



St. Peter & St. Paul CE Primary School, Burgh-le-Marsh  
"Striving for excellence together in a caring Christian community."

RESPECT COMPASSION COURAGE



## BREAKFAST CLUB POLICY

Responsible: Governing Body

Agreed: November 2022

To be reviewed: Every 2 years (or earlier in event of organisational change/incident/legislation changes)

Reviewed: September 2024

### Rationale

It is important to us that parents are able to access extended school provision where needed. The Breakfast Club is organised by our school as an extended school activity designed to provide a secure, welcoming, before-school facility for our children where they have the opportunity to eat a healthy breakfast whilst participating 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 provide a calm social environment for those pupils.
- To provide an affordable service for working parents.

### Organisation

The Breakfast Club is open to all children attending our school, although we ask that Reception children do not attend until the January after starting. The breakfast club will normally be held in the school hall. Due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained. The Breakfast Club will be open from 7:30am until 8:30am, but children should arrive no later than 8:00am if they require breakfast, to enable staff to clear up food and clean before the start of the school day. Children can also be dropped off from 8:15am as part of our 'Early Drop-off' provision. From 8:15am, weather permitting, children may go outside for a short outdoor play before the start of the school day. Breakfast Club will only run during the children's term time (not during school holidays and staff training days). All details such as contact numbers, medical details etc. are already held in school and are accessible during breakfast club. It is the responsibility of the parents to ensure that the Office is informed of any changes.

### Use of Registers

Parents are responsible for ensuring that children are handed over to the Breakfast Club Staff as they enter the main entrance before leaving them. In the case of a parent booking a place at breakfast club for a Y6 child who will walk and arrive on their own, parents must advise of the arrival time beforehand. If the child has not arrived by the notified time, Breakfast Club staff will ring parents immediately to advise them. Breakfast Club staff will also have a register to complete and at the end of breakfast club the supervisor will tally the two lists of names. 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 appropriately supervised at all times. We employ two members of school staff to run breakfast club and can therefore offer 30 places per session. All members of staff are appropriately DBs checked and we ensure that Food Hygiene and First Aid requirements are met.

## **Booking and Payment Arrangements**

- Places at the Breakfast Club must be booked using ParentPay at least one day in advance.
- The cost for bookings is detailed in the Charging Policy, which includes the cost of breakfast. Food will not be available to children arriving after 8:00am.
- A child does not need to attend every day.
- Charges are subject to review and may be adjusted from time to time to reflect costs. We will give a minimum of two weeks' notice before changing prices.

## **Food**

All the food supplied will comply with the government's School Food Standards. There will be a choice of approved cereals, toast and toppings and fruit. Drinks will be either milk, water or diluted fresh orange juice. A 'playground bagel service' will also be offered to all pupils before the start of the school day free of charge. Allergen information is available for parents.

## **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. Therefore 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.

## **Risk assessment**

Appropriate risk assessments are carried out in accordance to normal school procedures.

## **Safeguarding**

All staff working in school receive regular safeguarding training. Breakfast Club staff will follow existing school policies and procedures concerning safeguarding and child protection, including the immediate reporting of safeguarding concerns to one of the schools Designated Safeguarding Leads. Designated Safeguarding Leads are always available on site or contactable. All staff can also report concerns directly to Lincolnshire's Children's Services Customer Service Centre. Where online activities are taking place, the relevant school policies and procedures apply (for example Acceptable Use Policy).

## **Policies and Procedures**

Breakfast club will follow the school's own policies and procedures. These are available from the school website and from the office on request.

## **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 should already be in school. If a child needs their inhaler then a member of staff in school will fetch the inhaler. Other medication will be administered according to the existing school policy on medication.