

Griffin Primary School



Breakfast Club Policy

2016



GRIFFIN PRIMARY SCHOOL

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BREAKFAST CLUB POLICY

AIMS

To provide a secure, welcoming, before school facility for children to eat a healthy breakfast, improve their social skills and have a positive impact on improving their learning.

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 develop their social skills to an age appropriate level in a positive way;
- To maximise the impact of caring supervisory staff
- To provide a calm 'learning through play' environment for those pupils by the planning and delivery of a range of different age-appropriate learning opportunities;

PROCEDURES

STAFFING

- Breakfast Club Staff must be prepared for the entrance of children into the Breakfast Club Room at 8.00am
- A register will be taken as children enter to provide a record of attendance each day
- Breakfast is provided by an external contractor, Hull Catering and they are responsible for the quality of this service. This service will be monitored by the School Business Manager.
- The Breakfast Club Leader will be responsible for planning the programme of activities and for assessing the quality of the delivery of that programme by other Breakfast Club Staff.
- Any parents who come into the Breakfast Club room to provide reassurance for their child must be advised to leave at the earliest sensible opportunity.
- All children attending Breakfast Club are expected to eat breakfast.
- It is expected that the Behaviour Policy of the school will be consistently applied by all staff.

Contingency arrangements for staff absences and emergencies

- If a member of staff is absent, it is expected that the procedures for reporting absence will be followed.
- Any planned cover must have been requested under the terms of the Miscellaneous Leave Policy

Booking arrangements

Parents must complete the appropriate form to register their details at least the day before they attend for the first time.

There is no charge for Breakfast Club – on the basis that children eat breakfast. It is not child care.

Use of registers

- Children are registered as they enter the Dining Room. Newcomers are added to the register.
- The Breakfast Club Leader will retain the registers.
- 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.

ORGANISATION

- Breakfast club is open to all children from Reception to Year 6 from 8.00 am to 9.00 am. It is held in the hall.
- Pupils enter the building through the door near to the kitchen, before 8.10am
- Pupils are welcomed at the hall door by the supervisors who register the children, help the younger children with their outer clothing and bags. Parents must leave their children at this point.
- Children then decide what they would like for breakfast and take it to the table.
- As each child finishes their breakfast they clear away their crockery and cutlery then leave the table where activities are laid out.
- Emphasis is laid on good table manners and quiet behaviour throughout.
- Children must use the corridor toilets if necessary.
- All activities are cleared up at 8.50 am so that the children may leave the hall to walk through the building to take their coats and shoes to the cloakrooms.
- 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.
- Parents are expected to leave children to enter breakfast club at the outside door. Any deviation to this would be, for example if children were unsettled or unsure, in which case they can be accompanied for a few days. The expectation would be that children would quickly become familiar with the routines and grow in confidence so that they become independent.

Communication with Parents

- Verbal communication with parents/carers bringing children must be positive – the intention being to ensure that children have a calm and enjoyable breakfast experience.
- Parents may make appointments with the Breakfast Club Leader to discuss matters pertaining to Breakfast Club.

Fire Procedure

- Children should exit from the hall through the front entrance and assemble on the playground. Should this entrance be unavailable, the other available exits from the hall door must be used.
- All registers should be taken and the Fire Warden informed when the children have been checked off and are present.

First Aid

- If First Aid is administered, the treatment given must be recorded on an incident form
- If necessary, the parent must be notified to inform them of the incident.

Medication

- It is expected that the medicines and Asthmas Policies will be adhered to.

Activities

A range of activities will be provided to extend and develop children's skills when they have eaten breakfast. These will be differentiated in accordance with the age and interest levels of the children and may include jigsaws, reading materials, colouring, board or mat games for pairs or small groups. There may also be physical activities and links to leading a healthy lifestyle. The television will not be used unless this is to show exercise/yoga activities for children.

Risk Assessment

- A risk assessment has been carried out for Breakfast Club (Appendix A)

Environment

The safety and management of the environment is the responsibility of the Breakfast Club Staff. Any spillages etc must be removed promptly. All equipment must be cleared away at the end of the session, including mops/brushes so that the hall can be used for alternative purposes.

Confidentiality of documents

Confidential documents are kept:

- In school office

Complaints

All complaints notified in writing by a parent of a child attending the Breakfast Club will be investigated by appropriate staff of the school, the outcomes of which will be informed to parents.

Inappropriate behaviour by children

Individual incidents of inappropriate behaviour by children will be dealt with by Breakfast Club Staff using the school behaviour policy and procedures (traffic lights). Any repeated unacceptable behaviour will be documented and submitted to appropriate school staff so that a course of action can be determined.

Behaviour by Adults in Breakfast Club

The Griffin Primary School Code of Conduct will be observed when supervising children eg quiet and calm voices, appropriate language, correct supervision. All Breakfast Club staff are accountable and responsible for the consistent application of this policy.

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Appendix A Risk Assessment

Activity	Risk	Measures in place	Responsibility
Spillages	Slips and falls	Monitor floor surface; Mop up any spillages; Use wet floor signage;	Breakfast Club Staff
Bumps or falls	Injuries to children	Minimise any opportunities by ensuring children are engaged in activities; Remind children of the need to walk and enforce quietly;	Breakfast Club Staff
Children disappearing from room	Unseen injury	Ensure that children are appropriately supervised; Visual check on children at toilets; Keep correct register;	Breakfast Club Staff

Risk: Low

Dependent upon appropriate supervision and enforcing safety and conduct rules.



East Hull Co-operative Learning Trust

Griffin Primary School

Headteacher: Mrs J Adamson B.Ed, DPSE

BREAKFAST CLUB

Dear Parents/Carers

Breakfast Club is a free service offered to families of children at Griffin. There, as I am sure you would expect, rules which need to be observed in order for your child/ren to attend. These are as follows:

- Breakfast Club starts at 8.00am. Children will not be allowed in before this time.
- Children arriving after 8.10am will not be allowed to attend as there will not be time for the catering staff to produce their breakfast.
- A register of children is kept for Health & Safety purposes.
- Parents accompanying children need to bring them to the door and leave them there so that they enter school independently.
- Children who attend Breakfast Club must stay in the hall until they are sent to their classrooms to be ready for the start of the school day at 9am.
- Breakfast Club is a service that the school provides, children do not have a right to attend. Children who do not behave appropriately during Breakfast Club will not be allowed to attend. Parents will be informed of any such arrangements by letter from the Headteacher.

BREAKFAST CLUB BOOKING FORM

Child's Name: Class:

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Tick to book					

Please note that pupils must arrive between 8.00 and 8.15am

Parent/Carer signature:..... Date:.....