



# **St Mary's Catholic Voluntary Academy**

## **BREAKFAST CLUB POLICY**

### **Aim**

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 from Reception to Year 6 at 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 and staffing**

- Vehicle Gates will open between 7:30 – 07:45am and parents can use the drop off zone.
- A member of staff will be on hand to greet children from the drop off zone (completing the register)
- For arrivals after 7:45am, parents can use the pedestrian gate which will be open from 7:30 – 8:00am.
- Breakfast is to be provided and prepared by staff
- Staff will be responsible for planning the programme of activities
- All children attending Breakfast Club are expected to eat breakfast.
- All staff are DBS checked.
- Safeguarding procedures will be followed at all times.

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- A DSL will be on site.
  - In order to plan for site ratios, if payments are received by noon on the Friday before, places will not be guaranteed and must be paid in advance.
  - Children will be adequately supervised at all times.
  - 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.

### **Booking arrangements**

Breakfast Club must be booked and paid for online by 12 noon on Fridays (week before your booking). Bookings will close the Friday before your preferred session, so please ensure you leave plenty of time to book. Children will not be able to attend any sessions at the club until a form has been completed and payment has been received. Completed forms should be returned to the school office by hand or emailed to [admin@stmarys.derby.sch.uk](mailto:admin@stmarys.derby.sch.uk).

**Session Times:** 7:30am – 8:30am on week days, term time only

**Fees:** £3 per child per session for Breakfast Club, the fee will cover the cost of food, staffing equipment and day to day running costs.

### **Fire Procedure**

- Children should exit the hall and assemble on the field. All registers should be taken and the children checked.

### **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**

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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.

### **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.

### **Allergies & Intolerances**

Parents to inform the school office via emailing the admin account.

### **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/Behaviour Policy**

Our Behaviour Policy applies during Breakfast club. The whole school approach to positive reinforcement and modelling of good behaviour is very important to ensure that the children are safe and happy. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns about 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.

*This policy will be reviewed in September 2024.*

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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.**