

Breakfast Club Policy

Rationale

The breakfast club is organised by St Bernadette's 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 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 St Bernadette's Catholic Primary School although we ask that Reception children do not attend until the January after starting. 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 8.45am, but children should arrive no later than 8.15 if they require breakfast, to enable staff to clear food and clean before the start of the school day. Breakfast club will not run on INSET days. The breakfast club will be held in the school dining room/junior 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.

Staffing and Supervision

The children are adequately supervised at all times. Two members of staff are on duty for a maximum of 30 children with an additional member of staff always on site who can be summoned in case of emergency. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate.

Booking and Payment Arrangements

- A completed membership form is required for each child attending the Club. Please see the link on the school website.
- Places at the club are allocated on a strictly "first come, first served basis. Priority is given to children of working parents. Siblings will always be accommodated before places are offered to another family.

- The cost for bookings made at the beginning of a term is £1.00 per morning, per child which includes the cost of breakfast.
- A child does not need to attend every day.
- Payment for each term should be made in advance via Parent Pay.
- Charges are subject to review and may be adjusted from time to time to reflect costs

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 and the 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.

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. Where ICT equipment is used, they must follow the school's policies and procedures.