

# Stanford Junior and Infant's School



## Breakfast Club Policy

September 2016

	Signed	Date
Reviewed Sept 2017		
Reviewed Sept 2018		
Reviewed June 2019		

Approved by Governors.....

## **Stanford Junior and Infant's 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 calm 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's School in both Key stages, as well as Foundation Stage. It is open from 8.10am 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 a booking system and parents are encouraged to fill in a booking form at the start of every half term, when a letter will be sent out to remind them. However, we are happy to encourage children who have not booked, as long as the numbers do not exceed our staff/pupil ratio for that day. Also, parents can book over the phone. Children can be dropped off from 8.10am.

#### **Registration:**

All children are registered as they enter the hall. 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 29 children on our register with an average of between 10 and 15 children attending each day. It is the responsibility of the parent to ensure that the children are handed over safely to the staff at 8.10am.

#### **Staffing and supervision:**

The children are adequately supervised at all times. Two 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.

#### **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 E.Safety policy and procedures.

### **Pricing Policy:**

The breakfast club daily fee is £1.50 for the first child and £1.00 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.

### **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.

Policy to be reviewed by the Governing Body:.....