

# St. Peter's C of E Primary & Nursery School



## Breakfast Club Policy

Policy updated: Spring 2023

Policy to be reviewed: Spring 2025

**This policy was formulated to meet the requirements of the Equality Act 2010 and the Keeping Children Safe in Education document 2022.**

**St. Peter's Vision**

At St Peter's C of E Primary School, the growth and development of children and adults is central to everything we do. As a church school, we aim to serve and take care of our community by providing an education which inspires every child to be the best they can be. This is within a framework which is rooted in distinctive Christian beliefs and values whilst embracing diversity, respecting other faiths and worshipping together. We encourage an understanding of the meaning and significance of faith and promote Christian values through the experiences we offer to all our school community.

**Equality statement**

St Peter's C of E Primary School is committed to valuing diversity by providing equality of opportunity and anti-discriminatory practice for all children and families. We also value our staff and are committed to good employment practice.

St Peter's C of E Primary School seeks to ensure that no member of the school community, or any person through their contact with the school, will receive less favourable treatment on the grounds of a protected characteristic. These include: race, colour, nationality, ethnic or national origin, religion or belief, gender, marital status, responsibility for children or other dependents, disability, sexual orientation, gender reassignment, age, trade union or political activities, socio-economic background, living situation, or spent convictions.

In this we include all members of the extended school community – pupils, staff, Governors, Parents / Carers and others from our local community. Partners, contractors and other visitors to the school are also expected to adhere to this 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 7:45am – 8.45am. Term time only.

Breakfast club will not operate on staff development days

**Admissions**

The club is fully inclusive for children from Foundation Stage One (nursery) to Year 6.

Any parent/guardian with a child that has any additional or special needs should record these on the membership form; this is so that any child can be appropriately welcomed into the club.

**Booking and Payment Arrangements**

Money to be paid half termly or termly using the school on-line payment system, SchoolMoney, by the first day of attendance. Fees will still be charged for absences unless the club is closed. If the club is used in an emergency or on a one off basis, payment must be received on the day and will incur a charge of an extra 50p per session. Extra children will only be admitted if the Breakfast Club has the capacity to do so.

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.

We also reserve the right to cancel Breakfast club, where numbers are insufficient; fees in this case would be refunded.

### **Staffing**

The Breakfast Club is run by one of our midday supervisors – Mrs Kemm (supply midday), Mrs Taaffe (Senior midday supervisor) or Mrs Dalla-Riva, on a rota basis.

Each member of staff is first aid trained; has a Level 2 Food and Hygiene qualification and has been DBS checked.

The Breakfast Club leader ensures 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 7:45am onwards. If a member of staff is absent, they must ring Mrs Howitt, the Office Manager, or Mrs Reeson, the Head teacher, if they are unable to contact either of the other two midday supervisors.

Staff are identified by a lanyard with their photo and name.

Our staff to child ratio is 1:12. Staff levels may fluctuate to meet needs.

### **Location of Breakfast Club**

The Club sessions are held in the school hall. The school's staffroom kitchen area is used to wash tableware.

The equipment and foods are kept in the school hall in the cupboards or fridge.

Staff ensure that all areas are left clean and tidy at the end of the club session. Tables and chairs are sanitized.

### **Behaviour**

The school Behaviour Policy, Take Care statement and 'BE Attitudes' 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.

### **Communication with Parents**

Occasionally, Breakfast Club will feature in the School's termly newsletter. Letters or texts will be sent home at the end of the school day regarding Breakfast Club, if parents need to be informed of anything.

Any decisions relating to Breakfast Club are made with full consideration of any ongoing welfare needs or safeguarding concerns.

### **Routine**

- Children should enter Breakfast Club via the front entrance from the playground.
- Children will register with the Breakfast Club leader.
- The children will prepare their breakfast food with the assistance of the adult leader where needed. The toaster will be operated by the Breakfast Club leader.
- Once the children have eaten, they will clear their own cup and plate away from the eating tables and put them in the washing up bowl ready to be washed up by a member of staff.
- During their time at the club, the children will have a choice of activities in which they may wish to participate.
- Children will use their own class toilets.
- Children will help tidy up the play equipment at the end of the club.
- The children will go outside into the playground with Mrs Reeson or Miss Houghton at 8:40am, or into their classroom if it is raining.

### **Resources**

Breakfast Club has its own supply of craft resources, games and tableware. These are kept in the cupboards in the school hall.

All electrical equipment is PAT tested annually.

### **Parental and Pupil Feedback**

The school values any parental or pupil opinions and welcome feedback about how the club is run. Parents should talk to staff or make an appointment to speak to the Head teacher if they have any questions or concerns relating to the Breakfast Club.

### **Complaints Procedure**

All complaints in writing by a parent regarding the Breakfast Club will follow the school complaints procedure.

### **Cancellations**

Cancellations of the Breakfast Club would be due to school closure due to adverse weather conditions or problems with the building, for example: no heating or water supplies, or unforeseen circumstances. In the event of the cancellation of the Breakfast Club, a member of school staff will notify families between 7 and 7:30 am via the school text service.

### **Breakfast Menu**

We aim to provide a healthy breakfast. Children will be active in the preparation of their breakfast and will learn hygiene skills. Children have the choice whether to have food or not, although they are encouraged to do so.

The Breakfast Club registration form will detail any specific dietary requirements a child has. The school abides by the guidelines set by the School Food Trust. Further information regarding the Schools Food Trust can be found at [www.schoolfoodtrust.org.uk](http://www.schoolfoodtrust.org.uk).

### **Activities**

Each child is encouraged to make their own choices regarding the activities they choose to participate in. Breakfast Club offers structured activities as well as free choice.

### **Emergencies**

As part of the membership form, parents are asked to complete an emergency contact numbers form to enable Breakfast Club staff to contact them in the case of emergency.

### **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.

### **Safety & School Policies**

Breakfast Club will follow the school's own policies and procedures; these are available from the Head teacher.

### **Health and Safety**

Breakfast Club is run by the school and the existing Health and Safety Policy will be followed. The hall area will be checked regularly by staff to ensure the safety of the children and staff.

### **Equal Opportunities**

The 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 the school's Whole School Child Protection Policy, all staff involved in the running of the Breakfast Club will have current DBS clearance. These records are held on the school's online Single Central Record. Breakfast Club staff will follow existing school policies and procedures for safeguarding and the Employee Code of Conduct.

Breakfast club will operate in accordance with the Keeping Children Safe in Education 2022 document.

### **Risk assessment**

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

### **Accidents**

Accidents will be treated by a trained first aider and the accident will be recorded on the Scholar Pack system. Breakfast Club will follow the school's First Aid policy.

### **Medication**

Inhalers are kept in the school office. If a child needs their inhaler, then a member of staff will escort them to the school office to observe that the medication has been taken correctly. Other medication will be administered according to the school's policy on medication.