



## **Stanley Grove Primary Academy Breakfast Club Policy**

**Adopted: October 2017**

**Review date: May 2018**

**Next Review date: May 2021**

### **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 pleasant, calm and relaxed environment.
- To provide a wide range of structured play activities, enabling children to engage and learn with children from other year groups.

### **Organisation**

- Breakfast club is open from 08:00 am and takes place in the 'small hall'.
- The club is available for pupils from Nursery (where older sibling attends) to Year 6.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the school office.
- Children are registered as they arrive and the register is kept in the school.
- All children must have arrived by 8:30am for a breakfast to be received.
- 8:40am is the cut off to attend Breakfast Club. After that, the parents/carers will have to escort their children to class when the bell goes at 9am.
- The pupils are all escorted to class by the breakfast club staff.

### **Staffing**

- The club is run by Miss Mylona, Miss Walker and Ms Jamal, on Monday-Friday. These members of staff in school and known well by the children and parents.
- The staff are on site from 7:45am to set up, ready to open at 8:00am at a price of 60p per child, including their breakfast.

### **Safeguarding**

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club will have current DBS clearance/Barred list checks.
- These records are held in the school office. 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 follow the schools e-safety policies and regulations.

### **Health and Safety**

- Breakfast club is run by the school and the existing Health and Safety Policies will be followed.

Signed T Williams

Steven Zdolny (Chair of Governors)



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