

Ballyholme Primary school
Breakfast Club Policy

Aims

- To provide an affordable, early drop-off childcare facility for parents/carers
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day
- To provide children with a nutritious breakfast at the start of the day in a calm and relaxed environment
- To provide a range of structured play activities, enabling children to engage and learn with children from other year groups

Organisation

- Breakfast Club is open from 8.00am-8.45am
- The Club is available for pupils from Year 1 to Year 7
- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the Breakfast Club file
- Bookings are made and paid for in advance. Bookings will be available on a half-termly basis but must be made by lunchtime on the preceding Friday.
- Children are registered with Breakfast Club staff by their parent/carer as they arrive and the register is kept with the Breakfast Club file
- Year 1-2 children will be escorted to their classrooms by Breakfast Club staff at 8.45am, while Year 3-7 children will make their way to their classroom

Staffing

- Staffing follows the ratio of 1:15
- Staff are on site from 7.45am to set up, ready to open at 8.00am
- If a member of staff is absent, they will ring the Vice-Principal as soon as possible in order for a replacement to be arranged

Safeguarding & Health and Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club, either in a paid or voluntary capacity will have current AccessNI clearance
- Breakfast Club staff follow existing school policies and procedures for safeguarding and child protection

Catering

- One Breakfast Club staff member will have Basic Food Hygiene Certification
- Children will be provided with a nutritious breakfast including toast, cereal, fruit, milk and juice

Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the canteen in an orderly way via the closest exit
- Staff and children will congregate in the school playground
- The Breakfast Club register will be taken outside by the Breakfast Club staff and all names checked

Communication with Parents

- Staff will communicate verbally with parents/carers bringing children to Breakfast Club
- Should Breakfast Club staff need to communicate with parents following a Breakfast Club session, this will be done by liaising with the child's class teacher.

Medication

- Allergies and other medical information will be collected via pupil registration forms and these will be kept in the Breakfast Club file
- All other medication administered will follow the existing school policy
- Children who require inhalers must bring them to Breakfast Club with them, along with details for administration
- Children with epi-pens must have an additional epi-pen for Breakfast Club prior to their sessions commencing. This will be kept in the canteen, following existing school policy

Behaviour

- Breakfast Club will follow our whole school behaviour management plan focussing on positive behaviour management strategies in order to promote children's welfare and enjoyment
- In the event of negative behaviour occurring staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents. Wherever possible, staff will also try to discuss concerns with parents at the earliest possible opportunity
- Persistent unacceptable behaviour from a child may result in the parents being requested to withdraw their child from the Club

Cancellation

- Cancellation will be kept to a minimum but may be due to school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies, or to stay in line with Covid-19 guidelines
- In the event of closure parents/carers will be contacted via email as early as possible

Refunds

- Due to the need to pay and book places in advance so that levels of staffing can be organised and food purchased, we will be unable to offer a refund if a child does not attend unless they are absent from school due to illness
- However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week

Complaints

- All complaints will follow the school's complaints policy