



HAY-ON-WYE PRIMARY SCHOOL BREAKFAST CLUB POLICY

1. Aims

- To offer a safe, secure and friendly environment in which children can enjoy a breakfast, served in a relaxed and supervised environment, under the supervision of qualified staff.
- To provide childcare before school.
- In accordance with the school's Healthy Schools status, to promote healthy eating by providing a nutritious breakfast.
- To provide a caring environment for children to enjoy the start of their school day.
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- To enhance the community spirit embraced by Hay-on-Wye Primary School and contribute towards the extended school role.

2. Organisation

Location

The Breakfast Club takes place in the school hall, access to the school is around the back of the school via the back door and the school car park is out of bounds.

Opening Times

The Breakfast Club is open term time only, every morning, Monday to Friday, from 7:50 - 8.45 a.m. (All children must be in by 8.30am in order to ensure that they have food before being taken to class).

Register

- Breakfast Club costs £1.25 per child per session.
- Children are marked off on a daily register when they arrive
- Breakfast will be served between 8a.m and 8.30 a.m

- Once children have finished their breakfast, they then take their plates to be cleaned and go to the range of table top activities available.
- Children will need to help with tidying up equipment used at 8.40a.m, then they will be taken to their classrooms.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the Breakfast Club contacts folder.

Staff

Breakfast Club Supervisor: Miss Fleming

Breakfast club assistants: Mrs Williams (Mon-Wed) and Ms Seymour (Thurs/Fri)

All staff hold all the necessary qualifications in Food Hygiene and Safety. All staff are DBS checked and have had appropriate training. Teaching staff are also on the premises during the club's opening hours. The staff all hold First Aid qualifications. The Supervisor keeps a list of all members of Breakfast Club and a register of attendance is taken daily.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they must ring the Head Teacher who will ask staff to arrange cover. Cover will be provided by a named volunteer.

Change to details

Parents are asked to inform the staff of any changes to contact details, medical information or allergy changes, as soon as possible for their child's well being.

Food and Cooking and Serving Facilities

Breakfast comprises of cereal, toast, fruit and juice - activities for children, once they have eaten, will be offered. Last breakfast serving will be at 8.30am. Allergy information is updated regularly and staff have access to this.

The school kitchenette is used for preparation and serving food. The staff are in charge of preparing and serving food and ensuring that kitchen facilities are left tidy. The Breakfast Club have their own separate fridge.

Resources

Breakfast club resources are kept in the kitchenette and a cupboard in the community room. All electrical equipment is PAT tested annually.

Registration forms

Registration forms are available from the Breakfast Club staff. (See appendix) Breakfast Club is offered to all pupils of Hay-on-Wye Primary School, during term time only.

3. Policies and Procedures

The Breakfast Club follow the School's policies and procedures. School policies, particularly relevant, include Equal Opportunities, Health and Safety, Safeguarding, Child Protection and the Behaviour Policy.

4. Charges

The Breakfast Club is now "cashless", this means that fees are paid via ParentPay online and we do not accept any money in school for this. For a registration code to set up a ParentPay account, Breakfast Club staff or Mrs Llewellyn will organise this for parents. As this is a school-run facility, the Breakfast Club cannot incur any debt as there are no monies available within the school budget to cover this. Therefore, we remind parents that they must ensure that there is sufficient money on their account in order to pay for their child's sessions. If a parent's account is in debt, they will not be able to use the facility until the debt is cleared.

5. Parental/Pupil Feedback

Staff will have verbal communication with parents/carers bringing in their children, which may involve passing messages to classroom teachers. A note of these messages will be recorded and passed onto the relevant teacher.

The school and club value parental and pupil opinions and will welcome feedback on how the club is run. The Complaints procedure is in line with school policy. Please inform the Supervisor of any concerns, in the first instance. The school will not tolerate verbal/abusive behaviour towards any members or volunteers of Hay Breakfast Club.

Guidelines for children, written specifically for the pupils attending.

We need to have rules at Breakfast Club to keep everyone safe, healthy and happy. You will be expected to follow these rules

- Follow adult instructions at once
- Be polite to everyone
- Respect other people's property
- Keep our hands and feet to ourselves
- Behave in a calm and quiet manner
- Do not leave the hall once you have been signed in unless an adult gives you permission.
- If you are not happy or if you have a problem, please tell an adult who will be happy to help you.
- If you have difficulty following these rules, then you may be asked to leave the club.

Guidelines for Parents/Carers

In the unlikely event of us having difficulty with your child's behaviour we will contact you. If your child does not follow the rules of the club, then after consultation with you and due warning, the child's place will be forfeited.

If you wish your child to attend Breakfast club, please arrive at the hall door from 7.50am. Please do not send your child earlier and they must be accompanied by an adult.

6. Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the club, either in a paid or voluntary capacity will have current DBS clearance. These records are held in the Headteacher's office. Staff will follow existing school policies and procedures for Child Protection and the code of conduct. Where ICT equipment is used, they must also follow the schools E-Safety policy and procedures.

7. Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit. They will congregate on the playground. The club register should be taken outside and all names checked. There will be a school fire drill once every term which is recorded in the school's fire safety log.

8. Medication

Inhalers are kept in the medical room. If a child needs an inhaler, it will be collected from the medical room and staff will observe that the medication has been taken correctly. All other medication administered will follow the existing school Medication policy.

9. Risk Assessment

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

10. Confidentiality of Documents

Confidential documents are kept in the school office in a locked filing cabinet.

This policy was approved by the Governing Body and will be reviewed in 2 years' time in April 2021.

Signed _____ (on behalf of the Governing Body)

Date _____



Hay-on-Wye Primary School Breakfast Club TERMS AND CONDITIONS

The Club will operate for Term time only. The Club costs £1.25 per child per session and must be paid either in advance or on the morning when your child arrives.

Before we can accept your child, you must read and agree to the following terms and conditions of the Club:

- Before using the club you **must** register your child, even if you only intend to use the club occasionally.
- The Breakfast Club is “cashless”, therefore parents must set up a ParentPay account in order to pay to use this facility. As it is a school-run facility the Club cannot incur any debt as there are no monies available from our school budget to cover this, therefore if a parent’s account is in debt, they will not be able to use the facility until the debt is cleared.
- Children who are ill, cannot attend the club and in the event of sickness or diarrhoea must be off for 48 hours after the sickness or diarrhoea has finished, as is usual in school.
- If your child is ill whilst at the Club, staff will contact you to collect your child.
- Staff will administer medicine such as those provided for asthma, diabetes, etc. Staff will not administer non prescription drugs and no children should be in possession of them. This is in line with the school’s Medication policy.
- Should you have cause for complaint about the Club there is a formal complaints procedure. We hope any concerns can be sorted out informally with the Supervisors.
- Parents should inform the Club of any change of address, changes in personal circumstances or contact details.

Hay-on-Wye Primary School Breakfast Club

I, _____, (print name)

parent / carer of _____
(child's name)

confirm that I have read the Terms and Conditions laid out in the above policy for the Breakfast Club and I have read the rules to my child. I confirm that I will abide by the Terms and Conditions laid down by the Club.

Signed _____

Date _____

Appendices

Infectious diseases which would lead to a refusal of admission

Disease	Period of exclusion	Comments
Diarrhoea and / or vomiting	48 hours from last episode	
Typhoid	Until recovered	Health Protection Unit to be consulted
Dysentery	Until recovered	Health Protection Unit to be consulted
'Flu	Until recovered	
Whooping cough	5 days from commencing antibiotic treatment or 21 days from onset if not treated	Health Protection Unit to be consulted
Chicken Pox	Until all spots are scabbed over	Dangerous to vulnerable children and pregnant women
German measles	5 days from onset of rash	Dangerous to vulnerable children and pregnant women
Impetigo	Until lesions are crusted or healed	
Measles	5 days from onset of rash	Health Protection Unit to be consulted
Ringworm	Until treatment commenced	
Scabies	Return after first treatment	
Shingles	Exclude if rash is weeping and cannot be covered	
Diphtheria	Until recovered	Health Protection Unit

		to be consulted
Hepatitis A	Until recovered	Health Protection Unit to be consulted
Hepatitis B & C	None	Health Protection Unit to be consulted
Meningococcal meningitis	Until recovered	Health Protection Unit to be consulted
Meningitis caused by bacteria	Until recovered	Health Protection Unit to be consulted
Meningitis viral	Until recovered	Health Protection Unit to be consulted
Mumps	5 days from onset of swollen glands	



CHILD'S PERSONAL RECORD

Child's name.....(M/F)

Date of birth.....Age.....

Home address

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Home telephone number.....

Parent/Carer Information

(The first person named will be the first to be contacted if necessary)

1. Name.....

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Address.....

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.....

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Telephone number.....

2. Name.....

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Address.....

.....
.....

.....

Telephone number.....

Emergency contact (if different from Parent/Carer)

Name.....

.....

Address.....

.....
.....

.....

Telephone number.....

Relationship to child.....

Does your child have allergies? (please tick)

No

Yes

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Details of any procedures prohibited for medical, religious or other reasons

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Special Dietary Requirements

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I certify that the information given in this document is true and correct, and I will inform you of any changes to these details.

Name.....

Signed.....

Date.....