

# St Bartholomew's CofE Primary School

## BREAKFAST CLUB POLICY

### Rationale

The breakfast club is organised by St Bartholomew's CofE Primary School. It is an extended school activity designed to allow children to be in school from 7.30 am onwards, 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.

### 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 employ caring supervisory staff
- To provide a calm environment for those pupils.
- To provide an affordable service for working parents.

### Organisation

The breakfast club is open to pupils attending St Bartholomew's CofE Primary School. Due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained. The club will be open from 7.30am until 8.35am, but children should arrive no later than 8.15 if they require breakfast, to enable staff to clear food and clean before the start of the school day. Children will go straight to their classrooms under the supervision of the class teacher at 8.35. Breakfast club will not run on INSET days. The breakfast club will be held in the school library (Rowan Class) so children should enter via the back green gate that leads into Rowan Class. 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 and Breakfast Club folder which is taken to the library each morning. It is the responsibility of the parents to ensure that the office is informed of contact changes. 'Walkie talkies' will be held by the breakfast club supervisor and the second member of staff in school for ease of communication at all times.

### Menu

#### Healthy Cereals

Cheerios, Weetabix, Rice Krispies

#### Fruit (2 of the following will be on offer each day)

Bananas, Oranges, Apples, Strawberries

#### Crumpets, English breakfast muffins, Toast (wholemeal)

Jam, Marmite, low-fat cream cheese

This menu has been devised with the children currently attending breakfast club and may be subject to change. Please see attached information on what we can offer in line with health regulations. We do not have cooking facilities in Rowan room.

## **Use of Registers**

It is the parents' responsibility to ensure that children are registered with the breakfast club supervisor as they enter the school before leaving them. 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.

## **Staffing and Supervision**

The children are adequately supervised at all times. One member of staff is on duty for a maximum of 12 children with a second member of staff always on site who can be summoned in case of emergency. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate. At least one member of staff on duty has completed the food hygiene course.

## **Booking and Payment Arrangements**

- ☒ Places at the club are allocated on a strictly “first come, first served” basis
- ☒ The cost for bookings which is to be before the beginning of a term is £3.50 per morning, which includes the cost of breakfast.
- ☒ A child does not need to attend every day.
- ☒ Payment for each term should be made in advance
- ☒ Places are not available on an adhoc basis.
- ☒ Charges are subject to review and may be adjusted from time to time to reflect costs

## **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 at the nearest fire meeting point 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 classroom 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 Breakfast Club sessions and activities. See appendix 1.

## **Safeguarding**

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club 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 follow the schools policies and procedures.

## **Policies and Procedures**

Breakfast club will follow the schools own policies and procedures and these are available from the school office and on our website.

## **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.

## **Medication**

Inhalers are kept in Rowan Class. If your child uses an inhaler, they will need to provide one for their classroom and one for breakfast club. Other medication will be administered according to the existing school policy on medication.

## ***Equality Impact Assessment (EqIA)***

*This policy has been assessed with regard to its impact on equalities issues. The equality impact assessment has been conducted by the relevant Governors' sub-committee and focused on race, gender, disability, age, sexual orientation, gender identity and religion/belief. Community Cohesion has also formed part of the impact assessment work in order to ensure respect for diversity, alongside a commitment to common and shared bonds.*

## ***EqIA outcomes***

*The assessment found no areas of potential negative impact and actions resulting in positive impact are in place.*

**Signed:**

**Head Teacher**

**Chair of Governors**

**Date:**

**To be reviewed every two years, next review: February 2024**

# Breakfast Club Risk Assessment

<b>Hazards</b>	<b>Existing control measures</b>	<b>Residual risk rating</b>
Parental contact information / consent	All parents to complete breakfast club membership form before attendance including contact details.	Low
Security	Children to be registered with breakfast club supervisor before being left. External door to main building has security lock. Walkie talkies provided for ease of contact with additional member of staff.	Low
Premises	Room used for breakfast club provision subject to normal health and safety inspections. Children not permitted access to the rest of the school until 8.35 under supervision Toilets located in the room.	Low
Supervision	Maximum ratio of 1:12 although statutory ratio of 1:30. If numbers exceed 12, second member of staff to support club. If ratio is exceeded, additional member of staff will be appointed or numbers restricted in future to 12. All staff DBS cleared.	Low
Health and safety	Staff trained on fire evacuation policy. Fire evacuation practices take place.	Low
First aid / administration of medicine	First aid kit located in hall. Breakfast club supervisor first aid trained. Walkie talkies to fetch medicine from office if needed.	Low
Food safety	Breakfast club supervisor has food hygiene certificate. Food stored appropriately in kitchen and logged in book in kitchen.	Low
Slipping on the floor	Food allergy details obtained from parents. Ensure floor is cleared of any spillages immediately after eating	Low