

**BREAKFAST CLUB
POLICY**

**LOW ASH
PRIMARY SCHOOL**

JULY 2018

Rationale

The breakfast club is organised by Low Ash Primary School. It is an extended school activity designed to cater for children attending the school from 8am each day until school starts at 8.45am. Breakfast is provided as part of the provision so that children can start the day with a healthy meal. Catering is provided by Facilities Management who also run the school meals service at Low Ash. Children are encouraged to develop independence through making decisions in their choice of food, drink and activity, developing social and interactive skills through their interaction with each other. A number of school policies are referred to within this policy as they also apply to breakfast club. These policies can be viewed via the school website or a copy can be made available by request at the school office.

Objectives

- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.
- To enable pupils to eat a healthy breakfast before school in a friendly, relaxed environment.
- To provide a range of activities for pupils attending the breakfast club.
- To provide affordable childcare for parents/carers of pupils at the school.

Organisation

The breakfast club can cater for up to a maximum of 24 pupils. It is open from 8am to 8.45am every school day, but not during weekends and school holidays. It is held in the main school hall and food is prepared in the school kitchen which adjoins the hall.

Parents/carers wishing to use breakfast club for their child should sign a contract agreeing to the policy and terms before their child starts to attend breakfast club.

Pupils should arrive no later than 8.15 so that breakfast can be eaten and cleared away no later than 8.30am. Pupils' details, medical conditions, emergency contact numbers are kept in the school office – it is the responsibility of parents/carers to notify any changes of details.

Charging

The charge will be reviewed on an annual basis, prior to the start of the spring term, to ensure that all costs are covered. Any change in charge will be notified to parents/carers at least one month in advance.

The charge includes breakfast and all activities. It covers the cost of staffing, food and resources. Fees should be paid at the beginning of each week. In the event of non-payment, a reminder letter will be issued giving one week to pay any outstanding amount. After this, attendance at breakfast club will not be allowed.

Attendance

It is expected that pupils will attend sessions they are booked onto. Refunds will not be given for non-attendance.

Staffing and supervision

Pupils attending breakfast club are supervised at all times. The ratio of staff to pupils is 1:8. All members of staff are CRB checked. At least one member of staff holds a current first aid certificate.

There should always be three members of staff on duty, with at least two members of staff in the hall during breakfast club at any given time. There are regular opportunities to use the toilet facilities with one member of staff accompanying pupils to/from the hall.

One member of staff has appropriate qualifications to deliver the Early Years Foundation Stage provision as defined in the EYFS document. This member of staff is the 'key worker' for any pupils from the reception year group. As such, he/she is the point of contact for any information or concerns regarding pupils in this year group.

In addition to school staff, one member of the kitchen staff prepares and serves breakfast. This member of staff holds a food hygiene certificate.

Registration

Children must be dropped off at the hall fire exit door by a parent/carer and registered as they enter the hall. In the event of an emergency, the register is taken to ensure that all pupils registered are accounted for.

Food

Food and drink complies with the requirements of food in schools and constitutes a healthy breakfast. The following choices are available:

- Choice of cereals (not containing sugar), such as rice crispies, weetabix, porridge
- Toast or crumpet with margarine or jam
- Fruit juice or water
- Yoghurt

Activities

A number of activities are available across the week including art/craft activities, books, games, toys and children's TV. Pupils may choose which activities they participate in and they can mix with pupils from other age groups. The key worker ensures that provision is appropriate for EYFS pupils.

Behaviour

The school's Behaviour and Anti-Bullying Policy also applies to breakfast club. Pupils are expected to show good standards of behaviour and consideration towards others. If there are concerns regarding behaviour, parents/carers will be informed. If there are continued concerns regarding the behaviour of a pupil at breakfast club, they will be asked to find alternative provision. This will be as a last resort, having tried alternative means of managing behaviour.

Safeguarding

The school's Safeguarding and Child Protection Policy also applies to breakfast club. Staff are diligent in supervising pupils and ensuring their safety during the session. Risk assessments are carried out and reviewed annually, or earlier if necessary.

Staff are vigilant in identifying safeguarding issues, reporting concerns in writing to the 'Named

Person' for child protection in school, namely the headteacher, deputy or assistant head. Staff attend child protection awareness training at least every three years.

Equality The school's Equality Policy also applies to breakfast club. All activities are available to any pupil who wishes to access them, regardless of age, gender, race, religion, special need or disability. Reasonable adjustments will be made to accommodate needs which are already provided for within the school.

Staff absence

Cover for staff absence will be organised to ensure that staffing ratios are maintained. All cover staff come from within the school staff team and are CRB checked.

Fire procedures

Staff and pupils should exit the hall via the fire doors and proceed through the car park to the school playground. The register will be checked to ensure that all those registered are accounted for.

First Aid

A qualified first aider is present at all times. If first aid is given it will be recorded in the first aid book and parents/carers will be notified by a slip or note in the link book (EYFS)

Administering medication

The school's Policy for Administering Medication also applies to breakfast club. No medication can be given by school staff unless there is a written request agreed by the headteacher. In the unlikely event of the need to administer medication, the agreement will identify the medicine, dose, time and storage instructions.

Complaints Procedure

The school's Complaints Procedure also applies to breakfast club. The policy identifies the process by which informal and formal complaints may be made.

Many queries and complaints can be dealt with informally, initially by approaching a member of breakfast club staff. If this does not resolve the matter, the steps in the complaints procedure should be followed.

Policy review

This policy will be reviewed by the Full Governing Body - Resources Committee every two years.

Signed:

Chair of Governors 18.07.18

Review date: July 2019