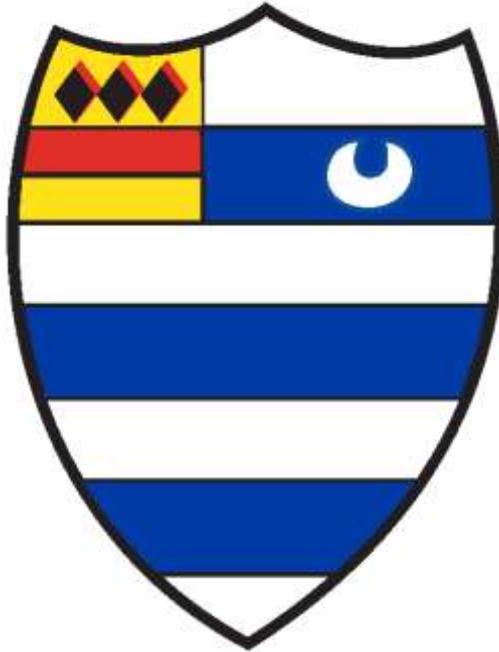


# Stanford Junior and Infant School



## BREAKFAST CLUB POLICY

*“Living Together,  
Learning Together”*

Approved by Policy Committee:

November 2016

Last Review:

July 2021

Date of next Review:

July 2022

**Stanford Junior and Infant School**  
**BREAKFAST CLUB POLICY**

**Objectives:**

1. To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
2. To enable pupils to eat a healthy, nutritious breakfast before the start of the school day in a pleasant, relaxed environment.
3. To employ caring supervisory staff who have time to consider the emotion and mental health of the pupils.
4. To provide an affordable, early drop off, childcare facility for parents/carers.
5. To continue to build positive links/relationships with pupils and parents.
6. To provide a controlled play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
7. To encourage a variety of exercise routines prior to eating breakfast.

**Organisation:**

The breakfast club is open to pupils attending Stanford Junior and Infant School in both Key stages, as well as Foundation Stage. It is open from 7.30am to 8.50 am, but children should arrive no later than 8.15am to enable staff to clear food and clean before the start of the school day. Breakfast club is held in the school hall. The child's details, medical conditions, emergency contact details, and additional emergency contact name, address and telephone number are kept in the School Office which is accessible to breakfast club supervisors. It is the responsibility of the parents to ensure that the office is informed of contact changes.

**Booking Arrangements:**

We do have an online booking system and parents are required to book and pay online in advance. However, we are happy to take bookings with minimum 24hrs notice, as long as the numbers do not exceed our staff/pupil ratio for that day. Also, parents can book over the phone or by email. Children should be dropped off at their correct session time.

**Registration:**

All children are registered as they enter the entrance to the club. Newcomers are added to the register. The breakfast club supervisor retains the registers which are kept in the school office. At the end of breakfast club the supervisor 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. We currently have 40 places on our register with an average of 30 children attending each day. It is the responsibility of the parent to ensure that the children are handed over safely to the staff from 7.30am.

**Staffing and supervision:**

The children are adequately supervised at all times. Three staff members are on duty at all times and the Headteacher/Breakfast Club manager is available on a daily basis in the event of any queries or staffing issues. All members of staff are DBS checked. A member of staff on duty holds a current first aid certificate and food hygiene certificate.

### **Staffing ratios**

For out of school clubs in which the youngest children are of reception age or older, the statutory minimum staffing ratio has been reduced to 1:30 for children up to the age of eight. Although this is the absolute minimum legal ratio, very few clubs will be able to operate safely at this level, nor will they be able to obtain specialist childcare insurance. Ofsted will still expect you to operate using safe staffing levels and meet all the other requirements regarding care for the children as set out in the Statutory Framework for the Early Years Foundation Stage, but it is now down to you as the provider to decide what the appropriate staffing levels are. We recommend that out of school clubs continue to operate at a ratio of around 1:8 for children up to the age of eight.

There is no statutory staff ratio for children aged eight or over, but you must ensure that the children are kept safe. The usual recommended level is a ratio of 1:10 for children over eight.

### **Food and Activities:**

Before they have breakfast, pupils have the opportunity to play a variety of supervised action games, which could include a Zumba type dance session, skipping, hula-hoops etc, led by a member of staff, or by an older pupil.

The food is prepared fresh on site by the learning mentor, teaching assistant and volunteers. The food on offer ranges from sugar free cereals and milk, white and brown bread, margarine, sugar free jam, raisins and other dried fruit. Fresh fruit and juices are also available.

Once children have finished their breakfast they then take their plates to be cleaned and go to the range of activities which are available in the hall (or outside as appropriate).

### **Behaviour Policy:**

The Behaviour Policy is broadly in line with the School's Behaviour Policy. Our Behaviour Policy is based on a whole school approach to positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately, exclusion from Breakfast club will be the final sanction from such provision when all possible strategies have failed.

### **Communication with Parents:**

Staff will have verbal communication with parents/carers bringing children which may involve passing messages to classroom teacher. A note of these messages should be recorded in a notebook, which is passed to the office who will convey the message. Written notes to parents from the Breakfast club Staff will be passed on via the child's classroom teacher. Parents may make appointments with the Headteacher 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, either in a paid or voluntary capacity will have current DBS clearance. These

records are held in the school office. 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 ESafety policy and procedures.

### **Pricing Policy:**

The breakfast club daily fee starts from £2.75 for the first child with a discount for siblings. This fee is to cover the cost of staffing and administration, food, equipment and day to day running costs. It may be necessary to change fees from time to time; however Parents/Carers will always be given at least one month's notice of this. The club is run on a non-profit making basis.

### **Breakfast Sessions**

	<b><u>Amount</u></b>
Breakfast Session - 8.00 - 8.50 am	£ 2.75
Breakfast Session - 7.45 - 8.50 am	£ 3.50
Breakfast Session - 7.30 - 8.50 am (On Request)	£ 6.25
Breakfast Session - 8.00 - 8.50 am (Additional Child)	£ 2.25
Breakfast Session - 7.45 - 8.50 am (Additional Child)	£ 2.75

### **Contingency arrangements for staff absences and emergencies:**

Arrangements for cover due to staff absence is organised by the Breakfast club supervisors, who keep a register of staff available for cover. The Headteacher /Business Manager will be contacted by the breakfast club supervisors if cover cannot be found.

### **Fire Procedure:**

Children should exit the hall and assemble on the playground. All registers should be taken and the children checked.

### **First Aid:**

If First Aid is administered, the treatment is given in line with School Policy.

Allergy information should be updated regularly and Breakfast Club Staff have access to this.

### **Risk Assessment:**

A risk assessment has been carried out for the breakfast club. This policy will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.

### **COVID-19 Reopening Guidance September 2021**

Due to government guidelines there will be some changes in The Club but we will still try to make it as fun as possible. Please see the link for more guidance from the DFE:

[www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak](http://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)

Please talk to your children about ensuring good respiratory hygiene (Catch it, bin it, kill it!) and the importance of hand washing - there are some helpful resources on the school web site to support this.

Children will wash their hands for at least 20 seconds on arrival at school, before leaving, before and after eating, after sneezing/coughing and after using the toilet.

We have an enhanced cleaning schedule in place at school and further cleaning will continue to take place throughout the day on key areas such as light switches, handles etc.

Please do bear in mind that every effort will be made, where practicably possible, to follow the control measures we have in school however, there will be times when it is impossible to conform to these as children are unpredictable and have varying degrees of needs at different times.

As I am sure you are aware, guidance is changing on a regular basis and we will endeavour, as always, to keep you fully updated of any further changes via the text service and use of the school website.

#### Signed By

Chair of Governors:



Date: July 2021

Headteacher:



Date: July 2021

Review Date	Amendments	Approved Date
July 2018	Policy Review – Amended booking arrangements, pricing and registration sections	17/07/18
July 2019	Policy Review - Amended booking arrangements, pricing and registration sections	July 2019 - Email
July 2020	Policy Review - Amended booking arrangements, pricing and registration sections, COVID-19 Section added	July 2020
July 2021	Policy Review – Amended pricing and removal of COVID bubble restrictions	July 2021