



SPARKEN HILL
ACADEMY

Breakfast Club Policy

Approved by	Approval date	Review date
		Spring 2025
FGB	05.12.24	Spring 2027

Rationale

The breakfast club is organised and run by Sparken Hill Academy. It is an extended school activity designed to allow children to be in school from 8am onwards, to have the opportunity to have a choice of food and drink for a healthy start to the day and to join in activities on offer. Children 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 pupils attending Sparken Hill Academy and takes place in the hall. Children need to be booked on prior to attending via sQuid. This will enable school to calculate the number of staff to child ratio required. However, due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained.

The club will be open from 8am until 8.50am, but children should arrive no later than 8.20am in order to have a breakfast. Children arriving after 8.30am will not be provided with a breakfast as the food will have been cleared away and the planned activities will already be in progress. Child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in a binder held by the club and in a locked cabinet. It is the responsibility of the parents to ensure that the office is informed of contact changes.

Use of Registers

Children are registered as they enter the school, the register is generated from the online Squid booking system, any children not booked in will be added manually to the register, parents will be contacted by the office to remind them of their duty to book their child in to breakfast club in advance of each session.

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.

At the end of each session the printed register will be disposed securely unless there are any children added manually, this will then be passed to the office to manage.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club, will have current DBS clearance, and other required recruitment checks. A record of the checks undertaken are held securely on the school's SCR. Breakfast club staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must also follow the schools e-safety policy and procedures

Staffing and Supervision

The children are adequately supervised at all times. A minimum of four staff are on duty. At least one member of staff on duty holds a current pediatric first aid certificate. 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. **Children need to be pre booked via SQuid in order to attend the session.** 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. Ratios are difficult to ascertain for mixed aged groups but should, as a general rule attempt to comply with the following:

- 1 adult for every 13 children aged three,
- 1 adult for every 30 children aged five.

Currently, there are 5 Breakfast Club staff:

1. Mrs Fox
2. Mrs Ellmore
3. Mrs Heaton
4. Ms Swift
5. Miss Freeman.

As an inclusive school, we have a number of children in school who require more support. They have the same ability to attend Breakfast Club. However, this could adversely affect the ratio targets stated. If this is the case, or on days where numbers are very high, club staff can request additional adults to aid adequate supervision.

Food and Activities

The catering team prepare and serve breakfast food that meets the school's food standards. This includes food such as healthy cereal, toast and bagels. Children **are not** permitted to bring their own food for consumption at breakfast club.

The catering team hold information relating to children's dietary requirements, it is the parents responsibility to ensure the records held are up to date and include, allergies, intolerance and religious & cultural requirements. Following breakfast a number of activities will be on offer for the children to participate in. These may include craft activities, team games, use of the school's ICT, games and toys. During dry/warm weather conditions some activities may move outside, staffing will be arranged taking in to account numbers for supervision and two way radios will also be in operation. All resources necessary for the club will be purchased through the school budget designated for such purchases.

Behaviour

Pupils attending the Breakfast Club facility are representing school so expectations will be in line with the Academy's Relationships and Behaviour Regulation Policy. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. We reserve the right to revoke access to breakfast club when all possible strategies have failed. This will be for a fixed period

Pricing Policy

The breakfast club daily fee is £2.50
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 term's notice of this.

Any remission arrangements will be at the discretion of the Governing Body however all Pupil Premium and Ever6 FSM Children will be exempt from making any payments. However these children MUST still be booked in to the session using the online Squid booking portal to ensure ratios for supervision and Fire registers are maintained.

Refunds are not given in the case of absence.

Arrears – Payment should be made in advance. If a child owes 5 sessions a letter will be sent to the parent/carer. Until this debt is cleared in full the child will not be allowed to access the club.

Contingency Arrangements for Staff Absences and Emergencies

Arrangements for cover due to staff absence is organised by the SBM / HT. A bank of trained supply supervisors is held and where this cannot cover the absence, a member of SLT will cover to enable ratios to be maintained.

Fire Procedure

Children should exit school and stand at the assembly point. All registers should be taken and the children checked.

First Aid

If First Aid is administered, the treatment given is recorded on the accident/incident reporting documents, these are filed in the accident/incident file which is stored securely in the office. A note and/or telephone call will be made to inform parents of what treatment the child has received.

Medication

Inhalers / Epipens are kept in the child's classroom. If a child needs an inhaler it will be obtained from the classroom by a member of staff. There should be no other medication required to be administered at Breakfast Club.