

Breakfast Club Guidance



It was developed by	Head Teacher
Consultation	Whole School Community
Governing Sub Committee	Pastoral
It has been presented to the governors.	n/a
Communication: This policy is hosted on the school website and available for copying from there.	
It will be reviewed:	1 Autumn – 3 years
It was last reviewed:	January 2018



School Vision

At Chesswood Junior School we inspire our whole school community to enjoy their learning adventure and have fun along the way. We ignite a passion for learning throughout the school community, securing excellence, empathy and equality in all that we do.

School Mission

We will strive to achieve the highest standards of academic achievement and behaviour within a vibrant, exciting learning environment so that all children leave this school with confidence and the ability to take advantage of future opportunities.

Agreement Links

This policy should be read in conjunction with the following school policies

Supporting Material



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1. Key Information

1.1. **Booking Procedure**

Booking forms will be sent to families in advance of the following half term. Forms must be completed and returned to the Breakfast Club Manager by the deadline stated. Payment must be enclosed with the booking (payment guidelines are detailed on the booking form and below). Priority will be given to those booking full time spaces. Free places will be available for any child who receives Pupil Premium or Pupil Premium Plus, subject to agreement with the Head Teacher in advance of the booking being made.

1.2. **Payment Guidelines**

Bookings for whole half term	Fee must always be paid in advance.
Bookings for one month or less (i.e. day before)	Full fees payable in advance

1.3. **Cancellation Procedures**

If it is necessary to cancel a booking, this must be done at least one week in advance, when a full refund will be given. Bookings cancelled less than a week in advance will not be given a refund. This is due to the need to pre-order foodstocks. Refunds will not be given for unexpected absence (i.e. illness). If your child is unable to attend a booked space, please contact the school as soon as possible.

1.4. **Hours of Opening**

The Breakfast Club will be open from 7.30am to 8.30am, Monday to Friday, excluding bank holidays and INSET days, term time only. Breakfast is served until 8.10am. If your child is to arrive after this time, please ensure they have had breakfast at home.

1.5. **Arrival Procedures**

Children should be taken directly to the Hall where they will be registered upon arrival. Coats and bags are to be stored in a designated area, away from the serving/kitchen area.



1.6. Breakfast Procedures

It is the intention of the Breakfast Club that children become self-sufficient and independent. They will therefore be responsible (with adult guidance) for their cleanliness, breakfast and clearing up afterwards. They will have healthy food options, i.e. Toast, cereal (four different cereals will be provided each morning), fresh fruit, juice and milk. If your child has any allergies, please ensure that you make this clear on your booking form.

1.7. Food Hygiene

As the children will be handling food at the Breakfast Club, it is essential that good hygiene standards are followed. All Breakfast Club staff have food hygiene certificates and will therefore guide the pupils regarding good practice, e.g. washing hands etc.

1.8. Illness

The same procedures that are used at school for illness should be followed for the Breakfast Club. Children who have been ill (vomiting or diarrhoea) should not attend school for 48 hours following the last occurrence. If your child is ill and cannot attend, please contact the school office on 01903 204141.

1.9. Activities

It is our intention that the pupils will determine what activities the Breakfast Club offers. Access to the school computers however, will be restricted during breakfast club. It is our intention that the children have a calm start to the day, playing computer games before 8.30am is not conducive to this. Once breakfast is completed and cleared away, the pupils will take part in supervised activities until 8.35am where they will be escorted to the playground.

1.10. End of Breakfast Club Procedures

At 8.20am, all activities will cease and the children will ensure that any materials used are cleared away. Once this is complete, the children will collect their belongings and will be escorted to the playground by Breakfast Club staff and handed over to the member of staff on duty. Please note that the children will not be left in the playground unsupervised. If it is raining, normal wet play procedures will be followed.



1.11. ***First Aid***

All Breakfast Club staff have received first aid training and are therefore qualified to deal with first aid requirements. Medication will be administered if the correct consent form has been completed by the parent/carer.

1.12. ***Child Protection***

All Breakfast Club employees have received child protection training. Safeguarding is of paramount importance and the school Child Protection Guidelines will be followed. The Child Protection Policy is available on our website.

1.13. ***Behaviour***

The normal school expectations regarding behaviour will apply at the Breakfast Club. Please refer to Behaviour & Discipline Policy and Guidance which is available on our website.

1.14. ***Complaints***

Should a parent have a complaint about this service, please contact Diane Lycett on dlycett@chesswood.w-sussex.sch.uk in the first instance. If the complaint remains unresolved at this stage please contact the Head Teacher, in writing. The school complaints policy will guide our response to any complaint regarding Breakfast Club provision



1.15. *Risk Assessment*

Circumstance, Activities e.g. classroom, school fair		Breakfast Club	Explanatory Notes e.g. brief overview of timing, frequency and key information	
Name of lead assessor		Diane Lycett	Breakfast club – 7.30am – 8.30am daily. Staffed by 3 x Chesswood employees: Toby Wilson, Sandra Sherman-Read and Vicky O’Byrne.	
Signature of Assessor		Diance Lycett		
Last updated		30/01/18		
Risk points for S & L	Severity of Harm (S)	Likelihood of harm occurring (L)		Risk rating
1	No injury or illness	Very Low		0-4 Insignificant Risk
2	1 st Aid injury or illness	Very Unlikely		5-9 Low risk
3	Minor injury or illness	Unlikely		
4	Over 3 day injury or illness	Likely		10-15 Medium Risk
5	Major injury or illness	Very Likely		16+ High risk
6	Fatality, disabling injury or illness	Almost Certain		

Example: School Drop Off – Gate management leaving gates unlocked $S6 \times L3 = 15$ therefore medium risk. Considerations if a young child left the school premises, especially in a distressed state they could be involved in a road traffic accident. If they were involved in an accident it is reasonable to assume it could be fatal or disabling. That said, children are typically cautious near roads and therefore it is unlikely that an RTA would occur (although it is possible!).



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Hazards What could cause harm & type of harm	Persons likely to be exposed	Basic Control measures Agreed Control measures that must be used	Residual risk with control measures		
			Severity of Harm (S)	Likelihood of harm (L)	Risk Rating
Entering breakfast club – storing of coats and bags.	Children and staff	Bags and coats are stored at the back of the hall. Breakfast is not served until this has been completed satisfactorily.	4	3	12
Serving of breakfast cereals	Children	Children take turns to serve themselves cereal. No hot drinks are served – only juice, squash and water	1	1	1
Serving of toast	Children	Toasters and supplies are located on a separate table, next to the plug socket. The children are provided with tongs to remove hot toast from the toaster. Toaster safety poster directly above toaster – children are continually monitored by Breakfast Club Assistant. Older children in breakfast club have also been recruited as monitors.	4	3	12
Cutlery	Children	All cutlery, plates, cups, bowls etc are plastic and therefore not harmful. No forks are used.	1	1	1
Eating of breakfast	Children	Children must be sitting when eating breakfast and there are no exceptions. There is enough seating space for all children to have breakfast at a table.	1	1	1
Clearing of breakfast	Children	When each child completes breakfast, he/she takes used cutlery etc to dedicated washing up bowl next to the sink. Any surplus breakfast foods are disposed of in the bin in the same area. If they need to, hands can be washed at this time. As this occurs as and when, there is little risk of harm.	2	3	6



End of breakfast	Children	8.15am serving of breakfast ends. All remaining breakfast cutlery and food is put away. Older children assist with this – but NOT the toasters – only adults are allowed to move them. At this point, children choose an activity etc to do until end of breakfast club at 8.30am. Children are able to stay in the hall to take part in gentle/calm activities or they can choose to go outside on the playground with one BC assistant. Children can choose a variety of equipment to use outside, including scooters.	3	3	9
Closure of breakfast club	Children	8.25am – children to pack away activities, gather bags/coats and line up at door. Children dismissed a table at a time. Upper school children dismissed directly to playground. Lower school children accompanied by Breakfast Club Assistant onto playground.	2	2	4
Further Control Measures					
Record of incidents and near misses	No incidents to be reported during the summer date to date.				