



# **St Anne's Catholic Primary** **School**

## **Breakfast Club Policy**

Adopted by Headteacher	Aut 21
Last Review	Aut 23
Next Review	Aut 25

## **St. Anne's Catholic Primary School Breakfast club policy**

### **Aims:**

To provide a happy, welcoming place at the start of the school day where all children are valued.

To support families 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.

**Opening Times:** Monday to Friday 8.00 – 8.45am- children then enter their classrooms. Term time only.

No entry to Breakfast club after 8.30 when we stop being serving food.

**INSET Days:** Breakfast club will not operate on staff development days

**Admissions:** The club is fully inclusive for children from Reception to Year 6.

Any parent/guardian with a child that has any additional or special needs should record these on the membership form. This is so that any child can be appropriately welcomed into the club and the correct provision is in place.

**Booking and Payment Arrangements:** Voluntary contributions to be paid in cash daily, weekly, monthly, half termly or termly on the first day of attendance.

The breakfast club reserves the right to prevent any child's attendance to the club if at any time if they are not acting in a disciplined and responsible manner- following our school behaviour policy.

We also reserve the right to cancel Breakfast club, where numbers are insufficient or over-subscribed.

### **Location of Breakfast Club:**

The Club sessions are held in the junior hall.

Parents/carers are responsible for escorting children along side gate to dining room door.

The equipment and foods are kept in the allocated fridge/freezer and within the dining room area.

Staff must ensure that all areas are left clean and tidy at the end of the club session.

### **Behaviour:**

The School Policy and Rules with regard to behaviour are followed to ensure consistency for the children at the club.

Any serious incidents or concerns must be reported to the Headteacher or senior leader immediately.

If a child continually misbehaves the school reserves the right to withdraw the place.

### **Staffing:**

Breakfast Club is supervised by: Mrs Hurst, Mrs Torkornoo and Ms Ropotia and managed by Mrs P Williams.

They work together to ensure that the children have activities/engage in positive play opportunities with adults and other children and that they are playing safely.

They organise the cleaning of all of the equipment required to run the breakfast club and prepare the food.

They play with the children and support their play/use of play equipment to ensure time is fun and enjoyable for all children.

In addition to Breakfast club staff, other school staff members are on site from 7: 45am onwards Staff levels may fluctuate to meet current needs.

If a member of staff is absent, they must ring the Headteacher who will arrange any necessary cover.

All staff have a DBS check.

All staff are trained in Basic Food Hygiene and Food Allergens and hold a certificate, other staff will be trained during this academic year on a rolling programme.

Staff are identified by a lanyard with their photo and name.

### **Routine:**

Children should enter Breakfast Club via the side entrance by the swimming pool building.

Children should register and pay £1 voluntary contribution (if and when appropriate).

They will prepare/choose their breakfast food.

Once they have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed up by a member of staff.

During their time at the club they will have the choice of activities in which they may wish to participate.

Children will only use the junior toilets. Infant children to be escorted by staff member where necessary.

Children will help tidy up equipment at the end of the club.

The staff will then supervise the children to the KS1 and KS2 buildings/classroom areas at 8.40am promptly- any messages for class teachers should be passed on at this time.

### **Resources:**

Breakfast Club has its own supply of resources, games and tableware. This is kept in the infant hall/kitchen area where the club takes place.

All electrical equipment is PAT tested annually.

## **Parental and Pupil Feedback:**

The school values any parental or pupil opinions and welcome feedback about how the club is run. Please talk to staff or make an appointment to speak to the Headteacher.

## **Complaints Procedure:**

All complaints in writing by a parent regarding the breakfast club will follow the school complaints procedure.

<https://www.stannescatholicprimary.com/wp-content/uploads/2023/11/Complaint-Policy-and-Procedure.pdf>

## **Cancellations:**

Cancellations would be due to school closure due to adverse weather conditions, problems with the building. For example: 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.

## **Food:**

Our selection of food aims to be a healthy balance.

Children will be active in the preparation of their breakfast and will learn hygiene skills.

Children have the choice whether to have food or not, although they are encouraged to do so, as we are aware that Breakfast club is used as an early start/childcare facility for working parents..

The school registration form will detail any specific requirements a child has

Each child is encouraged to make their own choices regarding the activities they choose to participate in.

Breakfast club offer structured activities as well as free choice.

As part of the school admission form parents will be asked to complete emergency contact numbers to enable Breakfast Club staff to contact them in the case of emergency. If there is an emergency staff will contact school office/emergency services/SLT where appropriate.

### **Fire Procedures:**

In the event of a fire, children and staff will follow the school procedures, leaving the building calmly via the closest exit. They will congregate on the KS2 playground. 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 Safety & School Policies.

### **Health and Safety:**

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

### **Equal Opportunities:**

Breakfast club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes equality and is accessible to all.

All children and their families will be treated with equal concern and value.

### **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.

### **Policies and Procedures:**

Breakfast club will follow the school's 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.

**Medication:** Inhalers are kept in the classrooms or given to Breakfast club staff member on entry to session. If a child needs their inhaler then a member of staff will escort them to their classroom/medical room for emergency inhalers, to observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.

**Policy Review:** This policy will be reviewed and evaluated by the School's Senior Leadership Team and will be review every two years.

**Date:** 20<sup>th</sup> November 2023