

RIDGEWAY PRIMARY ACADEMY



Breakfast Club Policy

2019-22

Breakfast Club Policy

At Ridgeway Primary Academy we offer a breakfast club for all pupils who attend the school. Breakfast is an important meal that should provide 25% of a child's energy requirement and contribute significantly to their vitamin and mineral requirements. It provides a nutritious meal for pupils before the school day and enables children to be cared for and involved in activities prior to the school day.

Signing in procedures

There will be a doorbell located in the foyer by the office for the sole purpose of breakfast club. This will be answered by a member of breakfast club staff only.

Parents/Carers will then escort their child into the hall, and register their child. This register will then be used at the end of breakfast club when a member of staff escorts the child to their classroom. A member of the classroom staff must sign the breakfast club morning handover register to confirm that the child has been received.

Food

Please refer to the Ridgeway Primary Academy's food policy. This can be found on the school website.

The food offered as part of the breakfast club at Ridgeway Primary Academy is in line with the School Food standards.

The Breakfast Club Coordinator will liaise closely with the food policy coordinator and the catering manager at Ridgeway Primary Academy. All food ordered for purposes of the breakfast club will be done via the catering manager and from a company which can assure a nut free production line in accordance with the schools nut free policies.

Any hot food will be made in the kitchen area located by the reception classrooms. This will be prepared by a member of staff who holds a current level 2 food and hygiene certificate.

Food during breakfast club will be offered from 7.55am until 8.20am daily.

Equipment

All equipment for the breakfast club will be checked daily by a member of breakfast club staff using a daily check form.

The equipment for the sole purpose of the breakfast club will be stored in a separate space away from the other school resources. Breakfast club will have access to the P.E. equipment and will liaise with the Sports coach.

Sessions attended

All sessions attended must be booked via the office and parent pay. All sessions must be booked in advance with a minimum of 72 hours notice. Sessions must be paid for as they are booked, this is so registers can be generated accurately as well as ensuring the breakfast club is adequately staffed.

Missed sessions

Children's absences must be reported to the office as per the Ridgeway Primary Academy Absence policy. Absences for breakfast club must be reported directly to the Breakfast Club Coordinator by 8am on the day of absence by emailing htiday@rpa.learnat.uk.

All missed sessions of the Breakfast Club will be still charged at the sessional rate unless previously discussed and authorised with the breakfast club coordinator and office manager.

Staffing

To ensure that adequate staffing is provided for the children there will always be a minimum of 2 supervising staff in the hall at any one time. The recruitment of new staff will be carried out in accordance with Ridgeway Primary's Academy's recruitment policy. This is in line with safer recruitment.

Behaviour

The breakfast club will adhere to the school's behaviour policy.

Safeguarding

The breakfast club will adhere to the Ridgeway Primary Academy's safeguarding policy.

If a child is not being escorted to Breakfast Club, parents must provide the staff with an estimated time of arrival for the child. If the child is not here within a ten minute window of the time specified a phone call to parent/emergency contact will be made.

The children who attend Breakfast club will only have access to the junior toilets for the duration of breakfast club..

First Aid

First Aid if required will be administered by a member of Breakfast Club staff who is adequately first aid trained.

Health and Safety

The breakfast club will adhere to the Ridgeway Primary Academy's Health and Safety policy.

Fire Safety

The breakfast club will adhere to the Ridgeway Primary Academy's Fire Safety policy.