



HAWKESBURY CE VC PRIMARY SCHOOL
EARLY BIRDS BREAKFAST CLUB POLICY

Author/Person Responsible	<i>Clare Trayler / Mike Riches</i>
Date of Ratification	<i>15th November 2018</i>
Review Group	<i>SBM & Breakfast Club Supervisor</i>
Ratification Group	<i>Finance & Personnel (F&P) Committee</i>
Review Frequency	<i>Bi-Annually</i>
Review Date	<i>November 2020</i>
Previous Review Amendments/Notes	<i>October 2018 - Updates re costs, payments and self-service/independence</i>
Related Policies	Health & Safety; Managing Medical Needs; Charging & Remissions; Debt Recovery
Chair of F&P Committee's Signature	

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	Early Birds Breakfast Club Policy	DATE:	9/11/17
EIA CARRIED OUT BY:	Clare Trayler	EIA APPROVED BY:	

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)	None identified	
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)	Dependent upon the level of SEND a child may not be able to attend without 1:1 support	
Gender reassignment	None identified	
Marriage and civil partnership	None identified	
Pregnancy and maternity	None identified	
Race	None identified	
Religion and belief (practices of worship, religious or cultural observance, including non-belief)	None identified	
Gender identity	None identified	
Sexual orientation	None identified	

Any adverse impacts are explored in a Full Impact Assessment.

AIMS

To provide a secure, welcoming, before school facility for children whose parents are unable to bring their children to school at 8.30 am.

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 competent supervisory staff
- To provide an affordable service for working parents and carers.

PROCEDURES

Staffing

- There is one Breakfast Club Supervisor on duty each day and an Assistant when required (depending on number of bookings)
- The Headteacher and or other member of school staff are on site from 7.30 am.

Contingency arrangements for staff absences and emergencies

- If the Breakfast Club Supervisor is absent, they must ring the Headteacher or School Business Manager who will arrange cover between them.

Booking arrangements

- The charge per session is £3.50 per child, regardless of time of arrival.
- Parents are requested to book and pay sessions in advance via the SIMS Agora system
- Payment can be made by cash or cheque (payable to South Glos Council) to the school office if necessary. Payments should be in an envelope clearly marked with the child/ren's name.
- Childcare Vouchers may be used as payment. Parents/carers wishing to use Childcare Vouchers need to contact the school office to put the arrangements in place.
- Invoices will be issued on a weekly basis, in arrears for any payments not made in advance. It is expected that parents will not go into arrears, and any arrears of more than two weeks will be referred to the Headteacher and Finance and Personnel Governors and the parent/carers use of the club reviewed.

Use of registers

- Children are registered as they enter the school. Newcomers are added to the register.
- The Breakfast Club Supervisor retains the registers on the electronic Breakfast Club spreadsheet which is saved on the J: Teachers Shared drive.
- In case of an emergency where children have to be evacuated from the building, a head count is used to ensure that all children are present.

ORGANISATION

- Breakfast club is open to all pupils from Reception to Year 6 from 7.30 am to 8.30 am. It is held in the spare classroom (located adjacent to staffroom).
- Pupils enter school via the main pupil entrance (gate at side of school). The gate is closed by 8.10 am.
- A parent/carer must complete the allergy/dietary permission form prior to leaving a child at their first session.
- Pupils are welcomed by the Breakfast Club Supervisor who registers the children, helps the younger children with their outer clothing and bags. The children select and self-serve their

breakfast supported by the Breakfast Club Supervisor. Breakfast is toast, crumpets (and other similar bread products) with a selection of spreads, cereal, milk, squash and water.

- Children are encouraged to be independent and are supported to clear and wash up after themselves.
- When children have finished eating and clearing up their breakfast they play with equipment in the room (belonging to ASC). Children are also allowed to play games on the school's I-pads.
- Emphasis is laid on good table manners and behaviour throughout.
- Children may use the KS1 and KS2 toilets if necessary.
- All activities are cleared up by 8.20 am so that the children may leave the area to walk to the playground or hall accompanied by the Breakfast Club Supervisor, where the children are then supervised by a member of staff.
- 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.
- The School telephone number and system will be used by the Club.

Resources

Breakfast Club resources are kept in the white cupboard units located in the staffroom.

Communication with Parents

- Verbal communication with parents/carers bringing children.
- Written notes to parents may be conveyed through a note for the child to hand to parent/carer or a text message, if necessary.
- Parents may use the Parents' Drop in Sessions to raise general matters
- Parents may make appointments with the Headteacher or School Business Manager to discuss matters pertaining to Breakfast Club.

Fire Procedure

- Children should exit the room by the door into the KS2 corridor, then leave the building through the KS2 corridor door onto the playground.
- All registers should be taken and the Head (or the cover) informed when the children are checked and present.

First Aid

- First aid will be administered in line with Hawkesbury CE VC School procedures, with reference to the Health and Safety Policy, and the Children with Medical Needs policy.
- The Breakfast Club Supervisor must hold a current first aid qualification (including paediatric).

Risk Assessment

- A risk assessment has been carried out for Breakfast Club. A copy is kept in the school office.

Confidentiality of documents

Confidential documents are kept in the school office.

Complaints

All complaints notified in writing by a parent of a child attending the Breakfast Club should be investigated by the Headteacher initially following the schools' complaints policy.