Corpus Christi Catholic Primary School
Breakfast Club Policy

Rationale:
The breakfast club is organised by Corpus Christi Primary School. It is an extended school activity designed to allow children to be in school from 7:30am onwards to have the opportunity to have a choice of food and drink for a healthy start to the day, and to join in activities on offer. They are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

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 caring supervisory staff.
- To provide a calm play environment for those pupils.
- To provide an affordable service for working parents.

Organisation:
The breakfast club is open to all pupils attending Corpus Christi Catholic Primary School. It is open from 7:30am to 8:50am. Children should arrive no later than 8:00 if they wish to take breakfast as this enables the staff to clear food and clean before the start of the school day.

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. It is the responsibility of the parents to ensure that the office is informed of contact changes.

Use of Registers:
Children are registered as they enter the school. Newcomers are added to register. The breakfast club supervisor retains the registers which are kept in the breakfast club.
In case of emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

Staffing and supervision:
The children are adequately supervised at all times. A minimum of two staff are on duty. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate. Both permanent members of staff on duty have attended the food hygiene course. It is the responsibility of the parent to ensure that the children are handed over safely to the staff on duty. All children must have been booked into the club via ParentPay by 3:15pm the day prior to the booking to allow for the correct ratio of staff to children to be in attendance. Responsibility for the children attending is only taken if the children are correctly booked in and handed over to the staff by the parent or carer.

Food and Activities:
Children will be offered a range of food for breakfast. Healthy food such as fruit will always be available.

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Following breakfast a number of activities will be on offer for the children to participate in. These will include craft activities, games and toys. All resources necessary for the club are purchased through the school budget designated for the breakfast club.

Pricing Policy:
The breakfast club daily fee is £3.50 per session. The breakfast club is non profit making club and the fees charged cover the cost of staffing, food and equipment and day to day running costs. It may be necessary to change fees from time to time however Parents/Carers will always be given at least one month's notice of this. Refunds are not given in the case of absence, unless the absence is reported by 3:15pm (at the latest) on the day prior to the date booked.

Behaviour Policy:
Our behaviour policy is in line with Corpus Christi Primary School Behaviour Policy. The schools behaviour policy is based on positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times.

Contingency arrangements for staff absences and emergencies:
Arrangements for cover of staff due to absence is organised by the breakfast club leader, who keeps a register of staff available for cover.

Fire Procedure:
Children should exit the breakfast club room and assemble in the playground. The register will be taken.

First Aid:
If First Aid is administered, the treatment given is recorded in the school First Aid record book. A note and/or telephone call will be made to inform parents of what treatment the child has received.

Medication:
Inhalers are kept in the child's classroom. If a child need's an inhaler a member of the breakfast club staff will get it. If a parent/carer wishes to leave any medication to be given to their child during school hours they will be given a medication form to complete and the medicine and form will be left in the school office.

Risk Assessment:
A risk assessment has been carried out for the breakfast club.

Safeguarding Children:
All members of the Breakfast club staff have attended the North Somerset Local Safeguarding Children Board, Child Protection 'Basic Awareness Training' Course. Corpus Christi Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people.

This policy will be reviewed by the Governing Body as and when it is deemed necessary with changing circumstances.