



## Sacred Heart Catholic Primary School

### Breakfast Club Policy

#### **Aims:**

- To provide a happy, welcoming place at the start of the school day where all children are valued.
- To support working parents by providing an affordable childcare facility
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast Club.

**Opening Times:** Monday to Friday 7.55am – 8.45am. Term time only. Breakfast stops being served at 8.30am.

**INSET Days:** Breakfast club will not operate on Inset days

**Admissions:** The club is fully inclusive for children from Reception to Year 6.

**Booking and Payment Arrangements:** Money to be paid daily or weekly.

After one week of non-payment a letter will be sent asking for outstanding amount.

If, at the end of the second week there is still no payment and no explanation, then the child / children will not be able to attend.

If the club is used in an emergency or one off basis payment must be received on the day. The breakfast club reserves the right to prevent any child's attendance to the club if at any time if they are not acting in a disciplined and responsible manner. Fees in this case will not be refunded.

**Location of Breakfast Club:** The club sessions are held in the Hive classroom.

**Behaviour:** The School Policy and Rules with regard to behaviour are followed to ensure consistency for the children at the club. If a child continually behaves badly the school reserves the right to withdraw the place.

**Staffing:** A breakfast club team of staff employed by the school run the sessions. They work together to ensure that the children have activities to occupy themselves with and that they are playing safely. They organise the cleaning of all of the equipment required to run the breakfast club and prepare the food. In addition to breakfast club staff, other school staff members are on site from 7:00am onwards. All staff have a DBS check. Kitchen based staff are trained in Basic Food Hygiene and hold a certificate. Staff are identified by a lanyard with their photo and name. A member of the breakfast club team is Level 3 Full Paediatric First Aid trained.

**Routine:** Children should enter Breakfast Club via the main office entrance by ringing the entrance gate bell. A member of breakfast club staff will open the door. We ask for a parent/carer to remain with the child until they have entered the building. Children should register. Breakfast is served until 8:30am. During their time at the club they will have the choice of activities in which they may wish to participate. The staff will then supervise the children to their class at 8.45am.

**Parental and Pupil Feedback:** The school values any parental or pupil opinions and welcome feedback about how the club is run. Please talk to staff or make an appointment to speak to the Headteacher.

**Complaints Procedure:** All complaints in writing by a parent regarding the breakfast club will follow the school complaints procedure.

**Cancellations:** Cancellations would be due to school closure due to adverse weather conditions, problems with the building. For example: no heating or water supplies, or unforeseen circumstances. In the event of a cancellation: - A member of school staff will endeavour to contact individuals by text or phone as soon as possible.

**Breakfast Menu:** Our selection of food aims to be a healthy balance. Children have the choice whether to have food or not, although they are encouraged to do so. The registration form will detail any specific requirements a child has. The school abides by the guidelines set by the School Food Trust.

**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 playground. 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

### **Safety & School Policies**

**Health and Safety:** Breakfast club is run by the school and the existing Health and Safety Policies will be followed. The classroom/ hall 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.

**Equal Opportunities:** Breakfast club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

**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.

**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 classrooms. If a child needs their inhaler then a member of staff will escort them to their classroom to observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.

**Policy Review:** This policy will be reviewed and evaluated by the School's Senior Leadership Team and will be reviewed every two years.