

# Stoke Row CE School



## Breakfast Club Policy

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### Document Approval Record

Committee	Finance, Health & Safety
Chair of Committee	Kerrie Blaker
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Annual?	N

These policies are all created in line with the Christian foundation of this school which is expressed through our five core values and our view that every child is unique and valued.

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## 1 Objectives

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- 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.

## 2 Organisation

The breakfast club is open to all pupils attending Stoke Row CE Primary School. It is open from 8am to 8.40am Tuesday to Thursday, but children should arrive no later than 8.15am to enable staff to clear food and clean before the start of the school day. Breakfast club is held in either River Class or Ocean Class. 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.

### 2.1 Use of Registers

Children are registered as they enter breakfast 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.

## **2.2 Staffing and supervision**

The children are adequately supervised at all times. Two staff members are on duty at all times and the Headteacher is contactable on a daily basis in the event of any queries or staffing issues. All members of staff recorded on the School Single Central Record and have a disqualification by association. All members of staff on duty hold a current first aid certificate and a food Level 1 hygiene certificate. A register is taken of all children attending. It is the responsibility of the parent to ensure that the children are handed over safely to the staff.

## **2.3 Food and Activities**

Children will be offered a range of cereals, toast and squash or water for breakfast. Following breakfast a number of activities will be on offer for the children to participate in. All resources necessary for the club will be purchased through the school budget designated for such purchases.

## **2.4 Behaviour Policy**

The Behaviour Policy is 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.

## **2.5 Pricing Policy**

The breakfast club daily fee is £4.00 per child.

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.

## **2.6 Contingency arrangements for staff absences and emergencies**

Arrangements for cover due to staff absence is organised by the Headteacher or member of the office team, who keep a register of staff available for cover. The Headteacher will be contacted by the breakfast club supervisors if cover cannot be found.

## **2.7 Safeguarding**

Everyone involved in the care of children has role to play in their protection. All staff are in a unique position to observe any changes in a child's behaviour or appearance. As such, it is the responsibility of all staff to have familiarised themselves with the Safeguarding and Child Protection Policy and to have read Part 1 of Keeping Children Safe in Education. All staff are expected to sign that they have read Part 1 of Keeping Children Safe in Education and this will be recorded on the school Single Central Record.

## **2.8 Fire Procedure**

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

## **2.9 First Aid**

If First Aid is administered, the treatment is given in line with School Policy.