

	<h2>South Bersted CE Primary Breakfast Club Policy</h2>
<b>Web and/or Internal</b>	<b>Web &amp; Internal</b>
<b>This policy should be reviewed every</b>	<b>Every three years</b>
<b>Policy approved by Governors</b>	<b>Autumn 2023</b>
<b>Date of Review</b>	<b>Autumn 2026</b>
<b>Member of staff responsible</b>	<b>Headteacher</b>
<b>Policy created by</b>	<b>SBS</b>
<b>Signed by Chair of Governors and/or Headteacher</b>	

### Introduction:

At South Bersted CE Primary School, 'Life in all its fullness' (John 10:10), underpins our school vision. Educating the 'whole child' not only aims to achieve high standards but to enable learners to embrace challenges and become life long-learners. At South Bersted Church of England Primary School, we want all pupils to recognise and achieve high standards.

### Rationale

The Breakfast Club is organised by South Bersted CE Primary School. The aim of breakfast club is to support vulnerable children to have a positive start to the day. Breakfast club is an extended school activity, designed to allow children to be in school from 8.00am onwards. They will have the opportunity to enjoy a choice of food and drink for a healthy start to the day, alongside joining in a variety of emotional literacy and nurture activities on offer during the session. Children are encouraged to be independent 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 allow access to Nurture and emotional based literacy intervention
- To support the mental health and wellbeing of key pupils
- To support relationship development between staff and children
- To enable pupils to eat breakfast before the start of the school day in a pleasant, relaxed environment.
- To provide a calm play environment for those pupils.

## **Organisation**

The Breakfast Club is open to all pupils attending South Bersted CE Primary School; however, priority is given to pupils who the school define as vulnerable or are in receipt of Pupil Premium Funding. Any remaining places will be offered to the whole school community and allocated via random selection.

Breakfast Club is open from 8.00am to 8.45am, but children must arrive no later than 8.05am to enable staff to adhere to current H&S guidelines and to clear food and clean before the start of the school day. Breakfast Club is held in the DT Room or the Hive. 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 or dietary changes.

## **Use of registers**

Children are registered as they enter the building. Newcomers are added to the register. The Breakfast Club supervisor retains the registers which are kept in the school office.

In 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. A minimum of two staff are on duty, 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 a current food hygiene 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. Responsibility for the children is only taken if the children are correctly booked in and handed over to the staff by a parent or carer.

## **Food and Activities**

Children will be offered a range of food for breakfast. Healthy food such as fruit will always be available. Following breakfast a number of activities will be on offer for the children to participate in.

## **Behaviour Policy**

The Breakfast Club Behaviour Policy will be in line with the School's Behaviour Policy, which 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, with a view to exploring possible strategies to maintain attendance at Breakfast Club. Ultimately exclusion from Breakfast Club will be the final sanction should the possible strategies not have the desired effect.

## **Pricing Policy**

The Breakfast Club is currently free of charge to parents, funded through the Pupil Premium Grant Funding, which is reviewed annually as part of Budget Setting.

## **Contingency arrangements for staff absences and emergencies**

Arrangements for cover due to staff absence is organised by the School Business Manager, who keeps a register of staff available for cover, or will arrange for parents to be notified of cancellation of the Club.

**Fire Procedure**

Children should exit the DT Room and proceed to the assembly point on the playground. All registers should be taken and the children checked.

**First Aid**

If First Aid is administered, the treatment given is recorded in the School's First Aid record book. A note and/or telephone call will be made to inform parents of what treatment the child has received.

**Medication**

Inhalers are kept in the School's First Aid areas. If a child needs an inhaler it will be obtained by a member of staff.

**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 within the school.