

Breakfast Club Policy



BECOMING REFLECTIVE, INDEPENDENT & ASPIRATIONAL LEARNERS FOR LIFE

Chair of Governor: Dr Holmes

Approved by: FGB Committee

Approved on: Summer Term One 2021

Review Date: Summer Term One 2023

Other relevant policies: Safeguarding Policy

AIMS:

To provide a secure, welcoming, before school facility for children to eat a healthy breakfast, improve their social skills and have a positive impact on improving their learning.

OBJECTIVES:

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- To enable pupils to eat breakfast before the start of the school day in a pleasant, relaxed environment.
- To develop their social skills to an age appropriate level in a positive way.
- To maximise the impact of caring supervisory staff.
- To provide a calm 'learning through play' environment for those pupils by the planning and delivery of a range of different age-appropriate learning opportunities.

PROCEDURES STAFFING:

- Breakfast Club Staff must be prepared for the entrance of children into the Breakfast Club area at 7:45am
- A register will be taken as children enter to provide a record of attendance each day.
- Breakfast is provided by the school and we are responsible for the quality of this service which is closely monitored by the School Business Manager.
- The Breakfast Club Leader will be responsible for planning the programme of activities and for assessing the quality of the delivery of that programme.
- Any parents who come into the Breakfast Club area to provide reassurance for their child must be advised to leave at the earliest sensible opportunity.
- All children attending Breakfast Club are encouraged to choose a breakfast, however some children have already eaten at home.
- It is expected that the Behaviour Policy of the school will be consistently applied by all staff

CONTINGENCY ARRANGEMENTS FOR STAFF ABSENCES AND EMERGENCIES:

- If a member of staff is absent, it is expected that the procedures for reporting absence will be followed.

USE OF REGISTERS:

- Children are registered as they enter the Breakfast Club area with any new arrivals being added to the register.
- The Breakfast Club Leader will retain the registers.
- At the end of Breakfast Club the Leader tallies the numbers attending.
- In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

ORGANISATION:

- Breakfast club is open to all children from Reception to Year 6 from 7:45am to 8:45am. It is held in the hall.
- Parents are asked to pre-book a place for their child/ren to ensure there are adequate staff to children ratio.
- 24 hrs notice of a cancellation is required to ensure there are adequate staff to children ratio. Full payment will be charged for any cancellations after 24 hr period.
- Pupils enter the building through the door near the Year 5/6 classroom.
- Pupils are welcomed at the door by the Breakfast Club Leader who will ask parents to sign in their children before registering.
- The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office.
- Parents are expected to leave children to enter breakfast club at the outside door. Any deviation to this would be, for example if children were unsettled or unsure, in which case they can be accompanied for a few days.
- The expectation would be that children would quickly become familiar with the routines and grow in confidence so that they become independent.

COMMUNICATION WITH PARENTS:

- Verbal communication with parents/carers bringing children must be positive – the intention being to ensure that children have a calm and enjoyable breakfast experience.
- Parents may make appointments with the Breakfast Club Leader to discuss matters pertaining to Breakfast Club.

FIRE PROCEDURE:

- Children should exit from the hall through the front entrance and assemble on the playground. Should this entrance be unavailable, the other available exits from the hall door must be used.
- All registers should be taken and the Fire Warden informed when the children have been checked off and are present.

FIRST AID:

- If First Aid is administered, the treatment given must be recorded on an incident form
- If necessary, the parent must be notified to inform them of the incident.

MEDICATION:

- It is expected that the medicines and Asthmas Policies will be adhered to.

ACTIVITIES:

A range of activities will be provided to extend and develop children's skills when they have eaten breakfast. These will be differentiated in accordance with the age and interest levels of the children and may include jigsaws, reading materials, colouring, board or mat games for pairs or small groups. There may also be physical activities and links to leading a healthy lifestyle.

RISK ASSESSMENT:

- A risk assessment has been carried out for Breakfast Club (Appendix A) Environment The safety and management of the environment is the responsibility of the Breakfast Club staff.
- Any spillages etc must be removed promptly. All equipment must be cleared away at the end of the session, including mops/brushes so that the hall can be used for alternative purposes.

CONFIDENTIALITY OF DOCUMENTS:

- All Confidential documents are kept in school office

COMPLAINTS:

- All complaints notified in writing by a parent of a child attending the Breakfast Club will be investigated by appropriate staff of the school, the outcomes of which will be informed to parents.

INAPPROPRIATE BEHAVIOUR BY CHILDREN:

- Individual incidents of inappropriate behaviour by children will be dealt with by Breakfast Club Staff using the school behaviour policy and procedures.
- Any repeated unacceptable behaviour will be documented and submitted to appropriate school staff so that a course of action can be determined.

BEHAVIOUR BY ADULTS IN BREAKFAST CLUB:

- The Amberley Parochial Primary School Code of Conduct will be observed when supervising children eg quiet and calm voices, appropriate language, correct supervision.
- All Breakfast Club staff are accountable and responsible for the consistent application of this policy.

Appendix

Risk assessment

breakfast club forms

COVID-19:

- Children are asked to wash their hands on arrival
- Children are asked to sit in their respective bubbles only
- Children are provided with resources that are easily cleaned after play