and Ofsted requirements for risk-assessed provision

• Children will be supported to rest or sleep when they need to.
• All sleep provision is risk assessed, supervised and regularly reviewed.
• Staff follow strict safe sleep procedures based on national guidance.
• Parents' routines and cultural expectations are respected, but unsafe sleep practices will not be followed (e.g., blankets over faces, soft toys for comfort in cots, raised pillows).
Safe Sleep Procedures
All sleep environments must:
• Be quiet, appropriately lit and well-ventilated
• Maintain a safe temperature (16–20°C recommended by Lullaby Trust)
• Be free from hazards, hanging cords, heaters or loose bedding
• Use firm, flat mattresses with fitted sheets only
• Be separate from active play areas where possible
Positioning
• All children are placed on their back to sleep, unless a medical plan specifies otherwise.
• Once a child can roll independently, we continue to place them on their back but do not reposition them once asleep.
• No wedges, positioners or restraining pillows may be used.
Bedding & Clothing
• No pillows, duvets, sheepskins, cot bumpers or soft toys are permitted.
• Babies must not sleep in hats or outdoor clothing.
• Sleeping bags (correct tog) may be used if provided by parents.
Supervision
• Sleeping children are visually checked every 5–10 minutes and logged.
• A staff member must always remain close enough to respond immediately.

• For buggy or pram sleeps (only if risk assessed), additional proximity supervision is required (see transport sleep below).

Equipment

• All cots, sleep mats or pods must comply with British Safety Standards (BS EN 716).
• Soft-sided pods or nests are not permitted as primary sleep spaces.

Staff Training

All EYFS staff receive training on:

• Recognising unsafe sleep risks
• Lullaby Trust updates
• How to check a sleeping child safely
• Emergency procedures

The Health and Safety Policy outlines the full health and safety policies and procedures.
The school will have a Fire Safety Policy in place.

Arrival at Before School Club and Holiday Club

- Parents/carers are required to bring their child directly to Brambles via the door on the Key Stage One playground.
- A register of arrival is maintained via the Hivelink system.
- Parents/carers must inform the staff if their child is going to be absent prior to the booked session.
- In the Early Years and Key Stage One, children will be taken to their classes by a member of the Brambles Team. Most children in Key Stage Two walk between Brambles and their classrooms independently (internally).

Departure from After School Club and Holiday Club

- In the Early Years and Key Stage One, children will be collected from their classes by a member of the Brambles Team and escorted to Brambles. Most children in Key Stage Two walk between Brambles and their classrooms independently (internally).
- A register of 'arrival' is maintained via the Hivelink system and is completed before Brambles commences.
- Parents/carers must inform the staff if their child is going to be absent prior to the booked session.
- The team will liaise with the class teacher/office to determine any reason for absence.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date. Children will only be dismissed to people authorised to collect.
- Parents/carers are required to collect their child directly from Brambles via the door on the Key Stage One playground.
- There must be a face-to-face handover and children will be 'signed out' by Brambles staff, via the Hivelink system.
- Parents/carers must collect their child by 6pm. If they are collected later than this, then academy procedures for late collection will be initiated and a charge will be applied.

Please note: parking on the academy staff and visitor car park is not permitted for parents/carers.

Behaviour

- The BASC's designated member of staff responsible for behaviour management is the Brambles Manager Mrs Curley (in liaison with the academy's Personal Development Behaviour and Attitudes Lead).
- Brambles will work alongside the Academy's Behaviour Policy. Children are rewarded for demonstrating our academy values in action (Respect, Courage, Perseverance, Compassion, Honesty, Resilience, Wisdom).
- If a child's behaviour is causing concern, then Brambles Manager will be informed immediately and collaborative support from The Senior Leadership Team will be accessed.
- Brambles staff will log incidences of inappropriate behaviour in line with our Academy Behaviour Policy.
- Where it is deemed necessary, a meeting will be held to discuss the suitability of the child's access to Brambles.
- See Brambles Behaviour Policy

Medication and Illness

- Children who are not well enough to attend school should not attend Brambles.
- Staff will administer prescribed medicine in line with the Academy's Policy and Procedures.
- Parents must provide written permission for the administration of all medication.
- If a child becomes unwell, a member of Brambles staff will contact the parent/carer to collect. They will be informed of procedures with regards to return to school, for example, if they have sickness and diarrhoea or an infectious illness. Staff will refer to the Public Health Agency guidelines.

First Aid

- All accidents will be recorded accurately and reported to the parents/carers upon collection and signed by a member of BASC staff and the parent.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken and by whom.
- All incidents are dealt with by a qualified first aider.

Communication

- Brambles direct phone line number and answer service is 01538 714845.
- Mrs Curley will manage day to day communication, messages, queries and questions.
- The Brambles team work closely with the class teachers and support staff to ensure smooth transitions and continuity of care at St Edward's.
- Parents can communicate directly with Mrs Curley via Dojo.

BASC feedback

- We value all comments about our Brambles provision and we will endeavour to address concerns at the earliest stage possible. In the first instance, complaints should be directed to a member of Brambles staff or Management (Mrs Curley), who will refer the issue to the most appropriate person.

Access to information

Brambles operates an open access to information policy and parents are welcome at any time to view our policies and procedures. These can also be found on our Academy website. https://www.stedwardscheddleton.co.uk