



Breakfast Club Policy

Date Reviewed: 22.09.2022

Date Approved: 03.11.2022

Approved by: Resources Committee

Version: 1

Signed:

Mrs Caroline Hicks
Headteacher

Mrs Gill Howland
Chair of Governors

Review date	By whom	Summary of changes made	Date implemented
22.09.22	C.Hicks	New policy for Breakfast Club	22.09.2022
03.11.22	Full Governors meeting	Reviewed	03.11.2022

LITTON CHURCH OF ENGLAND PRIMARY SCHOOL

EARLY RISERS BREAKFAST CLUB 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 school hall at 7.45am.
- Parents sign the children into when they arrive at school to provide a record of attendance each day
- Breakfast is provided by school and consists of cornflakes and milk, toast, butter and jam, orange juice, milk and water. The contents of the breakfast will be monitored by the School Business Manager.
- The Breakfast Club Leader will be responsible for planning the programme of activities.
- Any parents who come into the school hall to provide reassurance for their child must be advised to leave at the earliest sensible opportunity.
- 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.

Booking Arrangements

Parents must complete the appropriate form to register their details and any sessions must be paid on Parentpay in advance. Refunds will only be given with at least 24 hours advance notice.

Use of Registers

- Children are registered as they enter the Dining Room. Newcomers are added to the register.
- The School Business Manager will retain the registers.
- 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 7.45 am to 8.50 am. It is held in the hall.
- Pupils enter the building through the blue front door.
- Pupils are welcomed at the front door by a member of staff who register the children, help the younger children with their outer clothing and bags. Parents must leave their children at this point.
- Children then decide what they would like for breakfast.
- Children need to arrive before 8.15am if they want to have any breakfast and it will be cleared away by 8.30am so the children have time to play outside before the start of the school day.
- Emphasis is laid on good table manners and quiet behaviour throughout.
- Children can use the toilets if necessary.
- All activities are cleared up at 8.50 am so that the children may leave the hall to walk to their classrooms.
- 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 by the front 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.

Fire Procedure

- Children should exit from the hall through the front door and assemble on the village green. If 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.

- All staff hold a First Aid certificate.
- Any medicines are located in the classrooms in a sealed box with an administration form.

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

Confidential documents are kept in the 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 (traffic lights). 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 Litton Primary School Code of Conduct will be observed when supervising children e.g. quiet and calm voices, appropriate language, correct supervision. All Breakfast Club staff are accountable and responsible for the consistent application of this policy.

There will always be a member of staff who holds a relevant Food Hygiene certificate.

Appendix A Risk Assessment

Activity	Risk	Measures in place	Responsibility
Spillages	Slips and falls	Monitor floor surface; Mop up any spillages; Use wet floor signage;	Breakfast Club Staff
Bumps or falls	Injuries to children	Minimise any opportunities by ensuring children are engaged in activities; Remind children of the need to walk and enforce quietly;	Breakfast Club Staff
Children disappearing from room	Unseen injury	Ensure that children are appropriately supervised; Visual check on children at toilets; Keep correct register;	Breakfast Club Staff / All staff on site.

Risk: Low

Dependent upon appropriate supervision and enforcing safety and conduct.