



Beechwood Primary School

Breakfast Club Policy

Aims

To provide a secure, welcoming, before school facility for children whose parents are unable to bring their children to school at 8.45am.

Objectives

- To provide a welcoming safe, secure environment for pupils before the start of the school day
- To enable pupils to eat breakfast before the start of the school day in a pleasant and safe environment
- To employ caring supervisory staff
- To provide a calm play environment for those pupils
- To provide an affordable service for working parents

Procedures

Staffing – There is one Breakfast Club Supervisor and three play workers. Senior members of staff are on site from 8.00am.

Booking Arrangements – Parents are required to book at least one week in advance of their child attending the Breakfast Club. However, on first bringing their child to Breakfast Club, parents are required to sign an agreement between home and school which makes clear expectations of children's behaviour and conduct and arrangements for payment.

The cost for children attending Breakfast club is £4.00 per day per child and this can be paid weekly, monthly or termly.

Safeguarding Security – In order to gain access to Breakfast Club, parents/carers must enter via the intercom and the door is released by a member of staff.

Use of registers – Parents are required to sign their child/children into the register upon arrival, with the exception of year 6 children, who providing they have a note from home, can do so themselves. Newcomers are added to the register.

The Breakfast Club Supervisor retains the register.

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 pupils from Reception to Year 6 from 7.45am to 8.35am. It is held in the school hall. Pupils enter the school hall from the side door.

Pupils are welcomed by the supervisor and play workers. Parents/carers sign the child/children in, whilst they put their school things on their pegs. Parents/carers are not permitted to enter classrooms or the corridor.

A craft activity is provided daily as well as a games table, puzzles and colouring. After breakfast, and weather permitting we go outside for football, skipping etc.

All children sit down together for breakfast and emphasis is laid on good table manners and behaviour throughout.

Children are free to use the Year 3 & 4 toilets if required.

All activities are cleared up by 8.20am so that the children have time to play outside. Upon arriving back in the hall a register is taken before the children are sent to class. Foundation children are led by a play worker.

The children's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the Breakfast Club file, which is locked in their cupboard.

Resources

Breakfast Club resources are kept in their own storage cupboards.

Communication with Parents

Verbal and written communications are used with parents/carers bringing children.

Records of Staff

In accordance with the Children Act Regulations, the address and telephone numbers of employees of the Breakfast Club and school are kept in the School Office.

Fire Procedure

Children should exit the dining room through the fire exit leading into the foundation play area and out the gate to assemble on the playground.

The register should be taken and the senior member of staff informed of when the children are checked and present.

First Aid

If first aid is administered, the treatment given is recorded on a medical treatment form and photocopied, one copy is signed by the parent and filed in the first aid file and the parents take their copies with them.

Medication

Inhalers are kept in class if a child needs an inhaler, a breakfast club staff member will accompany him/her to collect it. It is the duty of parents to inform school fully of any medical conditions that may affect a child in school. This information should be handed in to the school office immediately.

Risk Assessment

A risk assessment has been carried out for Breakfast Club.

Confidentiality of Documents

Confidential documents are kept in the School Office.

Reviewed January 2016

Next Review January 2017