



## BAFTA BREAKFAST CLUB POLICY

Review Date: April 2018

### AIMS

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- To provide an affordable, early drop off childcare facility for parents/carers.
- To continue to build positive links/relationships with parents.
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

### PROCEDURES

#### Staffing

- There will always be the appropriate amount of adults
- Staff will be on site from 7.15 am to be ready for 7.30 am

#### Booking Arrangements

- Parents will need to book for their child's place by the previous Wednesday using the booking forms available
- Children will be registered as they arrive by a member of staff
- The register will be kept in the Breakfast Club area
- Children can be dropped off from 7.30 am (Foundation Stage & Key Stage 1) 8.15 am (Key Stage 2) if paying £1

#### Cooking and Serving Facilities

- The Breakfast Club Supervisor or a staff member will be in charge of preparing and serving food and ensuring that all areas are left tidy
- At least 2 members of staff on duty will have Food Hygiene Certification

#### Menus

- A healthy well balanced breakfast will be provided, together with healthy drinks
- Parents must advise us of any possible allergies
- Allergy information should be updated regularly and all Breakfast Club staff should have access at all times

#### Communication with Parents

- All children attending Breakfast Club will have filled out a Registration Form, giving personal and emergency contact details and any known allergies and dislikes
- Staff will have verbal communication with parents/carers bringing children which may involve passing messages onto classroom teachers
- Parents may make appointments with the Headteacher and Breakfast Club staff to discuss matters/issues pertaining to the Breakfast Club
- All complaints notified in writing by a parent regarding Breakfast Club will be investigated by the Headteacher and a record kept of the outcome

**Behaviour**

- Because the Breakfast Club is run by the school, the existing school Behaviour Policy will be followed

**Medication**

- If a child needs an Inhaler, a member of staff will escort the child to where the inhalers are kept (in the locked medicine cabinet) and observe that the medication has been taken correctly. A record will be kept
- All other medication administered will follow the existing school policy

**Safeguarding**

- In accordance with Safeguarding, all staff involved in the running of the Breakfast Club will have enhanced CRB/DBS clearance. All staff records are held securely 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 also follow the schools Safety policy and procedures

**Resources**

- Breakfast Club resources are kept in the Breakfast Club area. All electrical equipment must be PAT tested.

**Fire Procedure**

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly line via the nearest exit
- The children and staff will congregate in the school playground
- The club register should be taken outside and all names checked
- All evacuations will be recorded

**Refunds**

- In the event that a child has paid in advance and is unable to attend Breakfast Club a refund will be offered or a chance to carry payment forward into the next week

**Risk Assessment**

- Separate risk assessments have been completed for the Breakfast Club

**Breakfast Club Staff will be led by Mrs Rebecca Inglis**

Signed \_\_\_\_\_ Chair of Governors      Date:

\_\_\_\_\_ Headteacher      Date: