

LITTON PRIMARY SCHOOL

BREAKFAST CLUB PROCEDURES



Staff Roles and Responsibilities

The Breakfast Club is open to pupils attending Litton Primary School. The Club is open from 7.45am until 8.50am, but children should not arrive no later than 8.30 if they require breakfast.

A member of staff will arrive at the club at 7.30am to set up age appropriate activities for the children's arrival at 7.45am.

Each child is greeted by a member of staff at the school's front door, the child is then taken to the hall where the breakfast club is held. It is the breakfast club staff's responsibility to ensure that the child is registered, noting the time, child's name, year group and if the child has had breakfast at the club.

In case of an emergency where children have to be evacuated from the building the register must be taken and then the children checked against the register to ensure they are present.

Children can order breakfast between 7.45am to 8.30am, orders are taken and prepared by the member of staff. Breakfast club staff assist the children when needed.

Procedure in dealing with a distressed/upset child

A familiar member of staff will attend to the child trying to make them feel safe, talk to the child about why they are distressed/upset giving them lots of reassurance. Inform the child's Teacher when handing over and phone child's parent if necessary.

Protocol for dealing with a parent that may want to speak to a member of the breakfast club staff

As there is one member of staff running the breakfast club due to the small cohort a parent may be asked to speak with the Headteacher instead or to email the School Business Manager.

Toilet Facilities

There are toilet facilities next to the main hall, children are encouraged to notify the member of staff when going to the toilet. If a younger child requires a member of staff to accompany them to the toilet the member of staff would notify another staff member and then accompany the child and wait outside of the toilets.

Handover Arrangement

At the end of the breakfast club children from Reception to year 2 are accompanied to their class teachers and any relevant information will be passed on. Children in Years 3 to 6 can walk to their class unaccompanied, however the member of the breakfast club staff will observe the children going to their classes. There are also members of the teaching staff at the school's entrances.