



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 – both indoor and outdoor – 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 relationships and encourage social and emotional development.



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PROCEDURES

Staffing

The Breakfast Club Leader is a level 3 TA and a member of the Safeguarding & Inclusion Team.

There will be a level 2 TA assisting/supporting within breakfast club.

The Site Manager is on site from 7:30am.

The Principal is on site from 8.00am

The Safeguarding & Inclusion Leader is on site from 8:00am.

The level 3 TA's are on site from 8:00am

Contingency arrangements for staff absences and emergencies

In the event of staff absence, cover will be provided by the team of level 3 TA's and/or the Safeguarding & Inclusion Leader. Long term absence will be covered on a rota basis those staff.

Booking arrangements

Families requiring childcare should book in advance to ensure staff ratios are adequate. (See booking form attached).

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 dining hall.

There is a charge of 50p per person per session.

The childcare element of the provision will cost £2:50 per child per session.

Breakfast will be brought to the table.

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.



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Pupil details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office

Breakfast Club resources are kept in a cupboard in the dining room.

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. 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.

Risk Assessment

A risk assessment has been carried out for Breakfast Club (see separate sheet)

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

G.Brailsford – Safeguarding & Inclusion Leader