



Breakfast Club Policy

Review Committee

Policy and Resources

Date Adopted

14 November 2018

Date of next review

14 November 2021

Signed (Chair of Governors)

Sarah Allan

Aims

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day;
- To provide an affordable, early drop off childcare facility for parents/carers;
- To continue to build positive links and relationships with parents;
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment;
- To provide a calm play environment in which for children can engage socially with children from other year groups, therefore strengthening relationships in the school and local community.

Procedures

Staffing

There will always be a minimum of two Breakfast Club Supervisors at each session, working on a ratio of 1:13. This means that a maximum of 26 children can attend at any one session.

Staff will be on site from 7:45 to set up ready to open at 8:00 am

Use of Registers

Children will be registered as they are admitted by the main door by one of the staff on duty. Parents must sign their child into the building. Children will be escorted to the Hall for the club. There will also be a register in the Breakfast Club.

Cooking and Serving Facilities

The school kitchen will be used for preparation and serving food and will comply with Environmental Health Food Safety Standards.

Kitchen staff will be in charge of preparing and serving food and will have Food Hygiene Certification

Menus

Menus of what is available will be made available to parents and should address any possible allergies. Menus will be displayed on the school notice board and on the school website.

Allergy information should be updated regularly and Mowbray Primary staff will have access to this.

Organisation

Breakfast club will be open to pupils from Nursery to Year 6 from 8:00 am – 8:45 am.

Children will be admitted and registered at the main entrance and then taken to the school hall.

The charge of £2.00 covers the cost of care and breakfast, which consists of a choice of cereals, toast, fresh fruit juices, water, yoghurts and fruit. Parents will be given one month's notice of any increase in fees. All fees must be paid on the Thursday of the week before, or can be paid in advance if you wish. The school reserves the right to exclude a child if fees

are not paid, after an agreed period. In the case where a child is ill and absent from school, any monies paid will be carried forward. However, if a place is booked and your child does not attend, but is in school that day, those monies will not carry forward.

Staff will be responsible for the care and management of children, treating them with respect at all times.

Before eating, children should use hand sanitiser.

Breakfast will be served as soon as the children arrive and will be brought to the table.

Once children have finished their breakfast they then take their plates to be cleaned and go to the range of table top activities available.

Children will only use the toilets in the EYFS unit.

Children will need to help with tidying up equipment used at 8:40am, and then one of the supervisors will take them to the KS2 doors to the yard, KS1 door and also Early Years unit.

Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the contacts file in the school office. These need to be kept up to date, in case of emergency.

Behaviour

Because the Breakfast Club is run by the school, the existing school Behaviour Policy will be followed.

Children who do not behave well or do not show respect for staff or each other will be banned from the club – either permanently or temporarily depending on circumstances.

Communication with Parents

Office Staff will have verbal communication with parents/carers bringing children, which may involve passing messages to classroom teachers. A note of these messages should be recorded in a notebook which is passed to the office staff, who will convey the message to teachers.

Written notes to parents from the Breakfast Club Staff will be passed on via the child's classroom teacher.

Parents may make appointments with a member of the Management committee and Breakfast Club Staff to discuss matters/issues pertaining to the Breakfast Club

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club, will have an enhanced DBS clearance.

Breakfast club staff will follow existing school policies and procedures for Child Protection and the Code of Conduct.

Where ICT equipment is used, they must also follow the schools E-Safety policy and procedures.

Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the closest available exit.

They will congregate in the school playground.

The club register should be taken outside and all names checked.
There will be a fire practice once per term.

Medication

Inhalers are kept in classrooms. If a child needs an inhaler, a member of the breakfast Club staff will escort the child to the classroom and observe that the medication has been taken correctly.

All other medication administered will follow the existing school policy.

Risk Assessment

A separate risk assessment has been completed for Breakfast Club sessions and activities. Please see attached sheet.

Confidentiality of Documents

Confidential documents are kept in the school office in a locked filing cabinet.

Cancellation

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies. In the event of school closure, this would be reported on the Northumberland County Council Website.

In the event of a parent wishing to make a complaint, this should be made in the first instance to the member of staff organising the club. If a parent is still concerned then the matter should be taken to Mrs Dodds.