

# **St Charles' VC Academy**



## **Breakfast Club Policy**

## Rationale

The breakfast club is organised by St Charles' VC Academy. 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 schoolday.
- 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 St Charles' VC Academy. 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 8.00am until 8.45am, but children should arrive no later than 8.30 if they require breakfast, to enable staff to clear food and clean before the start of the school day. From 8.25am, weather permitting, children will go out into the playground for a short outdoor play before lining up for the start of the school day. In the event of bad weather, children will go straight to their classrooms under the supervision of a member of staff. Breakfast club will not run on INSET days. The breakfast club will be held in the school's dining room. 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. 'Walkie talkies' will be held by the breakfast club supervisor and the second member of staff in school for ease of communication at all times.

## Use of Registers

It is the parents' responsibility to ensure that children are registered with the breakfast club supervisor as they enter school before leaving them. The breakfast club supervisor retains the registers which is kept with them until the end of the session, when it is returned to 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. 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. 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 £1.00 per morning, which includes the cost of breakfast.
- A child does not need to attend every day.
- Payment for each term should be made in advance.
- 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.

## **Risk assessment**

A separate risk assessment has been completed for Breakfast Club sessions and activities. See appendix 2.

## **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 schools policies and procedures.

## Policies and Procedures

Breakfast club will follow the schools 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 on an accident slip. Breakfast club will follow the school's first aid policy.

### Medication

Inhalers are kept in the child's 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.

**Approved by Governors on:**

**Signed:**

**Head Teacher**

**Chair of Governors**

**Date:**

**To be reviewed every two years, next review:**

**January 2025**

## St Charles' VC Academy

### Breakfast Club

### Membership Form

Child's Surname	Forename(s)
Date of birth	Age
Class & Teacher's name	
Home Address:	
Parent/carer name..... Contact Number ..... Work Place ..... Work Number .....	
In the case of an emergency, we will contact a parent/carer as stated above, if unavailable, please give two further contact details (ie grandparents, other relatives or close friends/neighbour)  1st Emergency contact name ..... Tel No ..... 2nd Emergency contact name ..... Tel No ..... Child's GP ..... Tel No .....	
Does your child have any medical conditions of which we should be aware ie asthma, epilepsy, diabetes, known allergies?  Does your child have any special needs?	
Booking Details.  All fees are payable before the child attends the club, either at the beginning of term or on the day. If children wish to receive breakfast, they will need to arrive by 8.30 I agree to support my children in adhering to the breakfast club code of conduct. <b>I agree to the terms of payment and above conditions.</b>  Signed: _____ Date: _____	

**BREAKFAST CLUB RISK ASSESSMENT**

<b>Hazards</b>	<b>Existing control measures</b>	<b>Residual risk rating</b>
Parental contact information / consent	All parents to complete breakfast club membership form before attendance including contact details.	Low
Security	Children to be registered with breakfast club supervisor before being left. Breakfast club supervisor to keep register with them at all times. External door to main building has security lock. Walkie talkies provided for ease of contact with additional member of staff.	Low
Premises	Dining Room used for breakfast club provision subject to normal health and safety inspections. Children not permitted access to the adjoined kitchen.	Low
Supervision	Minimum ratio of 1:10 although statutory ratio of 1:30. If ratio is exceeded, additional member of staff will be appointed or numbers restricted in future to allow for ratios. All staff DBS cleared.	Low
Health and safety	Staff trained on fire evacuation policy. Fire evacuation practices take place.	Low
First aid / administration of medicine	First aid kit located in Dining Room. Breakfast club supervisor first aid trained. Walkie talkies to fetch medicine from office if needed.	Low
Food safety	Kitchen staff have food hygiene certificate. Food stored appropriately in kitchen and logged in book in kitchen. Food allergy details obtained from parents.	Low
Slipping on the floor	Ensure floor is cleared of any spillages immediately after eating	Low