



St Jude's C of E Infant School

Excellence in education, kindness in the community, courage through faith.



Breakfast Club Policy

Written Summer 2022
To be Reviewed 2024

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

At St Jude's C of E Infant School, we strive to ensure that policies and practices are underpinned by the school core values of respect, perseverance, responsibility, hope, compassion and forgiveness. This policy is underpinned by all the core values. We aim to promote equality of opportunity and a positive attitude to all pupils and staff.

Rationale

The safety of pupils is our priority whilst they are in our care at school. The Government states that all schools will need to provide an extended day for all pupils, either on site or through linking with a local service provider. St Jude's C of E Infant School provides before and after school activities to cater for children who need wrap-around care. Our staff provide a range of indoor and outdoor activities when the weather and time of year allow. Breakfast Club is run internally using school staff and Gap Club is run externally.

Our Breakfast Club is available for all pupils from **Reception – Year 2**. It operates between 7:45 and 8:45am where children will be offered a breakfast of, for example, toast, bagels or cereal and a cold drink. There will be a range of activities available.

Aims

To provide quality pre-school care for pupils (Reception to Year 2) via the school run Breakfast club at St Jude's C of E Infant School.

It aims to:

- Support working parents by providing before and after school childcare from 7.45am until 6.30pm.
- Provide planned play and learning activities.
- Support home learning, e.g. completing reading.
- Offer the children breakfast each morning and tea in the evening in a safe and friendly environment.

Roles and responsibilities

The **governing board** will:

- Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school.
- Hold the **Headteacher** and **SBM** to account for the performance of the Breakfast Club.

The **Headteacher** will:

- Recruit any additional staff required and line manage the Breakfast Club staff based on the staffing ratio of 1:8.
- Report to the **governing board** on the performance of the staff.
- Manage any complaints relating to the Breakfast Club.

The **SBM** will:

- Ensure that employment contracts are in place for school staff working at Breakfast Club
- Ensure that sufficient staff hold the required qualifications (first aid and food hygiene).
- Ensure that the appropriate risk assessments have been undertaken in respect of the Breakfast Club.



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- Ensure that the appropriate insurance is in place for Breakfast Club (covered by main school insurance).
- Ensure that any reasonable adjustments are made to allow disabled children access to the Breakfast Club.
- Implement the payment system.
- Purchase materials and equipment for the Breakfast Club.
- Market the Breakfast Club on various channels.
- Maintain financial records for the Breakfast Club.
- Review and update facilities management policies and procedures to ensure that they cover the Breakfast Club, e.g. cleaning, maintenance and security.
- Where requested, report to the **governing board** on the financial performance of the Breakfast Club.

The **SENCO** will:

- Review and update existing equal opportunities policies to reflect Breakfast Club, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that staff working at the Breakfast Club consider the needs of children with SEND when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations.

The **DSL** will:

- Review and update existing child protection and safeguarding policies and procedures to reflect Breakfast Club, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that any additional staff (both paid and volunteers) recruited for the Breakfast Club complete an enhanced DBS (with barred list) check before they care for children.

Breakfast Club admissions and fees

The school has a first come, first served policy for admissions to wraparound services. When all the places have been filled, new applications are placed on a waiting list. Sessions are limited and should therefore be pre-booked for at least a half-term (via the office). Adhoc sessions will be permitted where capacity allows (please see the office at least the day before). Payments may be made in installments at least a week in advance. Refunds are not normally given for missed sessions. Charges are reviewed annually and are detailed in the Charges and Remissions policy (pupil premium may be used where appropriate). A calendar months' notice is required for cancellation of booked sessions.

Please note: Pupil Premium may be used to enable disadvantaged children to access wraparound and holiday childcare.

To register an interest/place parents are given the following information:

- **The Breakfast club application form (required before place is offered)**
- **The current availability of places**
- **The Breakfast club policy**

Arrivals and departures

The school is fully committed to the safety and security of all the children in its breakfast club; therefore, several procedures are in place for when children arrive at a breakfast:

Parents drop their child off at the breakfast club. Members of staff will support them in their breakfast choice.



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At the end of Breakfast club, a member of the staff will supervise the children from the breakfast club to their respective classes.

Exclusion from Breakfast Club

School policies, including Behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe & efficient running of the club, parents will be informed of this by a member of the school's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period of time deemed appropriate by the SLT.

Review and Monitoring

This policy will be reviewed annually by the Governing Body.

Please note that Breakfast club will not run on INSET days or during the school holidays.