



# **Breakfast Club Policy and Procedure**

<b>Adopted</b>	<b>December 2017</b>
<b>Review</b>	<b>December 2018</b>

## **Introduction**

St Pius X RC Primary School Breakfast Club is supported by Greggs Foundation, who want to provide a simple nutritious breakfast to children.

The Greggs Foundation provide initial setup costs, free bread from the local Greggs shop and funding for other food stuffs and equipment and board games.

## **Aims**

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- To provide children with a simple nutritious breakfast before the beginning of the school day in a pleasant, calm and relaxed environment.
- To provide a wide range of structured play activities, enabling children to engage socially and learn with children from other year groups.
- To continue to build positive relationships with parents.

## **Organisation**

- Breakfast Club begins at 7.30 am.
- Parents are asked not to bring their child to Breakfast Club prior to the start time of 7.30 am or after 8.30 am. Persistent abuse of this condition could result in the withdrawal of the place.
- Breakfast Club is held in our main school hall.
- For Safeguarding purposes parents must bring their child into school via the main entrance and ensure they have been handed over to a member of the Breakfast Club staff.
- In circumstances of over subscription places will be allocated on a first come, first served basis and a waiting list will be maintained and kept in the school office.
- All requests for places must be made via the school office and a Registration Form completed.
- Once a place is available parents will be notified via telephone.
- The limited 60 places are open for children from Nursery to Year 6.
- Breakfast Club does not operate on Professional Development Days.
- At 8.45am children will be taken, by Breakfast Club staff, to their classroom.
- Games and activities are available to choose from after the children have had their breakfast. Bringing own games, toys, etc is not allowed.
- Normal school rules apply during this time.
- Places are limited so if you no longer require this service please advise the school office immediately.
- Children are registered annually for Breakfast Club.

## **Staffing**

- There are four Breakfast Club Supervisors who are on site from 7.30 am.
- If a member of staff is going to be absent they will ring the Headteacher before 7.30 am.

## **Safeguarding**

- In accordance with safeguarding arrangements, everyone involved in the running of the Breakfast Club will have a current DBS clearance. These records are held in the school office.
- Breakfast Club staff follow existing school policies and procedures for child protection and the code of conduct.
- Where ICT equipment is used they must follow the school's E Safety Policy and Procedure.

## **Behaviour**

- As the Breakfast Club is run by the school, the existing school Behaviour Management Policy will be followed.
- If a child continues to behave badly the school reserves the right to withdraw the place, either temporarily or on a permanent basis.

## **Catering**

- The school kitchen is used for preparation and serving of food.

## **Health and Safety**

- All electrical equipment is PAT tested annually
- A separate risk assessment has been completed for Breakfast Club sessions and activities.

## **Fire Procedure**

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly way via the closest emergency exit.
- They will congregate in the main school playground.
- The Breakfast Club register will be taken outside and all names checked.

## **Cancellation**

The only possible causes for cancellation would be school closure due to adverse weather conditions or problems with the building eg no heating or water supplies. In the event of closure:-

- A text message will be sent as early as possible.
- During adverse weather conditions school closure will be reported on Middlesbrough Council's web site, TFM Radio and the school web site.

### **Medication**

- Inhalers are kept in a designated box in each classroom. If a child needs an inhaler, a member of the Breakfast Club staff will escort the child to the classroom and observe that it has been taken correctly.
- All other medication administered will follow the existing school policy.
- Allergy information should be updated regularly and staff have access to this.

### **Complaints**

All complaints will follow the school's Complaint Policy.

