



Stakeford Primary School

Breakfast Club Policy

2017-2018

Aims

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day;
- To provide an affordable, early drop off childcare facility for parents/carers;
- To continue to build positive links/relationships with parents;
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment;
- To provide a calm play environment in which for children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

Procedures

Staffing

Staffing will follow the ratio of 1:8. Staff will be on site from 7:40 to set up ready to open at 7:50 am.

In addition to Breakfast Club staff, the caretaker will be on site from 7:00 am and the Headteacher or Assistant Headteacher will be on site from 8:15 am.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, she/he must ring the Headteacher who will arrange cover. Cover will be provided by the named volunteer.

Booking Arrangements

Staffing levels may need to fluctuate to meet the staff/pupil ratio therefore bookings will need to be made a week in advance so that staffing levels can be planned and appropriate.

Booking forms will be available outside the school office (copy in Appendix 1) and must be returned with full payment for the next week on a Friday morning. The register for the following week will be collated on a Friday morning.

Use of Registers

Children will be registered as they are admitted at the main door by one of the Breakfast Club staff on duty. The register will be kept in the main school office.

Cooking and Serving Facilities:

- The school kitchen will be used for preparation and serving food;
- Kitchen staff have agreed the loan of bowls, plates and cutlery which they will sterilise after washing;
- One member of BC staff will be in charge of preparing and serving food and ensuring that kitchen facilities are left tidy.
- All paid BC staff will have Food Hygiene Certification.

Menus:

- Menus of what is available during the week should be made available to parents and should address any possible allergies. Menus will be displayed in the school noticeboard and on the school website www.stakeford.northumberland.sch.uk
- Allergy information is the parent's responsibility and should be updated regularly. BC staff have access to this.

Organisation

- Breakfast club will be open to pupils from EYFS to Year 6 from 7:50 am – 8:50 am.
- Breakfast will be served as soon as the children arrive and will be brought to the table.
- Once children have finished their breakfast they then take their plates to be cleaned and go to the range of table top activities available.
- Children will only use the main school toilets.
- Children will need to help with tidying up equipment used at 8:40 then one of the supervisors will take them to wait outside their classrooms.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the contacts file in the school office.

Resources

Breakfast club resources are kept in the staffroom. All electrical equipment must be PAT tested before use.

Behaviour

- Because the Breakfast Club is run by the school, the existing school Behaviour Policy will be followed.

Communication with Parents

- Staff will have verbal communication with parents/carers bringing children which may involve passing messages to classroom teachers. A note of these messages should be recorded in a notebook which is passed to the office who will convey the message.
- Written notes to parents from the Breakfast Club Staff will be passed on via the child's classroom teacher.
- Parents may make appointments with a member of the Senior Management Team and Breakfast Club Staff to discuss matters/issues pertaining to the Breakfast Club.

Safeguarding

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club, either in a paid or voluntary capacity will have current DBS clearance. These records are held on the school's Single Central Record.
- 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 also follow the school's E.Safety policy and procedures.

Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the closest exit.
- They will congregate at the fire points in the school playground.
- The club register should be taken outside and all names checked.
- There will be a fire practice once per term.

Medication

- Inhalers are kept in the school office. If a child needs an inhaler, a member of the breakfast Club staff will escort the child to the office and observe that the medication has been taken correctly.
- All other medication administered will follow the existing school policy.

Risk Assessment

A separate risk assessment has been completed for Breakfast Club sessions and activities. Please see attached sheet.

Confidentiality of Documents

Confidential documents are kept in the school office in a locked filing cabinet.

Cancellation

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies.

In the event of closure:

- A member of school staff will endeavour to contact individuals by text using the school's messaging service before 7:30 a.m
- During Adverse weather conditions, school closure will be reported on the Northumberland County Council Website.

www.northumberland.gov.uk

Refunds

Due to the need to pay and book places in advance so that levels of staffing can be organised and food purchased, we will be unable to offer a refund if a child does not attend but the session could be carried over to another day. However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

Complaints

All complaints notified in writing by a parent regarding the Breakfast club will be investigated by a member of the Senior Management Team and a record kept of the outcomes.

Breakfast Club Staff

Mrs D Young (Food Hygiene/First Aid)

Mrs L Pringle (Food Hygiene/First Aid)

Senior Management Team

Mrs J Hall (Headteacher)

Mrs S Bewick (Assistant Headteacher)

Mrs L Nocon (SENDCo)

Mrs J Preece (Senior Teacher)