



# **HOLLINSWOOD PRIMARY SCHOOL & NURSERY - BREAKFAST CLUB POLICY**

## **1. Rationale**

The breakfast club is organised by Hollinswood Primary School & Nursery. It is an extended school activity designed to allow children to be in school from 7.45am 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. Children 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.

## **2. 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.

## **3. Organisation**

The breakfast club is open to pupils attending Hollinswood Primary School & Nursery. The club will be open from 7.45am until 8.50am, but children should arrive no later than 8.30am if they require breakfast, to enable staff to clear food and clean before the start of the school day. Breakfast club will in Term Time only. The breakfast club will be held in the Breakfast Club room on the Farah Site. 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.

## **4. Use of Registers**

It is the parents' responsibility to ensure that children are registered with the breakfast club leader as they enter the room and before leaving them. The breakfast club leader retains the registers which are kept in the school office. At the end of breakfast club the leader 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.

## **5. Staffing and Supervision**

The children are adequately supervised at all times with two members of staff supervising. Additional members of staff always on site will be summoned in case of emergency. All members of staff are DBS checked. At least one member of staff on duty holds a Current first aid certificate. At least one member of staff on duty has completed the food hygiene course.

## **6. Booking and Payment Arrangements**

A completed membership form is required for each child attending the Club. See **Appendix 1**.

The advertised price includes the cost of breakfast. **Please see Breakfast Club Charging Policy.**

A child does not need to attend every day.

Places are available on the day although a completed membership form needs to have been completed in advance.

Charges are subject to review and may be adjusted from time to time to reflect costs.

Non-payment of breakfast club fees will result in a reminder letter being sent. If this reminder is not responded to within 7 days, the school reserves the right to refuse the place at breakfast club until the arrears are cleared.

## **7. Fire Procedures**

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The club's register for the day will be called and all names will be checked. There will be a fire practice in accordance with the School's emergency fire and evacuation policy

## **8. Health and Safety**

Breakfast club is run by the school and the existing Health and Safety Policies will be followed.

The breakfast club area and outside area will be checked regularly by staff to ensure the safety of the children.

## **9. Risk assessment**

A separate risk assessment has been completed for Breakfast Club sessions and activities. See **Appendix 2**.

## **10.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 follow the schools policies and procedures.

## **11.Behaviour**

Behaviour expectations for breakfast club are the same as during the school day. If a child persistently misbehaves, a warning letter will be sent to parents and a further incident could result in the child being refused a place at breakfast club.

## **12.Policies and Procedures**

Breakfast club will follow the schools own policies and procedures and these are available from the school office.

## **13.Accidents**

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Breakfast club will follow the school's first aid policy.

## **14.Medication**

If a child needs their inhaler then the second member of staff in the school will be summoned to fetch the inhaler. Other medication will be administered according to the existing school policy on medication.

<b>Date Created</b>	September 2017
<b>Date Approved</b>	September 2017
<b>Approved By</b>	Finance & Personnel Committee
<b>Date for Review</b>	22 <sup>nd</sup> March 2019

# Hollinswood Primary School

## Breakfast Club



**OFFICE USE ONLY** START DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

**CHILD'S FULL NAME AND ADDRESS**

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

MALE/ FEMALE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

POSTCODE: \_\_\_\_\_ HOME TEL NO: \_\_\_\_\_

**PARENTS/CARERS/GUARDIANS NAMES**

MOTHER: (Full name please)

\_\_\_\_\_

Mobile No:

\_\_\_\_\_

EMPLOYMENT: (Please indicate Location, Telephone number, or if at home during school hours)

MOTHER AT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FATHER: (full name please)

\_\_\_\_\_

Mobile No:

\_\_\_\_\_

EMPLOYMENT: Please indicate Location, Telephone number, or if at home during school hours

FATHER AT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**MEDICAL INFORMATION**

DOCTOR: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

PRACTICE: \_\_\_\_\_

INFORMATION YOU WOULD LIKE US TO BE AWARE OF: (i.e. Allergies, Asthma, Other health problems)

\_\_\_\_\_

**SPECIAL DIET**: Please indicate if you child has any special dietary needs

\_\_\_\_\_

**FORM OF INDEMNITY AND MEDICAL CONSENT**

I give consent for my son/daughter \_\_\_\_\_ to take part in breakfast club activities.

I consent to medical or such surgical treatment deemed necessary by a qualified medical practitioner, or to first-aid being administered in the case of my son/daughter, if an emergency should occur at a time when my consent to the particular treatment cannot be otherwise reasonably obtained.

I do /do not consent to for my child's photograph, name or reasonable pertinent personal information being used on appropriate occasions in any school or school related material including press and other media coverage .

Signed \_\_\_\_\_ (Parent/Carer/Legal Guardian)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

 <p>Telford &amp; Wrekin COUNCIL</p>	Risk Assessment of: <b>Breakfast Club Provision</b>	Business Unit/ School: <b>Hollinswood Primary School &amp; Nursery</b>			Risk Assessment Number:	Carried out by: <b>Donna O'Reilly</b>		
Date: <b>September 2013</b>	Review date: <b>September 2017</b>	Specialist assessment needed**:						
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are we already doing?</b>	<b>Risk rating*</b>  <b>L,M or H</b>	<b>What further action is necessary?</b>	<b>By whom?</b>	<b>By when?</b>	<b>Done</b>	
Parental consent	Pupils	<ul style="list-style-type: none"> <li>➤ Parents provide formal consent for their child to attend the Breakfast Club.</li> <li>➤ Parents' up to date contact details are known (in the event of an emergency, cancellation of the club, missing pupils or any unforeseen problems)?</li> </ul>	L	On registration.  Log onto Bromcom to access all up to date contact information.	SG	On first day attend.  As and when needed		
Security	Pupils and staff	<ul style="list-style-type: none"> <li>➤ Access to the Breakfast Club area is security access controlled, including visual control over visitors.</li> </ul>	L					

		<ul style="list-style-type: none"> <li>➤ Access is restricted to unauthorised areas of the school premises.</li> <li>➤ A phone is available in the office.</li> <li>➤ A register is kept daily of pupils attending the Breakfast Club.</li> <li>➤ Arrangements are in place for the safety of pupils being 'dropped off' at the Breakfast Club and between club finishing and school starting</li> </ul>					
Selection of room used for Breakfast Club	Pupils and staff	<ul style="list-style-type: none"> <li>➤ The Large meeting room used by the Breakfast Club is suitable in respect to size, layout etc.</li> </ul>	L				
Supervision	Pupils	<ul style="list-style-type: none"> <li>➤ Supervision ratios are appropriate.</li> <li>➤ Staff have been CRB checked.</li> </ul>	L	Additional staff are called upon if numbers increase/pupils with challenging behaviours attend.	SG	As and when needed	
Information relating to pupils	Pupils	<ul style="list-style-type: none"> <li>➤ Suitable arrangements are in place for Breakfast Club staff to receive adequate information from parents/school relating to the pupils attending the club i.e. pupil medical, dietary, behaviour or other special needs.</li> </ul>	L	Access to Bromcom and Teachers.	SG	As and when needed	
Fire	Pupils and staff	<ul style="list-style-type: none"> <li>➤ The existing school fire risk assessment has taken in to account Breakfast Club arrangements.</li> </ul>	L				

		<ul style="list-style-type: none"> <li>➤ All Breakfast Club staff are familiar with the fire evacuation procedure for the premises.</li> <li>➤ Fire drills are conducted with the staff and pupils who attend.</li> </ul>					
First Aid	Pupils and staff	<ul style="list-style-type: none"> <li>➤ There are adequate numbers of staff in school during Breakfast Club with first aid training.</li> <li>➤ There are sufficient numbers of first aid kits available.</li> <li>➤ There is a school policy for administering medicines. This includes parent consent, trained staff to administer medicines and a robust recording system.</li> </ul>	L	Update first aid training every 3 years			
Electrical safety	Pupils and staff	<ul style="list-style-type: none"> <li>➤ Arrangements are in place for portable electrical appliances to be PAT tested annually.</li> <li>➤ There are sufficient number of sockets in the room.</li> </ul>	L				
Violence	Pupils and staff	<ul style="list-style-type: none"> <li>➤ There are expected rules/codes of conduct of behaviour of pupils attending the breakfast club, to include removing pupils from the programme for unacceptable behaviour.</li> <li>➤ Staff are familiar with the reporting incidents of violence.</li> </ul>	L	Pupils who constantly break the rules will not be allowed to attend until further notice.	GA/KO	As and when needed	

Inspections	Pupils and staff	➤ There is a formal system for reporting health and safety defects.	L	Rated 5 stars for Scores on the Doors inspection.			
Welfare facilities	Pupils and staff	➤ There are adequate toilet facilities. ➤ Hand washing facilities are also available in the Yr 3/4 toilets.	L				
Cancellation of club	Pupils and staff	➤ Procedures are in place for and unexpected cancellation of the club.	L	Notices put up in the morning, and meet any parents/phone calls to parents whichever comes first.	SG/MS	As and when needed	
Food safety	Pupils and staff	➤ Staff responsible for preparing or handling food have appropriate food safety knowledge/food hygiene qualifications. ➤ The Breakfast club has its own kitchen ➤ Breakfast Club food is suitably stored ➤ Foods known to cause allergies are avoided e.g. nuts. ➤ A sheet is displayed of all food used in breakfast club stating possible allergies to foods.	L	Training for food hygiene is received every 3 years.	SG/MS	As and when needed	
Are there any other foreseeable hazards associated	Pupils and staff	➤ Any equipment broken will be disposed of. ➤ All toys are age appropriate.	L				

with running of the Breakfast Club?							
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<b>Signed</b>	<b>Print Name</b>	<b>Date</b>

**Risk rating system\***

SEVERITY			PROBABILITY	
outcome	Example	score	Outcome	score
<b>MINOR</b>	Bruising, minor cuts, mild irritation to skin or eyes	<b>1</b>	<b>Unlikely</b> (eg no previous history)	<b>1</b>
<b>SERIOUS</b>	Loss of consciousness , burns, broken bones, injury or condition resulting in 3 or more days absence	<b>2</b>	<b>Possible</b> (eg similar incidents have happened in the past)	<b>2</b>
<b>MAJOR</b>	Permanent disability , major notifiable injury or disease	<b>3</b>	<b>Probable</b> (eg same situations have happened in the past)	<b>3</b>
<b>FATAL</b>	DEATH	<b>5</b>	<b>Highly probable</b> (eg has occurred recently here or in another organisation)	<b>5</b>

**Probability score x Severity score = Risk Rating total**

Risk rating total

1-4 low risk

5-10 medium risk

15-25 high risk

**\*\*Specialist assessments will be need for:** fire, hazardous substances, significant manual handling tasks, computer workstation users (DSE), nursing or expectant mothers, working at height, noise and use of personal protective equipment.

<b>Date Created</b>	September 2014
<b>Date Approved</b>	September 2017
<b>Approved By</b>	Finance & Personnel Committee
<b>Date for Review</b>	September 2019

