Eastcroft Park Primary School - Breakfast Club Policy 2022-2023

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 a minimum of three Breakfast Club Supervisors at each session. Further to this, staffing will follow the ratio of 1:8. Staff will be on site from 7:45 to set up ready to open at 8:00 am.

Our current numbers range from 1 to 40, within a maximum capacity of 50 children at current staffing levels.

In addition to Breakfast Club staff, the site manager will be on site from 7:45 am and a member of the leadership team will be on site from 8:00 am.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, she must ring the Headteacher who will arrange cover. Cover will be provided by the named volunteer, or member of the leadership team until a member of staff can be contacted.

Pricing policy

The breakfast club voluntary daily fee is 50p

The fee covers the cost of food, equipment and day to day running costs.

It may be necessary to change fees from time to time. However parents and carers will be given at least one months notice of any such change.

Any cash amounts collected on a daily basis are recorded in the day book and kept securely. Money is checked daily and banked weekly using the school processes.

Use of Registers

Children will be registered as they are admitted into the Infant Hall by one of the BC staff on duty. The register will be kept in the front office.

Cooking and Serving Facilities:

- The kitchen will be used for preparation and serving food;

- Bowls, plates and cutlery will be washed in the school kitchen.
- One member of BC staff will be in charge of preparing and serving food and ensuring that kitchen facilities are left tidy.
- Staffing is covered by Food Hygiene Certification.
- Allergy information should be updated regularly by school and BC staff have access to this.

Organisation

- Breakfast club will be open to pupils from Nursery to Year 6 from 8:00 am – 8:45 am.
- Children will be admitted and registered at the junior entrance
- Breakfast will be served as soon as the children arrive and will be brought to the table.
- Once children have finished their breakfast they then take their plates to be cleaned and go to the range of table top activities available.
- Children will only use the Year 5 toilets.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the front office.

Resources
All electrical equipment must be PAT tested before use.

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

Communication with Parents
- Staff will have verbal communication with parents/carers bringing children which may involve passing messages to classroom teachers. A note of these messages should be recorded in a notebook which is passed to the office who will convey the message.
- Written notes to parents from the Breakfast Club Staff will be passed on via the child's classroom teacher.
- Parents may make appointments with the Headteacher or learning mentor to discuss matters/issues pertaining to the Breakfast Club.

Safeguarding
- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club, either in a paid or voluntary capacity will have current CRB 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 also follow the schools E.Safety policy and procedures.

Fire Procedure
- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly manner via the designated exit.
- They will congregate at the designated muster point .
- The club register should be taken outside and all names checked.
- There will be a fire practice once per term.

Medication
- Inhalers, where necessary, are kept in the classrooms which are easy assessable. If a child needs an inhaler, a member of the breakfast Club staff will support the pupil to ensure that the medication has been taken correctly.
- All other medication administered will follow the existing school policy.

- If First Aid is administered the treatment is recorded in the school accident book and parents are informed.

Risk Assessment
Risk assessments are carried out within the school procedures.

Cancellation
The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies.
In the event of closure:

- A member of school staff will endeavour to contact individuals by telephone before 7:30 am.

During Adverse weather conditions school closure will be reported on the local radio and school website.

Complaints
All complaints should be made using the school complaint procedures.

Breakfast Club Staff

Miss Nicola Nugent (Food Hygiene/First Aid) (Medicine Administer)
Miss Jenny Franz (Food Hygiene/First Aid) (Medicine Administer)
Miss Karen Hedges (Food Hygiene/First Aid) (Medicine Administer)
Mrs Amanda Barry (First Aid)
Mrs Joanne Lynskey

Review and monitoring

The policies and procedures of the breakfast club will be reviewed by:

- The school leadership team
- Governor Premises Committee