



# Rathmore Primary School

## Rathmore 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 on a monthly basis.
- 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 1-3 children will be escorted to the Junior Playground by breakfast club staff at 8.45am, Year 4-7 children will be escorted into the Senior playground at 8.45am. If it is wet, all children will be escorted to their classrooms.

### Staffing

- Staffing follows the ratio of 1:20.
- Staff are on site from 7.45am to set up, ready to open at 8.00am.

### 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 Access NI 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, pancakes and drinks.

### 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 Junior Playground.
- The Breakfast Club register will be taken outside by the Breakfast Club Leader 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

- Staff and children will work together to establish Breakfast Club Charter. The Charter will be discussed as new children join the club.
- 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

- The only cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies.
- In the event of closure parents/carers will be contacted via text on their primary mobile number 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.
- 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.