

## THE BASE – “Breakfast Club” Policy

### Rationale

The breakfast club is part of a ‘wraparound’ care system in place at East Ayton School. It gives children 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 East Ayton School. It is open from 8.00 to 8.55. The child’s details, medical conditions, the parent’s contact details, an additional emergency contact name, address and telephone number are kept on file in The Base Club. It is the responsibility of the parents to ensure that the Breakfast Club is informed of contact changes. The children in reception class are escorted to their classroom at 8:55 and handed over to the class teacher. All other children are then sent onto the school playground once a class teacher is present.

### Use of registers

Children are registered as they enter The Base. In case of an 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. All members of staff on duty has attended the food hygiene course. A register is taken of all children attending. It is the responsibility of the parent to ensure that the children are handed over safely to the staff. All children must be booked into the club by 6pm the previous evening (6pm Friday for Monday bookings). Responsibility for the children is only taken if the children are correctly booked in and handed over to the staff by a parent or carer.

### Food and Activities

Children will be offered a range of food for breakfast. Including cereal, toast, yoghurt, breakfast bars. Following breakfast a number of activities will be on offer for the children to participate in.

### Pricing Policy

The breakfast club daily fee is £4.00. **Payments are to be made weekly on the last day of the week that your child attends or monthly in advance using a booking form.**

This fee is to cover the cost of:

- Staffing
- Food
- 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 only given in the case of illness resulting in absence from school. In all other cases 48 hours notice must be given.

**Contingency arrangements for staff absences and emergencies**

Arrangements for cover due to staff absence is organised by the breakfast club supervisor, who keeps a register of staff available for cover.

**Fire Procedure**

Children should exit The Base and assemble on the playground. All registers should be taken and the children checked.

**First Aid**

If First Aid is administered, the treatment given is recorded in The Base First Aid record book. A note will be made to inform parents of what treatment the child has received. This is then signed by parents/carers when they collect their child.

**Medication**

Parents are responsible for ensuring they fill in and sign the administering safe medication form when bringing in medication for their child.

**Risk Assessment**

A risk assessment has been carried out for the breakfast club. This policy will be reviewed by the Committee body as and when it is deemed necessary with changing circumstances and the extended numbers to the club.

Signed.....(Manager).....(Date)

Signed.....(Chairperson).....(Date)