

# **Llantilio Pertholey Church in Wales Primary School**

## **Breakfast Club Policy**

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| Author   | Helen King |
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The aim of this policy is to make clear the purpose of our before school Breakfast Club provision and lay out expectations for pupils, parents and staff.

## **1. Aims**

- Breakfast Club is funded by Welsh Government to ensure that all children in Wales (attending schools which operate a Breakfast Club) can start the day of learning with a nutritious breakfast inside them.
- To offer a safe, secure and friendly environment in which children can enjoy a breakfast, served in a relaxed environment, under the supervision of staff.
- In accordance with the school's Healthy Schools status, to promote healthy eating by providing a nutritious breakfast.
- To provide a caring environment for children to enjoy the start of their school day.
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- To enhance the community culture and ethos embraced by Llantilio Pertholey Primary School and contribute towards the extended school role.

## **2. Organisation**

### Location

Breakfast Club takes place in the school hall, access to the school is via the hall entrance.

### Opening Times

Breakfast Club is open to registered pupils of the school during term time only, every morning from 8:00 – 8.50am (Breakfast is served from 8 – 8.40am). Entry is free to children arriving from 8.30am. Children who arrive at any time between 8-8.30am are charged £2 and this is for the 'childcare element' of the provision. This way all children can access a free breakfast.

Breakfast Club closes at 8.40am and no further children are admitted after this time. This allows all children at least 10 minutes to eat breakfast before the Club ends and children go to classes at 8.50am.

### Register

- Children are marked off on a daily register when they arrive.
- Breakfast will be served as soon as the children arrive.
- Once children have finished their breakfast, they then take their plates to be cleaned and go to the range of tabletop activities available.
- Children will assist with tidying up equipment used, and they will be sent to their classrooms at 8.50am.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the Breakfast Club contacts folder.

### Staff

All Breakfast Club supervisors hold a qualification in Food Hygiene and Safety. All staff are DBS checked and have had appropriate training on safeguarding procedures. Admin and teaching/support staff are also on the premises during the club's opening hours. The Supervisors keep a list of all members of Breakfast Club and a register of attendance is taken daily.

### Food and Cooking and Serving Facilities

Breakfast comprises of cereal, toast, fruit and juice, with cooked options often available, and activities for children once they have eaten will be offered. Last breakfast serving will be at 8.40am. Allergy information is updated regularly, and staff have access to this. The school kitchen is used for preparation and serving food. The Supervisors oversee preparing and serving food and ensuring that kitchen facilities are left tidy. The Breakfast Club have their own separate fridge.

### Resources

Breakfast club resources are kept in a cupboard in the hall. All electrical equipment is PAT tested before use.

### **3. Policies and Procedures**

The Breakfast Club follow the School's policies and procedures. School policies, particularly relevant, include Equal Opportunities, Health and Safety, Safeguarding, Child Protection and the Behaviour Policy.

### **4. Charges**

The Breakfast Club is now "cashless", this means that fees are paid via ParentPay online in advance and we do not accept any money in school for this.

### **5. Guidelines**

#### Guidelines for children, written specifically for the pupils attending

We need to have rules at Breakfast Club to keep everyone safe, healthy and happy. You will be expected to follow these rules:

- Follow adult instructions at once
- Be polite to everyone
- Respect other people's property
- Keep our hands and feet to ourselves
- Behave in a calm and quiet manner
- Do not leave the hall once you have been signed in unless an adult gives you permission
- If you are not happy or if you have a problem, please tell an adult who will be happy to help you
- If you have difficulty following these rules, then you may be asked to leave the club.

#### Guidelines for Parents/Carers

In the unlikely event of us having difficulty with your child's behaviour we will contact you. If your child does not follow the rules of the club, then after consultation with you and due warning, the child's place will be forfeited. If you wish your child to attend Breakfast club, please arrive at the hall door from 8am. Please do not send your child earlier than 8am and they must be accompanied by an adult. Parents are responsible for all aspects of their child's supervision, safety and wellbeing before 8am. No liability can be accepted for a child until they are admitted into the building and registered as attending Breakfast Club. Parents are asked to note that children will not be admitted into the building before 8am (or 8.30am if they have not paid for the 8-8.30am period), even in inclement weather.

### **6. Safeguarding**

In accordance with Safeguarding arrangements, all staff involved in the running of the club, either in a paid or voluntary capacity will have current DBS clearance. These records are held in the Headteacher's office. Staff will follow existing school policies and procedures for Child Protection and the code of conduct.

### **7. Fire Procedure**

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit. They will congregate on the school field. The club register should be taken outside and all names checked.

### **8. Risk Assessment**

A separate risk assessment has been completed for Breakfast Club sessions and activities.

### **9. Confidentiality of Documents**

Confidential documents are kept in the school office in a locked filing cabinet.

### **10. Terms & Conditions**

Attendance at breakfast Club is also bound by the following terms and conditions:

- The Breakfast Club is "cashless", all payments and bookings must be made in advance on ParentPay. Children who have not been booked in (& thus paid for) will not be admitted to Breakfast Club

- As the name suggests, the purpose of Breakfast Club is to ensure that every child starts the day with a nutritious breakfast inside them. We therefore expect all children to eat breakfast on arrival at the club
- Should you have cause for complaint about the Club there is a formal complaints procedure. We hope any concerns can be sorted out informally with the Supervisors.