

# BREAKFAST CLUB POLICY

Copies of this Policy are available on request and on the school website.

## **BREAKFAST CLUB**

- The George Tomlinson Primary School Breakfast Club is open to all children who attend George Tomlinson Primary School.
- There are places for 30 children.
- The Breakfast Club is open daily during term time only from 7.45am until 8.45am. The Breakfast Club is based in the Main Hall of GTPS.

The aim of the Breakfast Club is to provide high quality out-of-school care for children within the school community. The club will:

1. Provide a caring environment for children at the beginning of the school day
2. Provide a range of stimulating and creative activities in a safe environment.
3. Promote healthy eating and wellbeing
4. Be accessible to all
5. Ensure the safety of all children
6. Provide robust systems that make the club easy to use.

Details about each of these areas can be found below

## **PROVIDING A CARING ENVIRONMENT FOR CHILDREN**

Positive relationships between staff and children will create an enjoyable atmosphere

- Children are supervised at all times. The definition of supervision is 'being within sight or hearing of a member of staff'
- To support cohesion all children are allocated to a team made of mixed ages for registration and activities.
- Older children are encouraged to support younger children in activities and may be designated as pupil leaders.
- All members of staff work actively to promote positive relationships by; acting as positive role models, praising positive behaviour, giving rewards i.e. stickers, informing parents about individual achievements etc.

Consistent behaviour codes will promote enjoyment

- All children are expected to behave well and will follow the whole school 'Golden Rules'.
- Staff are trained and confident in managing a wide range of children's behaviour.
- Staff will ensure that any negative behaviour is handled consistently and appropriately. They use a range of sanctions defined in the whole school Behaviour Policy and inform parents of any issues that arise.
- In the rare event of a significant incident of poor behaviour or consistent minor breaches of the behaviour code the right to attend the club may be withdrawn.
- Any incidents of bullying, racism or sexist behaviour will be investigated, recorded and dealt with in accordance with the relevant whole school policies.

## **PROVIDING A RANGE OF STIMULATING AND CREATIVE ACTIVITIES IN SAFE ENVIRONMENT**

- Children enjoy a range of age appropriate activities that promote child development through play.
- Activities include a full range of creative, social, interactive activities that cater for all ages and tastes.
- This places an emphasis on providing a safe and fair play, and aims to be creative stimulating, fun and varied.
- Activities include board games and puzzles, reading and story-telling and imaginative play.
- We also provide a quiet area for children to relax, read or do homework.
- Each child is encouraged to make choices in their play activities in order to promote independence and self-esteem.
- Resources and activities will positively reflect the racial, cultural, gender, socio-economic and religious diversity and needs of the children who attend the club.

## **PROMOTE HEALTHY EATING AND WELLBEING**

- Healthy food is provided in line with the good food policy, however they are not intended to substitute for a healthy breakfast that the child may receive at home.
- The Breakfast Club menu has a variety of foods to ensure the children receive a balanced and healthy diet.
- Fruit and fresh drinking water is available to all children at all times
- All snacks are healthy and nutritious and are prepared on the premises by staff. All food and drink complies with dietary and religious requirements
- Registration forms should inform staff of any allergies or special dietary requirements.
- At least one member of staff on duty holds a Basic Food Hygiene Certificate.

## **ACCESSIBLE TO ALL**

- The Breakfast Club will be open to all children who attend GTPS.
- A Registration Form must be completed for each child attending the club. This form is confidential.
- Parents are also required to sign an agreement to adhere to the Breakfast Club Policy.
- Registration Documents are available from the Office.
- A waiting list system may be implemented when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same day(s) as a sibling already attending.
- Re-enrolment is required at the end of the summer term. Places will not be kept open for children unless a new registration form is completed. Contracts will be issued annually and a signed agreement must be in place to clear any outstanding school debt.

## **EQUAL OPPORTUNITIES**

- The GTPS Breakfast Club is committed to equal opportunities as stated in the school's equal opportunities scheme. We make every effort to accommodate and welcome any child with special needs.
- We will work in liaison with parents/carers and relevant professionals to meet the child's specific needs.
- Each case will be assessed individually and risk assessed to ensure everyone's safety. We will endeavour to accommodate all children of all ability, whilst working within the club's limitations
- Our staff training programme includes specific elements relating to children with special needs.

## **ENSURE SAFETY OF ALL CHILDREN**

### **SIGNING IN**

- Parent/Carers are required to sign their child in, to ensure that they are safely handed over to the Breakfast Club staff. We will ensure that the time is recorded correctly.

### **REGISTERS**

- An accurate register of attendees will be produced by the school office every day.
- The register will be given to the Breakfast Club on arrival.
- The Breakfast Club register is called every morning.

#### APPROPRIATE SUPERVISION TO ENSURE CHILD SAFETY

- The staff/pupil ratio for children aged between four and eight is 1:8 in accordance with OFSTED regulations
- The ratio for older children will not exceed 1:10.

#### CONSISTENT SAFEGUARDING POLICIES WILL ENSURE CHILD SAFETY

- All staff are trained in Child Protection procedures and follow the recording and reporting procedures identified in the GTPS Safeguarding Policy.
- We aim to create an environment in which children feel safe and in which any suspicion of abuse is promptly and appropriately responded to. All disclosures or incidents are to be reported to the one of the School Safeguarding Officers as soon as possible.
- Copies of the GTPS Safeguarding Policy are available from the school office.

#### CLUB WILL PROVIDE A SAFE ENVIRONMENT

- The club staff will take steps to promote safety and will ensure that precautions are taken to minimise risk and prevent accidents. All activities are risk assessed by the club staff and are reviewed regularly in line with the whole school Health and Safety Policy.
- All Risk Assessments are approved by the Senior Leadership Team.
- Any accidents that take place are investigated thoroughly by club staff, details are recorded accurately and reported appropriately
- Procedures are in place for emergency evacuation in the event of a fire and fire drills are regularly carried out.

#### FIRST AID

- The club will have access to the school medical room and at least one member of staff on duty will hold a current First Aid certificate.
- All accidents will be recorded in the accident book, accurately reported to the parents/carers.
- Accident records must give details of: Time, date and nature of accident, details of the child involved, type and location of the injury, location of the accident, action taken and by whom. It must be signed by the member of staff and the club staff.
- The administration of medicines is carried out only under advice and according to school policy

#### SUPERVISION OF ADULTS

- Access to the premises is controlled and all visitors must sign in.
- Parents dropping off children should remain in the control area by the entrance to the Breakfast Club.
- If they need to enter the Breakfast Club or school they should be accompanied by a member of staff at all times

#### **ENSURE ROBUST SYSTEMS**

##### CLEAR BOOKING SYSTEM

- There are places for 30 children available every day. All places are subject to availability.
- The Bookings are to be made at the school office, not with club staff.
- Bookings must be requested on a Registration form.
- Two weeks' notice must be given in order to make changes to your booking or to resign your child's place

##### EASY PAYMENT

- As of October 2017 the club will cost £3.50 per session and paid via ParentPay
- The price per session per child applies to all children. This is payable for all sessions including when your child is sick, or on holiday (regardless of the amount of notice given).
- All booked places must be paid for regardless of whether the child takes the place or is absent (through illness etc.)

#### EFFECTIVE AND ACCURATE BILLING

- Attendance will be updated daily for the previous day.
- All payments should be made via 'Parent Pay' in advance.
- Statement of account can be accessed via Parent Pay.
- If a parent is experiencing difficulty with payment of their fees, they should contact the school office as soon as is possible.
- Non-payment (if an account falls more than £20 in arrears) will result in your place being terminated.
- Any outstanding debt will be dealt with in accordance with the GTPS Debts Policy

#### EFFECTIVE COMMUNICATION WITH PARENTS

Information is shared with parents in a number of ways.

- Written information gives details about registering and attending the club, club expectations, billing and debt collection systems, details of policies and procedures, newsletters.
- Noticeboards and school website hold information about forthcoming events
- We will consult parents on a regular basis to ensure quality of service and to hear views and comments

#### COMPLAINTS PROCEDURE

- GTPS Breakfast Club is run for the users. We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Breakfast Club Staff, Business Manager or Headteacher.
- Parents concerns will be treated seriously and with discretion and confidentiality
- The GTPS will follow the whole School Complaints Policy. All written complaints will be acknowledged within five working days of receiving the complaint and a full written response will be within a month of receipt.
- A full copy of our complaints procedure and policy is available on request

#### RELATED SCHOOL POLICIES

1. Safeguarding Policy
2. Health and Safety Policy
3. Behaviour Policy
4. Anti-Bullying Policy
5. Anti-Racism and Discrimination Policy
6. Administration of Medicines Policy
7. School Debt Policy
8. School Complaints Policy
9. Equal Opportunities Policy