

Hollin Primary School



Breakfast Club Policy

Rationale

The Breakfast Club is organised by Hollin Primary School. It is an extended school activity designed to allow children to be in school from 7:50am 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, 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 play environment for those pupils.
- To provide an affordable service for working parents.

Organisation

The breakfast club is open to pupils attending Hollin Primary School (from Reception to Year 6). Unfortunately, Nursery children are unable to attend. Children of Reception parents cannot attend Breakfast Club until their child is attending school full time. Due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained. Breakfast Club will be open from 7:50am, but children should arrive no later than 8.20am if they require breakfast, to enable staff to clear food and clean before the start of the school day. Breakfast club will not run on INSET days.

Breakfast Club will be held in the school hall, however, there may be occasions when children go outside or into the IT Suite.

The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are retained in the school office. It is the responsibility of the parents to ensure that the office is informed of any changes.

Use of Registers

Children are registered by Breakfast Club staff as they enter the hall. The Breakfast Club staff retain the registers that are kept in the school office. 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. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate and at least one member of staff on duty holds the food hygiene certificate.

Booking and Payment Arrangements

- At the end of each academic year, priority is given to children who already attend.
- The cost for attending Breakfast Club is £10.00 per week, which includes the cost of breakfast.
- A child does not need to attend every day.
- Payment for each week needs to be made on the Monday or Tuesday.
- Charges are subject to review and may be adjusted from time to time to reflect costs.
- Fees still apply for children absent from school (unless long term absent) and for any holidays taken.

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.

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.

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.

Behaviour

We need to have rules at Breakfast Club to keep everyone safe, healthy and happy.

Children will be expected to follow these rules:

- Follow adult instructions.
- Be polite to everyone.
- Respect other people's property.
- Behave in a calm and quiet manner.
- Do not leave Breakfast Club once you have been signed in, unless an adult gives you permission.
- If you are not happy or if you have a problem, please tell an adult who will be happy to help you

In the event of negative behaviour occurring, staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents. Wherever possible, staff will also try to discuss concerns with parents at the earliest possible opportunity.

Persistent unacceptable behaviour from a child may result in the school withdrawing a child from Breakfast Club.