



# BREAKFAST CLUB POLICY



## Document Status -

<b>Policy Authors</b>	Hollinswood Primary School & Nursery
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<b>Committee/Approver of Policy</b>	Finance & Personnel Committee

# **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 full time pupils attending Hollinswood Primary School & Nursery. The club will be open from **7.45am until 8.45am**, but children should arrive no later than **8.20am** if they require breakfast, to enable staff to clear food and clean before the start of the school day.

Breakfast club is 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 will record the attendance on the ParentPay system. The registers are retained for auditing purposes.

## **5. Staffing and Supervision**

The children are adequately supervised at all times with at least two members of staff supervising. Additional members of staff are used when needed and there are always additional staff on site who 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) Booking –**

- Parents requesting a place at Breakfast Club should speak to the school office.
- A child does not need to attend every day.
- Places are available on the day and can be used as an emergency drop off if needed.

### **b) Fee's/Payment –**

- Fees are charged on a session basis (**See Breakfast Club Charing Policy**).
- Parents must make payment for Breakfast Club on their ParentPay account.
- Payments must be made in advance of the session(s) booked.
- The advertised price includes the cost of breakfast.
- 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 (sent out via ParentPay) and a follow up telephone call. 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.
- Any payment that is outstanding for more than 4 weeks will result in a formal letter giving Parent/Carers an additional four weeks to pay. Outstanding balances will then be passed to Telford & Wrekin Council who will take the necessary steps to recover the outstanding balance.
- Parent/Carers who are having financial difficulty are requested to contact the Headteacher to implement a suitable payment plan.
- Any charges arising from payment in un-cleared funds will be passed on to the parent.

### **c) Support for Childcare Costs –**

- Parents/carers may be able to access a range of tax benefits and grants to support childcare cost and information will be available directly from the local authority.
- Childcare costs cannot be met directly from the school budget.

## **7. Child Protection & Safeguarding**

The school has several safeguarding policies and practices that the Governing Body employ to keep children safe and promote their well-being.

All staff will receive annual child protection training and receive regular updates via whole staff training. A Designated Safeguarding Lead (DSL) for child protection will be always contactable when breakfast club is open. The role of the DSL is to protect children who are suffering or likely to suffer significant harm.

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 Employee Code of Conduct. Where ICT equipment is used, they must follow the schools' policies and procedures.

## **8. Health & Safety**

An external audit of Health and Safety is carried out annually by Telford & Wrekin. Policies and procedures are checked to ensure statutory compliance with all current health and safety legislation. While its purpose is to ensure compliance, it also assesses how well we're following processes and our overall performance. Our Health & Safety policy is available on the school website.

## **9. Risk Assessment**

A formal risk assessment is in place which is accessible for parents on the school website. **Also see attached for a copy.** Staff will also carry out dynamic risk assessments to ensure equipment and the environment is safe each day for the children.

## **10. Medication**

The school has a policy for children who have medical needs or require medication. This policy will be followed during Breakfast Club. Children will be required to have their asthma inhalers and any other urgent medication in school. The school also has access to emergency inhalers.

Parents will need to complete the necessary forms to administer medication. The policy for Supporting Children with Medical Conditions and the Administration of Medicine is available on the school website.

## **11. Paediatric First Aid**

A paediatric first aider will be always available to administer immediate first aid to children who are ill or injured. They are qualified to make appropriate decisions such as when to call an ambulance or refer to other medical professionals.

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.

## **12. 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.

Fire evacuation routes are displayed, and there will be a fire practice in accordance with the School's emergency fire and evacuation policy at least once a term.

An external annual fire safety audit is completed by qualified contractors procured by Telford & Wrekin Council. The building, fire safety equipment and procedures are checked for compliance against statutory fire safety regulations.

## **13. Behaviour**

Behaviour expectations for breakfast club are the same as during the school day. If a child persistently misbehaves, a telephone conversation may be held with the parent or a warning letter will be sent to parents and a further incident could result in the child

being refused a place at breakfast club. Please refer to the schools Behaviour policy on the website.

#### **14. Security Policy**

The club is committed to provide a safe and secure environment. Staff will adhere to the following guidelines:

- No child will be left unsupervised in the club at any time.
- Staff child ratios of 1:8 children will be adhered to.
- Visitors to the club will not be left unsupervised at any time.
- Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. If staff are unsure of the person collecting the child that child will remain at the club and parents will be informed of the decision.
- Entrance to the club will be monitored to always ensure security.
- Children will be signed in and out of the club.
- Parental/carer consent will be sought for the use of videos and photographs for promotional usage.

#### **15. Equality Policy**

All children who attend our breakfast and after school club will be treated equally. The school's equality policy will be always followed. The policy is available on our school website. Any prejudice related incidents will be recorded and reported to Telford & Wrekin.

#### **16. Computing and E-safety**

If children use laptops or other electronic devices the schools Computing, and E-Safety policy will be followed. Please see the school website for more information about these policies.

#### **17. Other Policies and Procedures**

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

#### **18. Communication with Parents**

The safe registration of children is a priority when children arrive for the breakfast club. It is important that staff do not become distracted so parents will be asked to communicate, any messages for the teacher or the school, via the school email [A2200@taw.org.uk](mailto:A2200@taw.org.uk) or on their child's Class Dojo page.


#### **19. Resources**

Staff will check resources regularly to ensure they are of a high standard, safe, appropriate and of a high quality for children to use.

#### **20. How does our Breakfast Club operate?**

- The breakfast club runs Monday to Friday term time only.
- The opening and closing times are 7.45am-8.45am
- Children will enter and exit the clubs via the entrance gate for Base 15.

- Parents must ensure a child is marked in and out to ensure staff are aware that a child has arrived.
- Children may access classrooms or outside areas for some activities.
- Once breakfast club has finished, children will be taken to their classrooms.
- The emphasis is on play and leisure rather than education but there is an opportunity to look at homework as well.
- Children will have the opportunity to enhance their learning through a wide
- variety of activities and to promote physical development. They will have access to several activities such as board games, arts and crafts music, games, dance, and sport.

 <p>Telford &amp; Wrekin COUNCIL</p>	<p>Risk Assessment of (Activity): <b>Breakfast Club Provision</b></p>	<p>School: <b>Hollinswood Primary School &amp; Nursery</b></p>	<p>Risk Assessment Carried out by: <b>Donna O'Reilly (SBM)/Sue Gill (Breakfast Club Leader)</b></p>
<p>Assessment Date: <b>September 2013</b></p>	<p>Review Date: <b>September 2017 March 2023 April 2024</b></p>	<p>Other Notes/Specialist Assessments Needed:</p>	

KEY (People at risk)	Likelihood/Probability (L)	Severity (S)	Risk Score/ Calculation	Risk Rating (L, M, H)
<p><b>E</b> = Employees <b>P</b> = Pupils <b>MP</b> = Members of Public <b>C</b> = Contractors <b>V</b> = Visitors <b>EM</b> = Expectant Mothers <b>YP</b> = Young Persons <b>BU</b> = Building Users</p>	<p><b>1.</b> Very Low (rare/very unlikely. No history of event occurring over a period of years.) <b>2.</b> Low (unlikely) <b>3.</b> Medium (could occur/possible. Similar incidents have happened in the past) <b>4.</b> High (likely to occur/probable. Same situations have happened in the past) <b>5.</b> Very High (near certain to occur)</p>	<p><b>1.</b> Insignificant (nuisance/discomfort/minor injury. No first aid needed.) <b>2.</b> Minor injury/illness requiring first aid, i.e. bruising, minor cuts, mild irritation to skin or eyes (no lost time) <b>3.</b> Moderate injury/illness (Hospital/ambulance treatment required, i.e. loss of consciousness, burns, broken bones, injury or condition resulting in 3 or more days absence. Reportable under RIDDOR. <b>4.</b> Significant (serious/incapacity to work/major injury, i.e. permanent disability, loss of limb, major notifiable injury or disease, long term effect.) <b>5.</b> Major (Death)</p>	<p>Likelihood x Severity = Rating</p>	<p><b>1 – 8 LOW RISK</b> - Monitor <b>9 – 15 MEDIUM RISK</b> - Monitor, review &amp; reduce risk where possible <b>15+ HIGH RISK</b> - Further Action Required</p>

If the residual risk is high, a decision has to be made whether this residual risk is tolerable or unacceptable:

- Tolerable implies that it is not acceptable but it can be tolerated for a short time while interim controls are put into place.
- Unacceptable implies that the risk level is too high for work to be allowed.

In the case of both tolerable and unacceptable risk additional controls will need to be put in place to reduce the risk down to an acceptable (Low/Medium) level. Once these controls have been implemented a new residual risk level is created.

What are the hazards?	People at Risk	What are we already doing?	Risk Rating				What further action is necessary?	By whom?	By when/ completed by?
			L	S	Score (S x L)	Rating (H, M, L)			
Parental Consent	Pupils & Staff	<ul style="list-style-type: none"> <li>• Parents provide a formal consent for their child to attend the club.</li> <li>• Parents up to date contact details are known (in the event of an emergency, cancellation of the club, missing pupils, any unforeseen problems).</li> <li>• Parents do not enter the building - children are welcomed in by the school staff.</li> </ul>	2	1	2	L	<p>On registration.</p> <p>Ensure all details are kept up to date.</p> <p>Staff are able to log onto Bromcom to access all up to date contact information.</p>	Breakfast Club Leader	Daily
Security	Pupils & Staff	<ul style="list-style-type: none"> <li>• Access to the Breakfast Club area is security access controlled, including visual control over visitors.</li> <li>• Access is restricted to unauthorised areas of the school premises.</li> <li>• A phone is available in the Breakfast Club room.</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>	2	1	2	L	<p>Ensure side gates to Base 15 are closed.</p> <p>Mobile or another landline phone available</p> <p>Daily Register taken.</p>	Breakfast Club Leader	Daily
Selection of room used for Breakfast Club	Pupils & 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>	2	1	2	L		Breakfast Club Leader	Daily
Supervision	Pupils & Staff	<ul style="list-style-type: none"> <li>• Supervision ratios are appropriate. (taking into account staff absenteeism/sickness)</li> </ul>	2	1	2	L	Additional staff are called upon if numbers increase/pupils with	Breakfast Club Leader	Daily



		<ul style="list-style-type: none"> <li>• Staff have been DBS checked.</li> </ul>					challenging behaviours attend.		
Information Relating to Pupil's	Pupils & Staff	<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, i.e. allergies.</li> </ul>	2	1	2	L	Access to Bromcom and Teachers.	Breakfast Club Leader	Daily
Fire Safety	Pupils & Staff	<ul style="list-style-type: none"> <li>• The existing school fire risk assessment has taken in to account Breakfast Club arrangements.</li> <li>• All Breakfast Club staff are familiar with the fire evacuation procedures for the premises, i.e. sound of the alarm, location of exit doors, location of fire assembly point, responsibility for contacting the emergency services, etc.</li> <li>• Fire drills are conducted with the staff and pupils who attend.</li> </ul>	2	1	2	L		Breakfast Club Leader	Daily
First Aid/ Administration of Medication	Pupils & Staff	<ul style="list-style-type: none"> <li>• All staff are adequately trained to an appropriate level of first aid (taking into consideration staff absenteeism, holidays et</li> <li>• Refresher training provided every 3 years.</li> <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> </ul>	2	1	2	L	Update first aid training every 3 years  All accidents to be reported to the school office.	Breakfast Club Leader	Daily

		<ul style="list-style-type: none"> <li>• There is a school policy for administrating medicines. This includes parent consent, trained staff to administer medicines and a robust recording system.</li> <li>• Parental consent obtained prior to medication being administered to pupils.</li> </ul>							
Electrical Safety	Pupils & Staff	<ul style="list-style-type: none"> <li>• Arrangements in place for portable electrical appliances to be PAT tested annually.</li> <li>• Sufficient numbers of electrical sockets located in the rooms to avoid the use of extension leads wherever practical.</li> <li>• Staff are aware to visually inspect portable electrical items for evidence of cable damage/crushing, plug damage, etc.</li> </ul>	2	1	2	L		Breakfast Club Leader	Daily
Violence	Pupils & 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 club for unacceptable behaviour.</li> <li>• Staff are familiar with the reporting incidents of violence.</li> </ul>	2	1	2	L	Pupils who constantly break the rules will not be allowed to attend until further notice.	Breakfast Club Leader	Daily
Inspections	Pupils & Staff	<ul style="list-style-type: none"> <li>• There is a formal system for reporting health and safety defects.</li> <li>• Staff setting up club to inspect areas prior to use.</li> </ul>	2	1	2	L	Rated 5 stars for Scores on the Doors inspection.	Breakfast Club Leader	Daily
Welfare Facilities	Pupils & Staff	<ul style="list-style-type: none"> <li>• There are adequate toilet facilities.</li> </ul>	2	1	2	L		Breakfast Club Leader	Daily

		<ul style="list-style-type: none"> <li>• Hand washing facilities are also available in the Yr 3/4 toilets.</li> </ul>							
Cancellation of Club	Pupils & Staff	<ul style="list-style-type: none"> <li>• Procedures are in place for and unexpected cancellation of the club.</li> </ul>	2	1	2	L	Notices put up in the morning and staff available to meet any parents/make any phone calls to parents whichever comes first.	Breakfast Club Leader	Daily
Food Safety	Pupils & Staff	<ul style="list-style-type: none"> <li>• Staff responsible for preparing or handling food have appropriate food safety knowledge/food hygiene qualifications.</li> <li>• The Breakfast club has its own kitchen.</li> <li>• Suitable arrangements for the storage of club food, including chilled/perishable foods are provided Foods known to cause allergies are avoided e.g. nuts.</li> <li>• A sheet is displayed of all food used in breakfast club stating possible allergies to foods.</li> <li>• Staff will follow appropriate protective measures to ensure safe handling of food, including: Regular hand washing with soap and water for at least 20 seconds before and after handling food, if they change rooms, and after nose blowing, sneezing or coughing.</li> </ul>	2	1	2	L	Training for food hygiene is received every 3 years.	Breakfast Club Leader	Daily
Safeguarding	Pupils & Staff	<ul style="list-style-type: none"> <li>• All staff to be aware who cannot have their photograph taken and used.</li> <li>• Adults to follow normal safeguarding procedures and report</li> </ul>	2	1	2	L		Breakfast Club Leader	Daily

