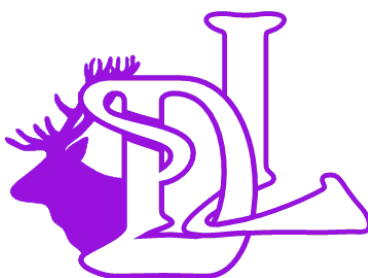


Ditton Lodge Primary School

Breakfast Club Policy



Approved by:

Full Governing Body

Date: 6th December 2022

Last reviewed on:

Next review due by:

December 2023

BREAKFAST CLUB POLICY

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.

Organisation

The breakfast club is open to all pupils, and siblings in the Nursery, attending Ditton Lodge Community School. It is open from 8am to 8.45am, but children should arrive no later than 8.15am if they wish to eat breakfast, so as to enable staff to clear food and clean before the start of the school day. It is held in the school hall. The child's details, medical conditions, the parents' contact details, and 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

Children are registered as they enter the Hall. Newcomers are added to the register. The breakfast club supervisor retains the registers which are kept in the school office. At the end of breakfast club the supervisor 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.

Staffing and supervision

The children are adequately supervised at all times. Two staff members are on duty. All members of staff are DBS checked. One member of staff on duty holds a current first aid certificate. A register is taken of all children attending. It is the responsibility of the parent to ensure that the children are handed over safely to the staff.

Food and Activities

Children will be offered a range of food for breakfast. Following breakfast a number of activities will be on offer for the children to participate in. All resources necessary for the club will be purchased through the school budget designated for such purchases.

Behaviour Policy

The Behaviour Policy is broadly in line with the School's Behaviour Policy. Our Behaviour Policy is based on a whole school approach to positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately, exclusion from breakfast club will be the final sanction from such provision when all possible strategies have failed.

Pricing Policy

The breakfast club daily fee is £3.50 for the first child and £3.00 for siblings. This fee is to cover the cost of:

- Staffing
- Food
- Equipment and day to day running costs.

It may be necessary to change fees from time to time; however Parents/Carers will always be given at least one month's notice of this.

The club is run on a non-profit making basis.

Contingency arrangements for staff absences and emergencies

Arrangements for cover due to staff absence is organised by the breakfast club supervisor, who keeps a register of staff available for cover.

Fire Procedure

Children should exit the hall and assemble on the playground.

All registers should be taken and the children checked.

First Aid

If First Aid is administered, the treatment is given in line with School Policy.

Risk Assessment

A risk assessment has been carried out for the breakfast club.

This policy will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.

Child Protection Statement

At Ditton Lodge Primary School, the welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. All staff and volunteers in school have a responsibility to report any concerns to one of the designated child protection officers.