



## PINNACLE SCHOOLS FEDERATION BREAKFAST CLUB POLICY

<b>Author/Person Responsible</b>	<i>Executive HT / SBM</i>
<b>Date of Ratification</b>	<i>5<sup>th</sup> October 2021</i>
<b>Ratification Group</b>	<i>Resources Committee</i>
<b>Review Frequency</b>	<i>3 yearly</i>
<b>Review Date</b>	<i>October 2024</i>

### Equality Impact Assessment (EIA) Part 1: EIA Screening

<b>Policies or Procedure</b>	Breakfast Club Policy	<b>DATE:</b>	05/09/21
<b>CARRIED OUT BY:</b>	Kate Bashford	<b>APPROVED BY:</b>	Mike Riches

#### 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
<b>Age</b> (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)	No impact	
<b>Disability</b> (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)	No impact	
<b>Gender reassignment</b>	No impact	
<b>Marriage and civil partnership</b>	No impact	
<b>Pregnancy and maternity</b>	No impact	
<b>Race</b>	No impact	
<b>Religion and belief</b> (practices of worship, religious or cultural observance, including non-belief)	No impact	
<b>Gender identity</b>	No impact	
<b>Sexual orientation</b>	No impact	

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 the start of the school day (8.30am at Hawkesbury, 8.55am Iron Acton).

## **OBJECTIVES**

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day.
- To enable pupils to eat a nutritious 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 Executive 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 Executive Headteacher, or School Business Manager (at Iron Acton) or Deputy Headteacher (at Hawkesbury) who will arrange cover between them.

### **Booking arrangements**

- At Hawkesbury, Breakfast Club opens at 7.30am and the charge per session is £3.50 per child. Parents are required to book and pay for sessions in advance via the Pay360 system.
- At Iron Acton, Breakfast Club opens at 7.45am and the charge per session is £4.00 per child. Parents are required to book via email to the school office and pay for sessions via the Parent Pay system.
- 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.
- Payments will be reviewed on a weekly basis, and parents reminded of any arrears. Any arrears of more than two weeks will be referred to the Executive Headteacher. If necessary, the parent/carers use of the club will be reviewed.

### **Use of registers**

- Children are registered as they enter the school.
- At Hawkesbury, the Breakfast Club Supervisor retains the registers on the electronic Breakfast Club spreadsheet which is saved on the J: Teachers Shared drive.
- At Iron Acton they are registered on arrival in a manual log sheet and charged accordingly.
- 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**

- 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. Children are also allowed to play games on the school's tablets.
- Emphasis is laid on good table manners and behaviour throughout.
- All activities are cleared up by 8.20am (Hawkesbury), 8.40am (Iron Acton) 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.

### **Resources**

- At Hawkesbury Breakfast Club food, drinks and equipment are kept in the cupboards located in the staffroom.
- At Iron Acton, food, drinks and equipment used by Breakfast Club are kept in the staff kitchen and breakfast club storage

### **Fire Procedure**

- At Hawkesbury, children should be lead into the KS2 corridor, then leave the building through the KS2 corridor door onto the playground.
- At Iron Acton, children should make their way from the back of the Hall into the Playground.
- All registers should be taken and the Executive Headteacher (or the cover) informed when the children are checked and present.

### **First Aid**

- First aid will be administered in line with the PSF First Aid Policy.
- The Breakfast Club Supervisor must hold a current first aid qualification (including paediatric).

### **Risk Assessment**

- Risk assessments have been carried out for Breakfast Club at each school. 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 Executive Headteacher initially following the schools' complaints policy.