



Breakfast Club Policy and Procedure

Adopted	September 2014
Review	September 2016



BREAKFAST CLUB POLICY AND PROCEDURE

Introduction

St Alphonse's RC Primary School Breakfast Club is supported by Greggs Foundation, who want to provide a simple nutritious breakfast to children.

The Greggs Foundation provide initial setup costs, free bread from the local Greggs shop and funding for other food stuffs and equipment and board games.

Aims

- To provide a welcoming, safe, secure and welcoming environment for pupils before the beginning of the school day.
- To provide children with a simple nutritious breakfast before the beginning of the school day in a pleasant, calm and relaxed environment.
- To provide a wide range of structured play activities, enabling children to engage socially and learn with children from other year groups.
- To continue to build positive relationships with parents.

Organisation

- Breakfast Club is open from 7.45 – 8.45 am.
- Parents are asked not to bring their child to Breakfast Club prior to the start time of 7.45 am. Persistent abuse of this condition could result in the withdrawal of the place.
- Entrance to the Breakfast Club is via the school dining hall at the rear of the school.
- Children must use the crossing once through the school gate.
- Parents are asked not to encourage children to cross in front of the school gates.
- In circumstances of over subscription places will be allocated on a first come, first served basis and a waiting list will be maintained and kept in the school office.
- All requests for places must be made via the school office.
- Once a place is available parents will be notified in writing.
- The limited 40 places are open for children from Reception to Year 6.
- Children are registered as they arrive.
- Breakfast Club does not operate the first week of the Autumn Term or on Professional Development Days.
- Breakfast stops being served at 8.20.
- Games and activities are available to choose from after the children have had their breakfast. Bringing own games, toys, etc is not allowed.
- Normal school rules apply during this time.
- At 8.30 children move into the school hall for physical activity.
- 3 weeks absence will result in losing place.



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Staffing

- There are two Breakfast Club Supervisors who are on site from 7.30 am to set up to be ready to open at 7.45 am.
- If a member of staff is going to be absent they will ring their appropriate contact in order for replacement staff to be arranged.
- In addition to Breakfast Club staff the Site Supervisor will also be on site from 7.30 am.
- The Acting Head Teacher is on site from 8.10 am.
- Breakfast Club staff are also supported by family volunteers.

Safeguarding

- In accordance with safeguarding arrangements, everyone involved in the running of the Breakfast Club, either in a paid or voluntary capacity will have a current DBS clearance. These records are held in the school office.
- Breakfast Club staff 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 E Safety Policy and Procedure.

Behaviour

- As the Breakfast Club is run by the school, the existing school Behaviour Management Policy will be followed.
- If a child continues to behave badly the school reserves the right to withdraw the place, either temporarily or on a permanent basis.

Catering

- The dining hall is used for preparation and serving of food.
- For cereals and cold drinks children are encouraged to serve themselves.
- All paid Breakfast Club staff will have Food Hygiene Certification.

Health and Safety

- All electrical equipment is PAT tested annually
- A separate risk assessment has been completed for Breakfast Club sessions and activities.

Communication with Parents

- Breakfast Club staff will have verbal communication with parents, which may involve passing a message to classroom teachers.
- Written notes to parents from Breakfast Club staff will be passed via the child's classroom teacher.



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Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly way via the closest exit.
- They will congregate in KS1 playground.
- The Breakfast Club register will be taken outside and all names checked.
- There will be a fire practice once per term.

Cancellation

The only possible causes for cancellation would be school closure due to adverse weather conditions or problems with the building eg no heating or water supplies. In the event of closure:-

- A text message will be sent as early as possible.
- During adverse weather conditions school closure will be reported on Middlesbrough Council's web site, TFM Radio and the school web site.

Medication

- Inhalers are kept in a designated box in each classroom. If a child needs an inhaler, a member of the Breakfast Club staff will escort the child to the classroom and observe that it has been taken correctly.
- All other medication administered will follow the existing school policy.
- Allergy information should be updated regularly and staff have access to this.

Complaints

All complaints will follow the school's Complaint Policy.



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Breakfast Club Enrolment Form 2014 – 2015

Name of Child/ren		Class		
1		1		
2		2		
3		3		
Days Required				
Monday	Tuesday	Wednesday	Thursday	Friday
Emergency Contact Details				
Name	Relationship	Telephone No	Mobile No	Work No
Name	Relationship	Telephone No	Mobile No	Work No
Name	Relationship	Telephone No	Mobile No	Work No
Medical Details				
Name of Dr		Telephone No		
Known Allergies				
Other Medical Conditions				
Parent/Carer Signature			Date	

By signing this form I agree to conform to the School's Breakfast Club Policy and Procedure and failure to do so could result in the withdrawal of the place.