

St John Bosco Catholic Primary School

Breakfast Club Policy

January 15

Aims

To provide an affordable, early drop off childcare facility for parents/carers.

To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.

To provide children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment.

To provide a wide range of structured play activities, enabling children to engage and learn with children from other year groups.

Organisation

Breakfast club is open from 07.15 am – 8.45 am.

The club is available for pupils from Foundation to Year 6 and during the year prior to which they are due to start school (i.e. age 3+)

Each child details, medical conditions, parent contact details and additional emergency contact information is kept in the office.

Bookings are made daily so that staffing levels can be planned.

Staffing

Staffing follows the ratio of 1:8 for children aged 3-8 and 1:10 thereafter. Staff are on site from 07.00 am to set up ready to open at 07.15 am. If a member of staff is absent, she will ring the Headteacher or Deputy Headteacher in order for a replacement to be arranged.

Safeguarding and Health and Safety

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club have current CRB clearance. These records are held in the school office.

Breakfast club staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.

Where ICT equipment is used, they also follow the schools E.Safety policy and procedures.

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

Catering

All regulations laid down by The Education (Nutritional Standards and Requirements for School Food) (England) (Amendment) Regulations 2011 are adhered to.

Fire Procedures

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly way via the closest exit.

They will congregate in the school playground.

The club register will be taken outside and all names checked.

There is a fire practice once per term.

Communication with Parents

Staff will communicate verbally with parents/carers bringing children, which may involve passing message to classroom teachers.

Written notes to parents from the Breakfast Club Staff are passed on via the child's teacher.

Medication

Inhalers are kept in the school. If a child needs an inhaler, a member of the Breakfast Club staff will escort the child to the classroom and observe that it has been taken correctly.

All other medication administered will follow the existing school policy.

Allergy information should be updated regularly and staff have access to this.

Medical information is kept in the school office. Allergies and other medical information provided by parents will also be on the registration form.

Cancellation

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies. In the event of closure:

A member of school staff will endeavour to contact individuals by telephone before 07.30 am.

During Adverse weather conditions school closure will be reported on local radio and parents informed via school texting system.

Complaints

All complaints will follow the schools complaints policy.

Reviewed November 15

To be reviewed November 17