



Wavertree CE School Breakfast Club Policy

Belong Believe Achieve

Rationale

The Breakfast Club is organised by Wavertree CE School. It is an extended school activity designed to allow children to be in school before school starts from 8.00am. Children have the opportunity to eat a healthy breakfast and join in with activities on offer. They 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 at the start of the school day.
- To enable pupils to have a breakfast in a relaxed environment.
- To employ caring supervisory staff
- To provide a calm play environment for those pupils.
- To provide an affordable service for working parents.

Organisation

The Breakfast Club is open to all pupils attending Wavertree CE School. It is open from 8.00am until school starts. It is held in the school hall. 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

Children are registered as they enter the club. The registers are kept in the School Office at the end of each session. In the case of an emergency where children have to be evacuated from the building, the register will be used to check that all children 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. At least one member of staff on duty has attended the food hygiene course.

Food and Activities

Children will be offered a limited range of food for breakfast such as toast and cereal. Healthy food such as fruit and yoghurt will always be available. A number of activities will be on offer for the children to participate in. These will include craft activities and games. All resources necessary for the club will be purchased through the school budget designated for such purchases.

Behaviour Policy

Our Behaviour Policy is in line with the School's Behaviour Policy. Our Behaviour Policy will be based on a whole school approach of 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 club costs £2.00 per day.

Payment must be made prior to attending Breakfast Club via ParentApps Connect.

This fee is to cover the cost of:

- Staffing and Resources
- 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.

Contingency arrangements for staff absences and emergencies

Arrangements for cover due to staff absence is organised by the office.

Fire Procedure

Children should exit the hall and assemble outside on the school playground. All registers should be taken and the children checked on arrival to make sure all are present. A member of staff will join the group later to inform them if and when it is safe to re-enter the unit.

First Aid

If First Aid is administered, the treatment given is recorded in the school First Aid record book. Parents will be informed in writing of what treatment the child has received. Should any significant injury occur then parents will be contacted immediately. Medical help will be called immediately should the first aider deem it necessary.

Risk Assessment

A risk assessment has been carried out for the Breakfast Club.

Review

This policy will be reviewed by the governing body in September 2023