

St Richard's VC Academy



BREAKFAST CLUB POLICY

Approved by:	Trust Directors	Date:	Summer 2022
Last reviewed on:	Summer 2022		
Next review due by:	Spring 2024		

Rationale

The breakfast club is organised by St Richard's Academy. 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.

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.
- Children in receipt of FSM can attend for free

Organisation

The breakfast club is open to pupils attending St Richard's Academy. Due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained. The club will be open from 7.45am until 8.40am, but children should arrive no later than 8.30am.

Breakfast club will not take place on INSET days. The breakfast club will be held in the school dining hall with the hall also available for activities. 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.

Use of Registers/signing in...

It is the parents' responsibility to ensure that children are booked into breakfast club a week in advance through our online booking system. The children will be registered by the office manager on arrival. Phone call will be made to parents after 8.30am if children does not attend. 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.

Staffing and Supervision

The children are adequately supervised at all times. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate.

Booking and Payment Arrangements

- Places at the club are allocated on a strictly "first come, first served basis
- The cost for bookings is £1.00 per morning, which includes the cost of breakfast and supervision. This is payable on parent pay
- A child does not need to attend every day.
- Charges are subject to review and may be adjusted from time to time to reflect costs

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.

Health and Safety

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

The dining hall area and assembly hall will be checked regularly by staff to ensure the safety of the children.

Risk assessment

A separate risk assessment has been completed for Breakfast Club sessions and activities. See appendix 1.

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 school's policies and procedures.

Policies and Procedures

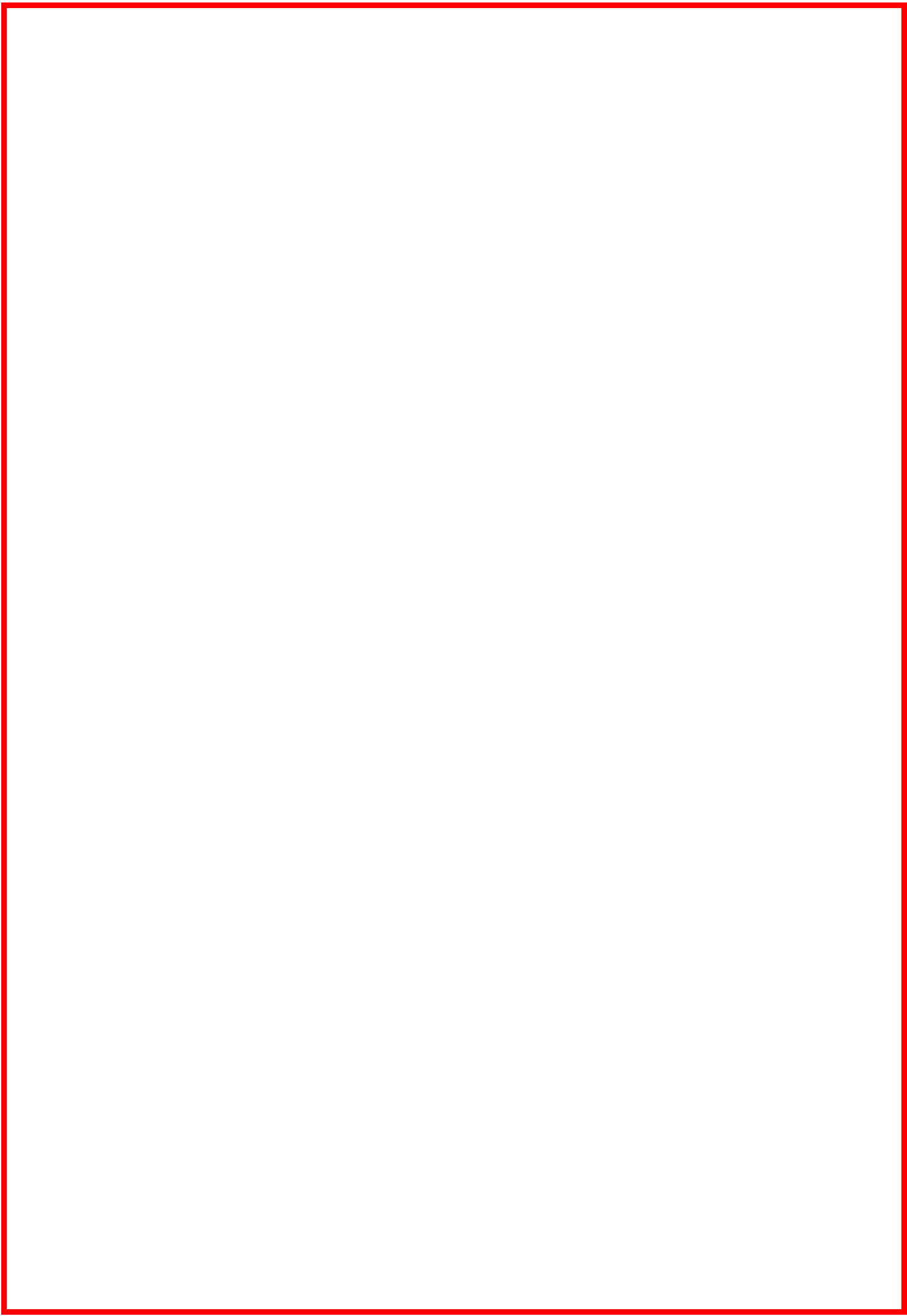
Breakfast club will follow the school's own policies and procedures and these are available from the school office.

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.

Medication

In case of an asthma attack spare Inhalers are kept in the office. Other medication will be administered according to the existing school policy on medication.



BREAKFAST CLUB RISK ASSESSMENT

Hazards	Existing control measures	Residual risk rating
Parental contact information / consent	All parents to ensure contact details are updated with the school office	Low
Security	Children to be registered with office managers on arrival. Weekly booking system in place Register is kept in office External door has securitylock.	Low
Premises	Dining hall used for breakfast club provision subjectto normal health and safety inspections. Children not permitted access to the adjoined kitchen.	Low
Supervision	Minimum ratio of 1:15 although statutory ratio of 1:30. Currently St Richards employs 4 members of staff for breakfast club All staff DBS cleared.	Low
Health and safety	Staff trained on fire evacuation policy. Fire evacuation practices take place.	Low
First aid / administration of medicine	First aid kit located in medical room. Breakfast club supervisor first aid trained.	Low
Food safety	HCC catering staff all hold food hygiene certificate. Food stored appropriately in kitchen Food allergy details obtained from parents and displayed.	Low
Slipping on the floor	Ensure floor is cleared of any spillages immediately after eating	Low