

St. Laurence C.E. (A) Primary School & Foundation Stage



Breakfast Club POLICY

Aims

To provide a Breakfast Club that supports working families by providing a safe healthy and useful environment for pupils from 7:45am to 8:40am on school days.

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.

Procedures

Staffing

- There is one breakfast club supervisor plus one member of staff on duty. In addition to this the school teachers are on site.
- The Head is on site from 7:00 am

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

- If a member of staff is absent, she must ring the Head who will arrange cover.

- **Use of registers**

- Children are registered as they enter the Dining Room according to their year group. Newcomers are added to the register.
- The Breakfast Club supervisor retains the registers which are kept on a shelf in the Heads office in case of absence.
- 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.

- **Organisation**

- Breakfast club is open to all pupils from Foundation to Year 6 from 7:45am to 8:40am. It is held in the dining room.
- Pupils enter the dining room from the front door entrance by 8:15 am.

- Pupils are welcomed by the staff, who registers the children, helps the younger children with their outer clothing and bags and finds out what each child would like for breakfast. The breakfast is then brought to the table.
- As each child finishes their breakfast they then leave the table and join another table where activities are laid out.
- Emphasis is laid on good table manners and behaviour throughout.
- All activities are cleared up by 8.35 am so that the children may leave the dining room to walk to the classrooms accompanied by a member of staff.
- 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.

Communication with Parents

- Verbal communication with parents/carers bringing children

Fire Procedure

- Children should exit the dining room through the side door and assemble on the playground.
- All registers should be taken and the Head informed when the children are checked and present.

First Aid

- If First Aid is administered, the treatment given is recorded in a medical treatment book.

Medication

- Inhalers are kept in the School Office. If a child needs an inhaler, a Breakfast Club worker will accompany them to the Office.

Risk Assessment

- A risk assessment has been carried out for Breakfast Club

Signed:

Chair of Governors

Signed:

Headteacher

Date:

Review Date November 2017