

CHOWBENT PRIMARY SCHOOL

Breakfast Club Policy



Date policy agreed by Governing body:

___/___/___

Signed _____ Chair

Date for review:

___/___/___

CHOWBENT PRIMARY SCHOOL

BREAKFAST CLUB POLICY

Aims/Objectives

- To provide a happy, stimulating and welcoming place at the start of the school day.
- To enable children to eat breakfast before the start of the school day in a pleasant, relaxed environment
- To support working parents by providing an affordable childcare facility.
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast Club.

Rationale

The breakfast club is organised by Chowbent Primary School. It is an extended school activity designed to allow children to be in school from 7.45am, to have the opportunity to have a choice of food and drink for a healthy start to the day, and to join in activities on offer. Children are also encouraged to be independent at these times, and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other, developing social and interactive skills.

Opening Times

Monday to Friday 7.45am – 8.45am. Term times only.

Breakfast service ends at 8.15am.

There are currently 30 places available for breakfast club.

INSET Days

Breakfast club will not operate on staff development days. There are three of these in an academic year.

Cost

The governing board has set the cost of breakfast club at £5.00 (please arrive between 7.45am and 8.00am). There will be no refunds for sessions missed. Please speak to the office for refunds in exceptional circumstances.

Admissions

The club is fully inclusive for children who attend Chowbent Primary School. Breakfast club should be booked **72 hrs in advance** using The School HUB account.

Register

It is the parents' responsibility to ensure that their child is registered with the breakfast club as they enter the hall, before leaving them. The breakfast club staff

retain the register and tally the number of children 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.

Y5 & Y6 pupils who have permission from their parents to walk to school and are accessing breakfast club should register, with a member of staff, as soon as they enter the school hall. If a child from Y5 or Y6 is on the breakfast club register and does not arrive by 8.00am the breakfast club staff will contact the parent/carer immediately.

Supervision

The children are supervised at all times. There are two members of staff on duty each day. All members of staff are DBS checked. At least one member of staff holds a current first aid certificate. All members of staff have completed a food hygiene course.

Booking and Payment Arrangements

- A completed membership form is required for each child attending the club. See Appendix 1.
- Places at the club are allocated on a strictly “first come, first served basis”.
- The cost for bookings made **72 hrs in advance** (or more) is £5.00 per day, which includes the cost of breakfast. Should you wish to pay, monthly or termly this can be accommodated.
- A child does not need to attend every day.
- A completed membership form needs to have been completed in advance or brought to the child’s first session.
- Charges are subject to review and may be adjusted from time to time to reflect costs.
- The breakfast club reserves the right to prevent any child’s attendance to the club if at any time they are not acting in a disciplined and responsible manner.
- The breakfast club also reserve the right to cancel breakfast club, where numbers are insufficient. Fees in this case would be refunded.

Location of Breakfast Club

The club sessions are held in the school hall. The school’s kitchen is used to wash tableware. Children and staff ensure that all areas are left clean and tidy at the end of each session.

Behaviour

The school’s behaviour policy will be followed to ensure consistency for the children at the club. If a child continually behaves badly the school reserves the right to withdraw the place.

Staffing

Breakfast club is run by Mrs Homer (Lead), Mrs Wright, Mrs Smith and Mrs Yonca. All the staff work to ensure that the children develop independence (e.g. through helping and preparing their breakfast, tidying up after each other), have activities to

occupy themselves with and that they are playing safely. The staff organise the cleaning of all of the equipment required to run the breakfast club and prepare the food.

Fire Procedures

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The club's register for the day will be called and all names will be checked. There will be a fire practice in accordance with the school's emergency fire and evacuation policy.

Health and Safety

Breakfast club is run by the school and the existing Health and Safety Policies will be followed. The hall area and outside area will be checked regularly by staff to ensure the safety of the children.

Risk Assessment

A separate risk assessment has been completed for the breakfast club sessions and activities. See Appendix 2.

Safeguarding

In accordance with safeguarding arrangements, all staff involved in the running of the breakfast club 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 follow the school's policies and procedures.

Policies and Procedures

Breakfast club will follow the school's own policies and procedures and these are available from the school office.

Medication

Inhalers are in the school office. If the child needs their inhaler then a member of staff in the school will be able to collect this. Other medication will be administered according to the existing school policy on medication.

Accidents

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Breakfast club will follow the school's first aid policy.

First Aider - Mrs Smith, Mrs Yonca

Resources

Breakfast club has its own supply of resources, games and tableware. This is kept in the school hall where the club takes place. All electrical equipment is PAT tested annually.

Complaints Procedure

The school's compliments and complaints policy is on the school's website. The complaints form within the policy should be completed and sent to the Headteacher.

Cancellations

Cancellations of breakfast club would be due to school closure due to adverse weather conditions, problems with the building e.g. no heating or water supplies, or unforeseen circumstances.

In the event of a cancellation, a member of school staff will endeavour to contact individuals by text or phone by 7.30am. School closures are reported by text, email, DoJo and on the school's website.

Equal Opportunities

Breakfast club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

GDPR

Chowbent Primary School are committed to ensuring protection of all personal information, that we hold, and to provide and to protect all such data. We recognise our obligations in updating and expanding this program to meet the requirements of **GDPR**.

PRIVACY NOTICE

Please refer to the school's privacy notice available on the school website.

APPENDIX 1**CHOWBENT PRIAMRY SCHOOL
BREAKFAST CLUB MEMBERSHIP FORM**

| | |
|---|--|
| Child's Surname: | |
| Child Forename(s): | |
| Date of Birth: | |
| Age: | |
| Year Group: | |
| Class Teacher: | |
| Home Address: | |
| <u>Parent/Carers Name:</u> | |
| Home Tel. No. | |
| Work Tel. No. | |
| Mobile Tel. No. | |
| In the case of an emergency we will contact a parent/carer as stated above, if unavailable, please give a further contact (e.g. partner, grandparents, other relative) | |
| <u>Additional Contact Name:</u> | |
| Home Tel. No. | |
| Work Tel. No. | |
| Mobile Tel. No. | |
| Child's GP | |
| GPs Tel. No. | |
| Does your child have any medical conditions? (asthma, epilepsy, diabetes). If your child has asthma school can give them an emergency inhaler, if theirs is unavailable. By signing below you are giving us permission to use an emergency inhaler. | |

Does your child have any known allergies? (allergic to specific food, plasters)

Does your child have any special needs?

Booking Details:

Fees must be **paid 72 hrs in advance** and booked using The School HUB account. Breakfast club fees are **£5.00** per day, which includes breakfast. To have breakfast children should be at breakfast club between 7.45am and 8.00am. Breakfast service ends at 8.15am.

The maximum number of children is 30 and will be allocated on a “first come, first served basis”. There will be no refunds for sessions missed. Please speak to the office for refunds in exceptional circumstances.

I agree to the terms of payment and conditions above and within the breakfast club policy.

Parent/Carers Name:

Signed:

Date:

Parents/Carers will need to complete a ‘breakfast club membership form’ at the start of each new academic year.

APPENDIX 2

CHOWBENT PRIMARY SCHOOL

BREAKFAST CLUB RISK ASSESSMENT

| HAZARD | EXISTING CONTROL MEASURES | RESIDUAL RISK RATING |
|--|--|----------------------|
| Parental contact information / consent | All parents to complete breakfast club membership form before attendance including contact details. This must also be completed at the start of each academic year. | Low |
| Security | Children to be registered with breakfast club staff before being left. Breakfast club staff to hand over children to class teacher at 8.50am. External door to main building has security lock. Walkie-talkies provided for ease of contact between staff. School kitchen door should be locked at all times. | Low |
| Premises | Hall used for breakfast club provision subject to normal health and safety inspections. Children not permitted access to the adjoined school kitchen. Toilets in the corridor are used by the children. | Low |
| Supervision | Minimum ration of 1:10. Three staff available, club attendance restricted to 30. All Staff DBS cleared | Low |
| Health and Safety | Staff trained on fire evacuation policy. Fire evacuation practices take place three times a year. | Low |
| First Aid / administration of medicine | First aid kit located in hall. At least one staff member First Aid Trained. Walkie-talkies to fetch medicine from office etc. | Low |
| Food safety | Breakfast club staff have food hygiene certificates. Food stored appropriately in kitchen. Food allergy details obtained from parents. Children are supervised whilst eating. | Low |
| Slipping on the floor | Ensure floor is cleared of any spillages immediately after eating. | Low |

