

# Wilton & Barford Primary School.

## Breakfast Club Policy

### Rationale

The breakfast club is organised by Wilton & Barford Primary School. It is an extended school activity designed to allow children to be in school from 8:00am 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. They 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 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.
- To provide an affordable service for working parents.

### Organisation

The breakfast club is open to all pupils attending Wilton & Barford Primary School. It is open from 8:00am, but children should arrive no later than 8.30 to enable staff to clear food and clean before the start of the school day. It is held in the school hall. 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.

### Use of registers

Children are registered as they enter the Hall. 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.

### Staffing and supervision

The children are adequately supervised at all times.

A minimum of two staff are on duty

All members of staff are CRB checked.

At least one member of staff on duty holds a current first aid 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.

Responsibility for the children is only taken if the children are correctly booked in and handed over to the staff by a parent or carer.

### Food and Activities

Children will be offered a range of food for breakfast. Healthy food such as fruit will always be available.

Following breakfast a number of activities will be on offer for the children to participate in. These will include craft activities, games, toys and the computers.

All resources necessary for the club will be purchased through the school budget designated for such purchases.

### **Behaviour Policy**

Our Behaviour Policy will be broadly in line with the School's Behaviour Policy. Our Behaviour Policy will be 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.

### **Pricing Policy**

The breakfast club daily fee is £3.00 per child and £2.75 for siblings.

This fee is to cover the cost of:

- Staffing
- 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. Refunds are not given in the case of absence.

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

Arrangements for cover due to staff absence is organised by the breakfast club supervisor, who keeps a register of staff available for cover.

### **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 given is recorded in the school First Aid record book. A note and/or telephone call will be made to inform parents of what treatment the child has received.

### **Medication**

Inhalers are kept in the child's classroom. If a child needs an inhaler it will be got by a member of staff.

### **Risk Assessment**

A risk assessment has been carried out for the breakfast club

### **Policy Alignment**

All school policies, including all safeguarding policies and procedures, apply to the day to day running and organisation of Early Birds.

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.