



Our Lady of Walsingham Catholic Primary School



BREAKFAST CLUB POLICY

Rationale

The breakfast club is organised by Our Lady of Walsingham Catholic Primary School.

It is an extended school activity designed to allow children to be in school from 8am 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 and 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 Our Lady of Walsingham Catholic Primary School.

Due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained.

The club will be open from 8am until 8.50am, but children should arrive no later than 8.30am to enable staff to clear food and clean before the start of the school day. It is held in the school hall. The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

Use of Registers

Children are registered as they enter the school. The breakfast club supervisor retains the registers which are kept in the school office. At the end of breakfast club, the supervisor tallies the numbers attending.

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. A minimum of two staff are on duty. All members of staff are CRB checked. At least one member of staff on duty holds a current first aid certificate. Both members of staff on duty have completed the food hygiene course. A register is taken of all children attending. It is the responsibility of the parent to ensure that the children are handed over safely to the staff. All children must be booked into the club and a half-term's fees paid in advance. Responsibility for the children is only taken if the children are correctly booked in and handed over to the staff by a parent or carer.

Parents should give a half-term's notice of the decision to stop using the club.

Food and Activities

Children will be offered a range of food for breakfast. Healthy food such as Cereal and toast will always be available.

Following breakfast, a number of activities will be on offer for the children to participate in. These may include craft activities; games and toys. All resources necessary for the club will be purchased through the school budget designated for such purchases.

Behaviour Policy

Our Behaviour Policy will be in line with the School's Behaviour Policy.

Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour, then parents will be contacted. Ultimately exclusion from breakfast club will be the final sanction from such provision when all possible strategies have failed.

Pricing Policy

The breakfast club daily fee is currently £1.00 (revised each September)

This fee is to cover the cost of:

- Staffing
- Food
- Equipment and day-to-day running costs.

It may be necessary to change fees from time to time, however Parents/Carers will always be given at least one term's notice of this.

Refunds are not given in the case of absence.

Contingency Arrangements for Staff Absences and Emergencies

Arrangements for cover due to staff absence is organised by the breakfast club supervisor, who keeps a register of staff available for cover.

Fire Procedure

Children should exit school and assemble on the playground.

All registers should be taken, and the children checked.

First Aid

If First Aid is administered, the treatment given is recorded in the school First Aid record book. A note and/or telephone call will be made to inform parents of what treatment the child has received.

Medication

Inhalers are kept in the School Office. If a child needs an inhaler it will be obtained from the office by a member of staff.

Risk Assessment

A risk assessment has been carried out for the breakfast club

This policy will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.