

## Breakfast Club Policy

We understand the importance of ensuring that systems are in place for checking that the Club is a safe and secure place for children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their daily duties.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, the Club is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy.

We are responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the premises, or when a particular need of a child or other visitor necessitates this.

A visual inspection of both the equipment and the entire premises used will be carried out before each session. This will, ordinarily, be carried out by the club leader on arrival and will be completed before any children arrive.

All accidents, incidents and dangerous occurrences will be recorded in either the Incident Record Book or the Accident Record Book on the same day as the event took place. The report will include:

- The time, date and nature of the incident, accident or dangerous occurrence
- Details of the people involved
- The type, nature and location of any injury sustained
- The action taken and by whom
- The signature of the member of staff who dealt with the event, any witnesses and a countersignature by the parents/carers of the child(ren) involved.

Staff will follow whole school policy and procedures when dealing with any incident/accident.

### **AIMS**

To ensure children are provided with a healthy breakfast.

To provide affordable childcare provision for working parents or parents who are accessing training.

To provide opportunities to develop independence, relationships and encourage social and emotional development.

### **PROCEDURES**

#### Staffing

The Breakfast Club Leader is the Pastoral Manager, who is a member of the Safeguarding & Inclusion Team.

The Attendance Officer/ pastoral assistant and TAs will assist/support within breakfast club. The Site Manager is on site from 7:30am. The Principal is on site from 7:00am. The Attendance Officer/ Pastoral Assistant are on site from 8:00am. The TA's are on site from 8:00am.

School Hall	Practical Room	Creative Studio
Pastoral staff	Academy support staff	Support staff (facilitate games and activities)

### Contingency arrangements for staff absences and emergencies

In the event of staff absence, cover will be provided by the team of support staff. Long term absence will be covered on a rota basis those staff. Breakfast club will be closed during the holidays and inset days.

### Booking arrangements

Families requiring childcare should book in advance to ensure staff ratios are adequate. (See booking form attached). Childcare breakfast club has 24 places available plus two emergency places. **When a parent had booked place, they must receive a Book confirmation slip.**

### Use of registers

A register will be taken upon arrival. In case of an emergency and if children have to be evacuated from the building, the register must accompany the designated member of staff.

### Organisation

- Breakfast club is open to all pupils.
- It is held in the practical room for childcare and the dining hall for families
- Childcare breakfast club has 26 places available and need to be booked in advance.
- Family breakfast club can seat up to 100 people.
- The childcare element of the provision will cost £2:50 (£2:00PP) per child per session. Items can be purchased at the family section for 25p per item (£1 for bacon sandwiches).
- Payment for Breakfast Club is to be given to Sodexo and in the paid Breakfast Club, to one of the TAs.
- All PP children will be entitled to two free tokens.
- Children are encouraged to demonstrate good table manners and behaviour, throughout.
- There will be a variety of activities available; as well as a space for pupils to complete or check their home learning with an adult.
- All activities are cleared up by 8.40 am to ensure that pupils are on time when arriving at their class.

- Pupil details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office. (A list of pupils medical needs and allergies will be kept securely at all times in the childcare element of the club).
- Support staff must sit and model expectations and manners in the paid Breakfast Club.
- Children are to walk to the Practical Room for their breakfast unless individual plans have been discussed for key pupils with the Principal and / or the Pastoral Manager.
- Breakfast Club resources will be locked in a cupboard.

### Communication with Parents

Verbal communication with parents/carers bringing children. Written communication where appropriate.

### Fire Procedure

Children should exit the dining room through the rear door and assemble on the playground. Those in the practical room will leave via reception. An alternative route is via the main corridor. A routine fire drill will take place in line with the academy's health and safety regulations.

### First Aid

First Aid will be delivered in line with whole school policy. (See school website for more details or office staff).

L.Singleton – Pastoral Manager / Breakfast Club Co-ordinator

September 2019

To be reviewed annually

## Risk Assessment for Breakfast Club

Hazards		Yes/No	If 'No', state the intended action.	Risk Factor
Parental consent	Have parents who require childcare provided consent for their child to attend the club	YES		Parent's details should be given the opportunity to update pupil details on an ongoing basis. (low risk)
	Do we have up to date pupils contact details.	YES		
Security/safety	Are the entrance/exit points secure.	YES		Staff being called away. (medium risk)  Parents who are running late and dash off. (low risk)
	Is there a telephone/communication link in place.	YES		
	Does the club maintain a daily register.	YES		
	Are arrangements in place for the safe handover of pupils.	YES		
	Are staff aware of the fire evacuation protocol.	YES		
	Will there be regular planned fire drills.	YES		
	Is there an appropriately qualified first aider on site.	YES		
Staffing	Are supervision ratios appropriate, including a contingency plan for staff absence.	YES		
	Are all staff/volunteers CRB checked to an enhanced level.	YES		
Pupil information	Do the staff have information regarding the individual needs of all pupils attending, i.e. medical or dietary details.	YES		
Welfare facilities	Are the toilet facilities fit for purpose and adequate for the pupils attending breakfast club.	YES		Supervision will be needed on the corridor due to where the toilets are

				situated. (low risk)
Food safety	Have staff responsible for preparing or handling foods appropriate food safety knowledge/food hygiene training.	YES		Responsibility of Sodexo
	Are there suitable arrangements for the storage of food, including chilled and/or perishable fooyds.	YES		

**Breakfast will be provided by the schools on site catering provider Sodexo**