



## Breakfast Club Policy: The Elms Primary School

### Objectives:

1. To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
2. To enable pupils to eat a healthy, nutritious breakfast before the start of the school day in a pleasant, relaxed environment.
3. To employ caring supervisory staff who have time to consider the emotion and mental health of the pupils.
4. To provide an affordable, early drop off, childcare facility for parents/carers.
5. To continue to build positive links/relationships with pupils and parents.
6. To provide a controlled play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
7. To encourage a variety of exercise routines prior to eating breakfast.

### Organisation:

The breakfast club is open to pupils attending The Elms Primary School in both Key stages, as well as Foundation Stage. It is open from 7.30am to 8.45 am, but children should arrive no later than 8.15am to enable staff to clear food and clean before the start of the school day. The Breakfast club is held in the school dining hall and children will enter via Gloucester Street main reception. Children should be dropped off at their correct session time.

The child's details, medical conditions, emergency contact details, and additional emergency contact name, address and telephone number are kept in the School Office which is accessible to breakfast club supervisors. It is the responsibility of the parents to ensure that the office is informed of contact changes

### Booking Arrangements:

Parents can complete a registration online booking form and payments are made at the end of each week via ParentPay. Most parents will know which days they wish their child to attend on a regular basis; however, we are happy to take bookings with minimum 24hrs notice, as long as the numbers do not exceed our staff/pupil ratio for that day. Parents should contact breakfast club ([breakfast@fjs.faringdonlearningtrust.org](mailto:breakfast@fjs.faringdonlearningtrust.org)) if they need to book additional days.

### Registration:

All children are registered as they enter the entrance to the club. Newcomers are added to the register. The breakfast club supervisor retains the registers which are kept in the school office. At the end of breakfast club the supervisor tallies the numbers attending. 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. We will have 30 places on our register with an average of 30 children attending each day. It is the responsibility of the parent to ensure that the children are handed over safely to the staff from 7.30am.

### Staffing and supervision:

The children are adequately supervised at all times. Two permanent staff members are on duty at all times and the Head of School /Breakfast Club Supervisor is available on a daily basis in the event of any queries or staffing issues. All members of staff are DBS checked. A member of staff on duty holds a current first aid certificate and food hygiene certificate.

### Staffing ratios:

For out of school clubs in which the youngest children are of reception age or older, the statutory minimum staffing ratio has been reduced to 1:30 for children up to the age of eight. However, we will operate 2:30 staff ratio.

**Food and Activities:**

Before they have breakfast, pupils have the opportunity to play a variety of supervised games, which could be led by a member of staff, or by an older pupil. The food is prepared fresh on site by the staff and we will offer ranges from sugar free cereals and milk, white and brown bread, margarine, sugar free jam, raisins and other dried fruit.

Once children have finished their breakfast they then take their plates to be cleaned and go to the range of activities which are available in the hall (or outside as appropriate).

**Behaviour Policy:**

The Behaviour Policy is broadly in line with the School's Behaviour Policy. Our Behaviour Policy is based on a whole school approach to positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately, exclusion from Breakfast club will be the final sanction from such provision when all possible strategies have failed

**Communication with Parents:**

Staff will have verbal communication with parents/carers bringing children. Any messages for the class teacher should be recorded in their school home learning planner as usual. Messages to parents from the Breakfast club Staff will be passed on via our text messaging service. Parents may make appointments with the Head of School 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 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 also follow the Trust ESafety policy and procedures.

**Pricing Policy:**

The breakfast club daily fee is £6 for the first child with a discount for siblings (£4 for any additional children). This fee is to cover the cost of staffing and administration, food, equipment and day to day running costs. It may be necessary to change fees from time to time; however Parents/Carers will always be given at least one month's notice of this. The club is run on a non-profit making basis.

**Contingency arrangements for staff absences and emergencies:**

Arrangements for cover due to staff absence is organised by the Breakfast club supervisor and Head of School. The Head of School will be contacted by the breakfast club supervisors if cover cannot be found.

**Fire Procedure:**

Children should exit the hall and assemble on the playground. All registers should be taken and the children checked.

**First Aid:** If First Aid is administered, the treatment is given in line with School Policy. Allergy information should be updated regularly and Breakfast Club Staff have access to this.

**Risk Assessment:**

A risk assessment has been carried out for the breakfast club.

This policy will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.

**Policy date:** 1<sup>st</sup> September 2022