**Burton Agnes C of E Primary School**

# Breakfast and After School Club Policy

**September 2025**

# Burton Agnes Church of England Primary School Breakfast and After School Club Policy

**Aim**
To provide a safe, secure, welcoming, before and after school facility for the School community.

**Objectives**

- To provide a welcoming, safe, secure environment for children before the beginning of the school day and at the end 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 and suitable activities for those pupils attending Breakfast and after school club.
- To employ caring supervisory staff.
- To provide an affordable service for working parents.
- Where appropriate to increase punctuality and attendance.

**Procedures and Organisation**

Staffing

- There is one breakfast club supervisor on duty as from 7.55 am. Members of the admin team are also in school from this time.
- A member of the teaching staff is on site by 8.00am.
- The member of staff on duty will hold a current first aid qualification and basic food hygiene qualification, as well as having DBS clearance. It is anticipated that this person will be employed in school in another capacity and already have positive, ongoing relationships with the children attending.
- For after school club, there are two member of school staff on duty until 5pm.

**Contingency arrangements for staff absences and emergencies**

- If a member of staff is absent, he/she must inform the Headteacher and also ring the reserve breakfast club supervisor on the contact list in time for them to get to school for 7.50am. They must notify the Headteacher if the 1st reserve cannot cover.
- In the event of a breakfast club supervisor not being on the premises, staff present will take responsibility for any children left in their care.
- In the event of any emergency, current school policies regarding Health & Safety, Child Protection & Safeguarding, all apply. It is anticipated that the person on duty at breakfast club would be able to communicate with other staff in school and have access to full school resources.

**Safeguarding and Fire Procedures**

- Children coming to breakfast club, and any adults dropping them off, should enter school through the front main entrance. Parents must sign their children in. Other doors into school should be locked until 8.45am. Children are then under the supervision of the staff at breakfast club until being received by the class teacher at 8.50am
- In the event of an emergency or evacuation, children should exit the hall through the fire exit and assemble on the top playground. The breakfast club supervisor will take the register and check all children are safe and accounted for.
- For after school club, parents collect from the front entrance and must sign their children out.

**Risk Assessment**

- A risk assessment has been carried out for the breakfast and after school club - all present school risk assessments relating to activities and premises apply.

**Medication**

- Parents should inform the Breakfast Club supervisor of any medical issues likely to affect children during Breakfast Club. Emergency contact details remain in the school office.
- Normal school First Aid and medication procedures apply to Breakfast and after school club.

**Use of registers**

- Children will be entered onto a register in the breakfast club and all parents will sign this to confirm their drop off time daily. Parents and children should enter school through the main entrance, as they will then have been admitted onto the premises by a member of staff who knows them by sight.
- At the end of Breakfast Club the supervisor tallies the numbers attending and returns the register to the 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 and accounted for.
- For after school club, class teacher have a list at the end of the school day so they know who is attending. Parents must sign their children out on collection.

**Organisation**

- Breakfast club sessions and breakfast play sessions and after school club sessions are open to all full-time pupils at Burton Agnes Church of England School.
- Pupils can use the toilets nearest to the hall.
- School behaviour policies and procedures apply to breakfast club and after school club.