YARDLEY WOOD COMMUNITY PRIMARY SCHOOL

Breakfast Club Policy

Spring 2023

To be reviewed spring 2026

Rationale

The breakfast club is organised by Yardley Wood Community Primary School. It is an extended school activity designed to allow children to be in school from 7.45am onwards, to have the opportunity to have a choice of food and drink for a healthy start to the day, and to join in activities on offer. Children 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 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.
- To provide an affordable service for working parents.

Organisation

The breakfast club is open to all pupils attending Yardley Wood Community Primary School. Breakfast club will not run on INSET days. The breakfast club will be held in the school dinner hall.

Due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained. The club will be open from 7.45am until 8.45am, but children should arrive no later than 8.15 if they require breakfast, to enable staff to clear food and clean before the start of the school day.

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.

'Walkie talkies' will be held by the breakfast club manager and SLT/ office staff in school for ease of communication at all times.

Use of Registers

It is the parents' responsibility to ensure that children are registered with the breakfast club staff as they enter the hall before leaving them. The breakfast club staff mark the registers which are then given to the school office. 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. Three staff are employed for Breakfast Club – a manager and two Play Workers. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate. The kitchen staff (Cityserve) will cook/ serve the food. The kitchen staff have completed the adequate food hygiene course.

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 with the Request for Leave of Absence form. A member of the SLT will cover staff absence should pupil numbers require this.

Booking and Payment Arrangements

- Currently, school will offer Breakfast Club on a 'drop-in' basis with no booking required. If numbers increase beyond a reasonable capacity, a booking system will be considered.
- The cost for breakfast club will be £4.00 per morning, which includes the cost of breakfast. Siblings will be charged at £3.00 per child.
- A child does not need to attend every day.
- School will not allow debts to build up. Should a significant debt be accrued by a parent, the child will no longer be permitted to attend breakfast club unless full or part-payment is made. The school office will monitor and manage payments and debts.
- Charges are subject to review and may be adjusted from time to time to reflect costs.

Fire Procedures

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's MUGA area in a line. The club's register for the day will be called and all names will be checked. There will be a fire practice in accordance with the School's emergency fire and evacuation policy.

Health and Safety

Breakfast club is run by the school and the existing Health and Safety Policies will be followed. The dining hall area, and outside area if used, will be checked regularly by staff to ensure the safety of the children.

Risk assessment

A separate risk assessment has been completed for Breakfast Club sessions and activities. See appendix 1.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club will have current DBS clearance. These records are held in the school office on the Single Central Register. Breakfast club staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must follow the school's policies and procedures.

Policies and Procedures

Breakfast club will follow the school's own policies and procedures and these are available from the school office.

Accidents

Accidents will be treated by a trained first aider and the accident will be recorded on Medi-book or on an accident form if necessary. Breakfast club will follow the school's first aid policy.

Medication

Inhalers are kept in the children's classrooms. If a child needs their inhaler then a member of the breakfast club staff will go to the classroom to fetch the inhaler. Other medication will be administered according to the existing school policy on medication.

Policy adopted by the Full Governing Board

Signed ……Chair of Governors

Date ……..

Autumn 2026

To be reviewed Autumn 2029

Appendix 1

Breakfast club risk assessment

Hazard	Existing Control Measures	Risk rating
Parental contact information	All parents to complete yearly data collection sheet (managed by the school office) and update contact details throughout the year when changes are made. Office staff keep pupil records up-to-date.	Low
Security	Children to be marked on the register by breakfast club staff before being left by parents. Children do not leave the dining hall area unless to use the toilet in the connecting community room. Walkie talkie provided for ease of contact with other school staff.	Low
Premises	Hall used for breakfast club provision is subject to normal health and safety inspections. Children not permitted access to the school kitchen. Toilet located in the community room.	Low
Supervision	Statutory ratio for pupil numbers 1:30. Try to keep numbers 1:12. If numbers exceed a reasonable ratio, booking system to be implemented or additional staff to be appointed. All staff are DBS cleared.	Low
Health and Safety	Staff trained on fire evacuation policy. Fire evacuation practice takes place.	Low
First aid / administering medication	First aid kit located in the dining hall / community room. Breakfast club manager is first aid trained. Walkie talkie to be used in case of emergency. All medication to be administered out of breakfast club hours if possible.	Low
Food safety	Kitchen staff hold food hygiene certificates and will store food appropriately. Food allergy details for pupils are known to all breakfast club and kitchen staff.	Low
Slips, trips and falls	Ensure floor is cleared of any spillages immediately. Toys and games are used on tables where appropriate to avoid creating tripping hazards.	Low