

## WESTOVER PRIMARY SCHOOL BREAKFAST CLUB POLICY

The breakfast club is organised by Westover Primary School. It is an extended school activity designed to allow children to be in school from 7.30am 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 Westover 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 7.30am until 8.30am, but children should arrive no later than 8.00 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 cookery room – there is a separate bell to gain access for this at the main door. 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. There is a form below should you need to make changes to the information we hold.

### **Use of Registers**

It is the parents' responsibility to ensure that children are registered with the breakfast club supervisor as they enter the club before leaving them. It is important for safeguarding that parents/carers hand over the child to a member of breakfast club staff. The breakfast club supervisor retains the registers which are kept in the school office. 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. One member of staff is on duty for a maximum of 12 children with a second 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. At least one member of staff on

duty has completed the food hygiene course. All staff attend regular safeguarding training. Our pre-school children can attend as long as there is a Level 3 trained practitioner, and the ratio is 1:8.

### **Booking and Payment Arrangements**

- A completed membership form is required for each child attending the Club. See Appendix 1.
- Places at the club are allocated on a strictly 'first come, first served basis'
- The cost for bookings made at the beginning of a term is £4.00 per morning, which includes the cost of breakfast.
- A child does not need to attend every day.
- Payment for session must be made in advance (minimum 48 hours) and all payments are online. Failure to pay before the session will result in your booking being cancelled. This is to help with the administration and safeguarding.
- Charges are subject to review and may be adjusted from time to time to reflect costs.
- Bookings can be cancelled with at least 24 hours' notice. Less than 24 hours' notice will incur the cost of the session.

### **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 cookery room area and outside area will be checked regularly by staff to ensure the safety of the children.

### **Risk assessment**

A separate risk assessment has been completed for Breakfast Club sessions and activities.

### **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.

## **Policies and Procedures**

Breakfast club will follow the school's own policies and procedures and these are available from the school office.

## **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 are kept in the classroom. If a child needs their inhaler, then the second member of staff in the school will be summoned to fetch the inhaler. Other medication will be administered according to the existing school policy on medication. Epipens move with the child via an adult.

Written by Headteacher at Westover

This will be reviewed annually

## WESTOVER PRIMARY SCHOOL BREAKFAST CLUB FORM

Parents are responsible for ensuring contacts, medical and dietary needs are up to date. We hold this information centrally to reduce administration and duplication. If you need to update us please complete this form.

<b>Childs Full Name</b>	
<b>Address</b>	
<b>Contact 1 (name of person/relationship, contact details)</b>	
<b>Contact 2 (name of person/relationship, contact details)</b>	
<b>Childs GP (name of surgery and telephone number)</b>	
<b>Medical conditions</b>	
<b>Dietary requirements</b>	

