



BREAKFAST CLUB POLICY



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HOLLINSWOOD PRIMARY SCHOOL & NURSERY - BREAKFAST CLUB POLICY

1. Rationale

The breakfast club is organised by Hollinswood Primary School & Nursery. It is an extended school activity designed to allow children to be in school from 7.45am 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.

2. 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.

3. Organisation

The breakfast club is open to full time pupils (Reception to Yr 6) attending Hollinswood Primary School & Nursery. The club will be open from **7.45am until 8.45am**, but children should arrive no later than **8.20am** if they require breakfast, to enable staff to clear food and clean before the start of the school day.

Breakfast club is **Term Time only**. The breakfast club will be held in the Breakfast Club room on the Farah Site. Parents are required to complete a registration form that provides all necessary details for their child. It is the responsibility of the parents to ensure that the school office is informed of contact changes.

4. Use of Registers

It is the parents' responsibility to ensure that children are registered with the Breakfast Club Leader as they enter the room and before leaving them. **Children must not arrive to Breakfast Club without an adult dropping them off.** The Breakfast Club Leader will record the attendance on the ParentPay system. The registers are retained for auditing purposes.

5. Staffing and Supervision

The children are adequately supervised at all times with **at least two members of staff** supervising. Additional members of staff are used when needed and there are always additional staff on site who will be summoned in case of emergency. All members of staff are DBS checked. At least one member of staff on duty holds a Current first aid certificate. At least one member of staff on duty has completed the food hygiene course.

6. Booking and Payment Arrangements

a) Booking –

- Parents requesting a place at Breakfast Club are required to complete a registration form.
- An indication of the days required is preferred but not essential.
- A child does not need to attend every day.
- Places are available on the day without notice to be used as an emergency drop off if needed.

b) Fee's/Payment –

- Fees are charged on a session basis to parents ParentPay accounts (**See Breakfast Club Charing Policy**).
- Parents must make payment for Breakfast Club on their ParentPay account.
- Payments must be made in advance of the session(s) booked.
- The advertised price includes the cost of breakfast.
- Charges are subject to review and may be adjusted from time to time to reflect running costs.
- Non-payment of breakfast club fees will result in a reminder letter (sent out via ParentPay) and a follow up telephone call. If this reminder is not responded to within 7 days, the school reserves the right to refuse the place at Breakfast Club until the arrears are cleared.
- Any payment that is outstanding for more than 4 weeks will result in a formal letter giving Parents/Carers an additional four weeks to pay. Outstanding balances will then be passed to Telford & Wrekin Council who will take the necessary steps to recover the outstanding balance.
- Parent/Carers who are having financial difficulty are requested to contact the Headteacher to implement a suitable payment plan.
- Any charges arising from payment in un-cleared funds will be passed on to the parent.

c) Support for Childcare Costs –

- Parents/carers may be able to access a range of tax benefits and grants to support childcare cost and information will be available directly from the local authority.
- Childcare costs cannot be met directly from the school budget.

7. Child Protection & Safeguarding

The school has several safeguarding policies and practices that the Governing Body employ to keep children safe and promote their well-being.

All staff will receive annual child protection training and receive regular updates via whole staff training. A Designated Safeguarding Lead (DSL) for child protection will be always contactable when breakfast club is open. The role of the DSL is to protect children who are suffering or likely to suffer significant harm.

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club will have current DBS clearance. These records are held on the schools Single Central Record. Breakfast Club staff will follow existing school policies and

procedures for Child Protection and the Employee Code of Conduct. Where ICT equipment is used, they must follow the schools' policies and procedures.

8. Health & Safety

An external audit of Health and Safety is carried out annually by Telford & Wrekin. Policies and procedures are checked to ensure statutory compliance with all current health and safety legislation. While its purpose is to ensure compliance, it also assesses how well we're following processes and our overall performance. Our Health & Safety policy is available on the school website.

Breakfast Club is also reviewed for its Food Hygiene Rating under the Telford and Wrekin "Scores on the Doors". Our current rating is 5.

9. Risk Assessment

A formal risk assessment is in place which is accessible for parents on the school website. **Also see attached for a copy.** Staff will also carry out dynamic risk assessments to ensure equipment and the environment is safe each day for the children.

10. Medication

The school has a policy for children who have medical needs or require medication. This policy will be followed during Breakfast Club. Children will be required to have their asthma inhalers and any other urgent medication in school. The school also has access to emergency inhalers.

Parents will need to complete the necessary forms for school staff to administer medication. The policy for Supporting Children with Medical Conditions and the Administration of Medicine is available on the school website.

11. First Aid

A paediatric first aider and first aider at work will be always available to administer immediate first aid to children or adults who are ill or injured. They are qualified to make appropriate decisions such as when to call an ambulance or refer to other medical professionals.

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Breakfast club will follow the school's first aid policy.

12. Fire Procedures

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The club's register for the day will be called and all names will be checked.

Fire evacuation routes are displayed, and there will be a fire practice in accordance with the School's emergency fire and evacuation policy at least once a term.

An external annual fire safety audit is completed by qualified contractors procured by Telford & Wrekin Council. The building, fire safety equipment and procedures are checked for compliance against statutory fire safety regulations.

13. Behaviour

Behaviour expectations for breakfast club are the same as during the school day. If pupils misbehave in Breakfast Club, then the Breakfast Club Lead will inform parents. If the pupil consistently misbehaves and there's no improvement despite support from staff in school, then the pupil may not be able to attend Breakfast Club. We operate a 3-strike system to support with monitoring this. Please refer to the schools Behaviour policy on the website for further information.

14. Security Policy

The club is committed to provide a safe and secure environment. Staff will adhere to the following guidelines:

- Parents are still responsible for their children on their journey to school and up to the point they arrive at the breakfast club.
- All children must be dropped at the door by a parent/other authorised adult.
- No child will be left unsupervised in the club at any time.
- Staff child ratios of 1:8 (for Reception aged children) and 1:30 (for Yr 1 to Yr 6) will be adhered to. Attendance numbers above these will require additional staffing.
- The entrance door to the club will remain closed at all times and will be monitored/manned by the Breakfast Club Leader to always ensure security.
- Parental/carer consent will be sought for the use of videos and photographs for promotional usage.
- Access to the Breakfast Club is via the Yr3 entrance door
- A staff member greets pupils and signs the pupil in using a register.
- The daily register is maintained by the Breakfast Club staff and held in the studio area for the duration of the Breakfast Club.
- Visitors to the school/club will not be left unsupervised at any time.
- Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. If staff are unsure of the person collecting the child that child will remain at the club and parents will be informed of the decision.
- Breakfast Club staff are informed of any new attendees to Breakfast Club.
- Breakfast Club staff are informed daily of expected visitors by school office staff.
- Breakfast club staff have use of nearby class telephones (Base 14) and the school office telephone in the event of any emergency.
- Pupils are not permitted to leave the premises during the breakfast club.
- External doors are kept locked at all times during the Breakfast Club session.
- Staff members monitor the entrances and exits to the school premises throughout the duration of the breakfast club.
- Two staff members are to escort the Yr R/KS1 children to their classes from Farah site to Bushell site.

15. Equality Policy

All children who attend our breakfast and after school club will be treated equally.

The school's equality policy will be always followed. The policy is available on our school website. Any prejudice related incidents will be recorded and reported to Telford & Wrekin.

16. Computing and E-safety

If children use laptops or other electronic devices the schools Computing, and E-Safety policy will be followed. Please see the school website for more information about these policies.

17. Other Policies and Procedures

Breakfast club will follow the schools own policies and procedures and these are available from the school office.

18. Communication with Parents


The safe registration of children is a priority when children arrive for the breakfast club. It is important that staff do not become distracted so parents will be asked to communicate, any messages for the teacher or the school, via the school email A2200@taw.org.uk or on their child's Class Dojo page.

19. Resources

Staff will check resources regularly to ensure they are of a high standard, safe, appropriate and of a high quality for children to use.

20. How does our Breakfast Club operate?

- The breakfast club runs Monday to Friday term time only.
- The opening and closing times are 7.45am-8.45am
- Children will enter and exit the clubs via the Yr 3/4 entrance door at the Farah site.
- Parents must drop their children at the door and ensure a child is marked in to ensure staff are aware that a child has arrived.
- Once breakfast club has finished, children will be taken to their classrooms.
- The emphasis is on play and leisure rather than education but there is an opportunity to look at homework as well.
- Children will have the opportunity to enhance their learning through a wide variety of activities and to promote physical development. They will have access to several activities such a board games, arts and crafts music, games, dance, and sport.

 Telford & Wrekin COUNCIL	Risk Assessment of: Breakfast Club Provision	Business Unit/ School: Hollinswood Primary School & Nursery	Risk Assessment Number:	Carried out by: Donna O'Reilly/Sue Gill
Date: September 2013	Review date: September 2017 September 2024	Specialist assessment needed**:		

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	By whom?	By when?
Staff Suitability	Pupils and Staff	<ul style="list-style-type: none"> ➤ All Breakfast Club staff are trained in first aid (Paediatric and First Aid at work). ➤ Staff undergo updated first aid training every 3 years. ➤ Where children with additional medical needs are attending the breakfast club, at least one staff member is trained to deliver their medication correctly. ➤ Where children with special educational needs and disabilities (SEND) are attending the breakfast club, there is at least one staff member suitably trained to respond to their needs. ➤ All staff members are provided with copies of relevant school policies prior to commencing work for the breakfast club, including the following: <ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Health and Safety Policy • First Aid Policy • Supporting Pupils with Medical Conditions Policy ➤ All staff members are aware of the procedures to follow in the event of an emergency. 	Staff to be aware of their qualification expiry. A discussion with parents/Breakfast Club Leader/Teacher to take place before first attendance to identify needs to be in place.	Head Staff & SBM Club Leader/Teacher/Head SBM Head/SBM	

		<ul style="list-style-type: none"> ➤ Staff undergo updated child protection and safeguarding training as required. 		SBM	
Site Suitability/ Selection of area used for Breakfast Club	Pupils and staff	<ul style="list-style-type: none"> ➤ The Yr 3/4 Studio/Breakout space and Kitchen area used by the Breakfast Club is suitable in respect to size, layout etc to ensure staff can supervise all pupils in one area. ➤ Where there is time outside or in another area the appropriate number of adults to children ratio is met. ➤ The Breakfast Club Leader undertakes daily, weekly, termly and annual checks of the areas used to ensure its safety. ➤ Pupils have access to school toilets when attending the Breakfast Club. ➤ Access to hazardous materials, chemicals and substances is restricted at all times – these are stored in locked store areas which are inaccessible to pupils. ➤ Equipment not required for the Breakfast Club is stored in appropriate store areas inaccessible to pupils. ➤ Breakfast Club staff receive appropriate training and instruction in relation to the use of school equipment. 	<p>The area used is a contained open space with no closed doors.</p> <p>If an additional member of staff is needed they are called upon for support by using the walkie talkie.</p>	<p>Head</p> <p>Club Leader</p> <p>Club Leader</p> <p>Club Staff</p> <p>Club Staff</p> <p>Club Staff</p> <p>SBM</p>	
Parental consent	Pupils	<ul style="list-style-type: none"> ➤ Parents provide formal consent for their child to attend the Breakfast Club. ➤ Parents’ up to date contact details are known (in the event of an emergency, cancellation of the club, missing pupils or any unforeseen problems)? See Bromcom. ➤ Only pupils for whom parental consent has been received are permitted to attend the breakfast club. 	<p>On registration.</p> <p>Log onto Bromcom to access all up-to-date contact information.</p>	<p>Club Leader/Admin Admin</p> <p>Club Leader</p>	<p>On first day attend.</p> <p>As and when needed</p>

		<ul style="list-style-type: none"> ➤ Parents provide any additional information relating to their child, e.g. dietary needs, allergies, medical conditions, behavioural requirements, SEND. ➤ Written records of additional information relating to pupils are held on Bromcom. ➤ Teachers update the Breakfast Club Leader of any changes they need to be aware of relating to a pupil's additional needs, including any SEN information. ➤ Parents are provided with up-to-date contact details in the event of any cancellation or emergency. ➤ Parents are provided with details of start and end times, and the procedures to follow for dropping off their child at the breakfast club. ➤ The policy is sent out to the parents annually. 	<p>Also see CPOMS.</p> <p>Also see CPOMS.</p> <p>Also see CPOMS.</p> <p>See website/Agreement.</p> <p>See website/Agreement.</p> <p>See website/Agreement.</p>	<p>Club Leader</p> <p>Admin</p> <p>Class Teacher</p> <p>Admin</p> <p>Admin</p> <p>Admin</p>	
Security	Pupils and staff	<ul style="list-style-type: none"> ➤ Access to the Breakfast Club is via the Yr3 entrance door ➤ The entry door is manned by a member of staff at all times. ➤ Breakfast Club staff are informed of any new attendees to Breakfast Club. ➤ Breakfast Club staff are informed daily of expected visitors by school office staff. ➤ A staff member greets pupils and signs the pupil in using a register. ➤ The daily register is maintained by the Breakfast Club staff and held in the studio area for the duration of the Breakfast Club. ➤ Breakfast club staff have use of nearby class telephones (Base 14) and the school office telephone in the event of any emergency. 	<p>A doorbell is in place to notify of arrivals.</p> <p>All Breakfast Club staff to have walkie talkies for communication needs in</p>	<p>Club Staff</p> <p>Admin/Club Leader Admin</p> <p>Club Staff</p> <p>Club Staff</p> <p>Club Staff</p> <p>Club Staff</p>	

		<ul style="list-style-type: none"> ➤ Pupils are not permitted to leave the premises during the breakfast club. ➤ External doors are kept locked at all times during the Breakfast Club session. ➤ Staff members monitor the entrances and exits to the school premises throughout the duration of the breakfast club. ➤ Arrangements are in place for the safety of pupils being 'dropped off' at the Breakfast Club. ➤ Two staff members are to escort the Yr R/KS1 children to their classes from Farah site to Bushell site. 	<p>the event of having to call upon additional staff/leave the area.</p> <p>Parents must drop off children at the door.</p>	<p>Club Staff</p> <p>Club Staff</p> <p>Club Staff</p> <p>Club Staff</p> <p>Club Staff</p>	
Supervision	Pupils	<ul style="list-style-type: none"> ➤ Staff have been Enhanced DBS checked with Child Barred List. ➤ We hold a cap of 38 children with the following ratio's: <ul style="list-style-type: none"> ○ Yr R – 1:8 ○ Yr 1 and Above – 1:30 ➤ Where numbers go over the cap, additional staff will be called upon to assist. ➤ Pupils are not permitted to enter any area of the school, other than the Dedicated Breakfast Club space and toilets, without permission or supervision from the Breakfast Club staff. ➤ Breakfast Club staff ensure pupils are adequately supervised and do not wander to unauthorised areas of the school premises. ➤ Headcounts are taken at the beginning of session and throughout sessions to ensure all pupils are present. 	<p>Additional staff are called upon if numbers increase/pupils with challenging behaviours attend.</p> <p>All Breakfast Club staff to have walkie talkies for communication needs in the event of having to call upon additional staff/leave the area.</p>	<p>Head</p> <p>Head/Club Leader</p> <p>Head/Club Leader</p> <p>Club Staff</p> <p>Club Staff</p> <p>Club Staff</p> <p>Club Staff</p>	<p>As and when needed</p>

		<ul style="list-style-type: none"> ➤ A head count is taken before the end of the breakfast club to make sure all pupils are present. 			
Behaviour Management	Pupils and Staff	<ul style="list-style-type: none"> ➤ Pupils/Parents are briefed on the expected standard of behaviour at the beginning of each session. ➤ Pupils are adequately supervised by staff members at all times and remain vigilant to any inappropriate behaviour. ➤ Staff members supervise pupils' activities to ensure they are appropriate. ➤ Pupils are adequately disciplined for any inappropriate behaviour in accordance with the Behaviour Policy. ➤ Behavioural incidents are recorded using the ABC system on CPOMS. ➤ The Head/Deputy Head are informed of any inappropriate behaviour whilst the session is on. ➤ If pupils misbehave in Breakfast Club, then the Breakfast Club Lead will inform parents. If the pupil consistently misbehaves and there's no improvement despite support from staff in school, then the pupil may not be able to attend Breakfast Club. We operate a 3-strike system to support with monitoring this. Please refer to the schools Behaviour policy on the website for further information. 	<p>See website/Agreement.</p> <p>Additional staff are called upon if numbers increase/pupils with challenging behaviours attend.</p> <p>Behaviour is reported to class teachers if necessary.</p> <p>Final decision on attendance to be made by the Head.</p>	<p>Club Staff</p> <p>Club Staff</p> <p>Club Staff</p> <p>Club Staff/Head/Deputy Club Staff</p> <p>Club Staff</p> <p>Club Leader/Head</p>	
Missing Children	Pupils and Staff	<ul style="list-style-type: none"> ➤ If a pupil cannot be located, all staff members are informed that the pupil is missing. ➤ Staff conduct a thorough search of the premises and the surrounding area. 	All Breakfast Club staff to have walkie talkies for communication needs in the event of having to leave the area.	<p>Club Staff</p> <p>Club Staff/Other Staff on Site Club Staff</p>	

		<ul style="list-style-type: none"> ➤ At least two staff members remain with other pupils in the school hall whilst the search is taking place. ➤ If the pupil cannot be located after 10 minutes, the police are contacted ➤ A staff member contacts the pupil's parent and deputy head and headteacher. ➤ Staff continue to search for the pupil before the police arrive. ➤ Supervision arrangements are reviewed in light of any missing children incidents. ➤ A DSL is informed of the incident straight away and it must be logged on CPOMS. 	Club Leader/Staff to call for assistance from other school staff on site.	<p>Club Leader</p> <p>Club Leader</p> <p>All available staff.</p> <p>Club Leader/Head Club Leader/Staff Club Leader/Staff</p>	
Information relating to pupils	Pupils	<ul style="list-style-type: none"> ➤ Suitable arrangements are in place for Breakfast Club staff to receive adequate information from parents/school relating to the pupils attending the club i.e. pupil medical, dietary, behaviour or other special needs. 	Access to Bromcom and Teachers.	Admin/ Teachers/Club Leader	As and when needed
Slips, Trips and Falls	Pupils and Staff	<ul style="list-style-type: none"> ➤ The Breakfast Club area is adequately lit throughout the duration of the breakfast club. ➤ Any obstructions are removed from the Breakfast Club area prior to the start of the breakfast club. ➤ Spillages and other hazards are cleared up immediately. ➤ Staff members monitor pupils' activities to minimise the risk of pupils hurting themselves. ➤ Staff members remove any obstructions that may pose a risk to pupils. ➤ Sufficient floor signs warning pupils and staff of hazards are available and used where required. ➤ Pupils are instructed not to run indoors at any time. 	Report all lighting defects to Caretakers/SBM.	<p>Club Staff/ Caretakers/ SBM</p> <p>Club Staff</p> <p>Club Staff/ Caretakers</p> <p>Club Staff</p> <p>Club Staff</p> <p>Club Staff/ Caretakers</p> <p>Club Staff</p>	

		<ul style="list-style-type: none"> ➤ A first aider is available at all times to respond to any injuries. ➤ First aid is administered in accordance with the First Aid Policy, and only by suitably trained individuals. ➤ All incidents are recorded in the Accident Book/reported to the class teacher and parents. 		Head Head Club Staff/Leader	
First Aid	Pupils and staff	<ul style="list-style-type: none"> ➤ There are adequate numbers of staff in school during Breakfast Club with first aid training. ➤ There are sufficient numbers of first aid kits available. ➤ There is a school policy for administering medicines. This includes parent consent, trained staff to administer medicines and a robust recording system. 	Update first aid training every 3 years. Staff members to be aware of their qualification expiry dates.	Club Staff/SBM Admin Club Staff/SBM	
Administering Medication	Pupils and Staff	<ul style="list-style-type: none"> ➤ A medical form is completed by parents prior to their child attending the breakfast club. This includes consent for a designated staff member to administer medication to their child. ➤ Staff members are provided with IHCPs (Individual Health and Care Plan) for each pupil who has one. ➤ Pupils are encouraged to take medication before arriving at breakfast club. ➤ Medication brought by pupils is stored in accordance with the school's Administering Medication Policy, and is clearly labelled with the pupil's name. ➤ All medication provided is attached with a sticker which includes the pupil's name, date, type of medicine and dosage. ➤ Only staff members that are suitably trained administer medication to pupils (or supervised by a 	See consents on Bromcom. Staff do not force a pupil to take their medication if they are unwilling to do so. The designated staff member responsible for administering their medication contacts the pupil's parents to notify them that their child is refusing to take their medication – this is	Admin/Club Leader Club Leader Club Leader Club Leader Club Leader	

		<p>suitably qualified staff member) are to administer the medication.</p> <ul style="list-style-type: none"> ➤ Before administering medication, staff members check that consent has been received and that another staff member is available to witness that the correct dosage is given. ➤ The designated staff member responsible for administering medication to a pupil records administering medication using the pupil's IHCP/relevant record. ➤ The designated staff member returns the medication to its storage location after use. ➤ The pupil's IHCP is passed to the pupil's class teacher at the end of the breakfast club to ensure they are aware of the medication administered. 	<p>recorded on the pupil's IHCP/relevant record.</p>	<p>Club Leader</p> <p>Club Leader</p> <p>Club Leader</p> <p>Club Leader</p>	
<p>Fire</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> ➤ The existing school fire risk assessment has taken into account Breakfast Club arrangements. ➤ All Breakfast Club staff are familiar with the fire evacuation procedure for the premises. ➤ Fire drills are conducted with the staff and pupils who attend. ➤ Caretakers conduct daily, weekly, termly and annual checks of the school to ensure the risk of fire is minimised. ➤ All Breakfast Club staff members are familiar with the following: <ul style="list-style-type: none"> • How to sound the alarm • Locations of exit doors and routes • Locations of fire assembly points 		<p>SBM</p> <p>Club Staff</p> <p>Head</p> <p>Caretakers</p> <p>Club Staff/SBM/Caretakers</p>	

		<ul style="list-style-type: none"> • Procedures for contacting staff members and the emergency services ➤ Staff members are familiar on the procedures to follow for any pupil attending the breakfast club who requires a personal emergency evacuation plan. 		Teachers/Staff Members	
Emergency Medical Procedure	Pupils and Staff	<ul style="list-style-type: none"> ➤ Any staff member who witnesses a medical emergency contacts the emergency services immediately, if this is necessary. ➤ Staff members who are first-aid trained attend to the pupil immediately. ➤ Other pupils are escorted away from the area to another suitable location, e.g. classroom. ➤ Staff members contact the pupil's emergency contact immediately. ➤ A portable screen is used to block the individual from view of others in order to maintain privacy. ➤ Staff members responsible for supervision stay with the individual until the emergency services arrive and try and keep the individual as comfortable as possible, e.g. by providing a blanket. ➤ If emergency services are not required and the first aider or other qualified staff member is able to treat the individual, staff will stay with the individual until the situation is remedied. ➤ All emergency incidents are recorded and a log is kept in the school office, in line with the First Aid Policy. ➤ An access route is kept clear at all times for the arrival of emergency services. 	<p>All Breakfast Club staff to have walkie talkies for communication needs in the event of having to leave the area.</p> <p>Club Leader/Staff to call for assistance from other school staff on site.</p>	<p>Club Staff</p> <p>Club Staff</p> <p>Club Staff</p> <p>Club Staff</p> <p>Club Staff</p> <p>Club Staff</p> <p>Club Staff</p> <p>Club Staff/Head/SBM Caretakers</p>	

		<ul style="list-style-type: none"> ➤ A designated member of staff informs the emergency services of the situation; where first aid, emergency medication or emergency procedures have been administered, the individual who has done so liaises with the emergency services. ➤ One member of staff stays with the emergency services and individual, and any other staff members return to where pupils are located. If it is safe and reasonable to do so, staff and pupils return to the normal school day or event, and are informed of any procedures to adhere to following the incident. ➤ Pupils and staff may be sent home if the school is unsafe for use or as a result of the nature of the incident, e.g. a death ➤ The headteacher has the final say as to whether the school closes. 		<p>Club Leader</p> <p>Club Staff</p> <p>Head</p> <p>Head</p>	
Emergency Evacuation Procedures	Pupil and Staff	<ul style="list-style-type: none"> ➤ Staff members escort pupils from the building to the assembly point using the nearest safe exit. ➤ No attempts are made to collect personal belongings or re-enter the building after evacuation. ➤ A designated staff member contacts the Headteacher/Deputy Head immediately, and the emergency services if appropriate. ➤ Ensure the club fire register is taken out. ➤ The register is taken by a staff member to ensure all pupils are present. ➤ Conduct a headcount. 		<p>Club Staff</p> <p>Club Staff</p> <p>Club Leader</p> <p>Club Leader Club Leader/ Staff</p>	

		<ul style="list-style-type: none"> ➤ If any pupils are missing, the emergency services are informed immediately. ➤ A designated staff member contacts pupils' parents to collect their pupils, if required. ➤ The head teacher has the final say as to whether the school closes. ➤ Pupils are supervised until they are collected by their parents. ➤ If parents cannot be contacted, staff members adhere to school procedures for uncollected pupils. 		<p>Club Leader/Staff Club Leader</p> <p>Club Leader</p> <p>Head</p> <p>Club Staff</p>	
Electrical safety	Pupils and staff	<ul style="list-style-type: none"> ➤ Arrangements are in place for portable electrical appliances to be PAT tested annually. ➤ There are sufficient number of sockets in the area. 	Report any electrical defects to the Caretakers/SBM	<p>SBM</p> <p>Caretakers/SBM</p>	
Safeguarding	Pupils and staff	<ul style="list-style-type: none"> ➤ All Breakfast Club staff know how to contact a DSL if needed. ➤ Any safeguarding/behaviour incidents are reported to a DSL as soon as possible by first logging on CPOMS and then following up straight away with a conversation with a DSL. 	See staff contacts list.	<p>Club Staff</p> <p>Club Staff</p>	
Inspections	Pupils and staff	<ul style="list-style-type: none"> ➤ There is a formal system for reporting health and safety defects. ➤ The provision of food in Breakfast Club is subject to the T&WC food hygiene "Scores on the Doors" inspection framework and complies. 	Rated 5 stars for Scores on the Doors Food Hygiene inspection. (20/03/2024)	<p>Club Leader</p> <p>Club Leader</p>	
Welfare facilities	Pupils and staff	<ul style="list-style-type: none"> ➤ There are adequate toilet/handwashing facilities. 		Head/Caretakers	
Cancellation of club	Pupils and staff	<ul style="list-style-type: none"> ➤ Procedures are in place for and unexpected cancellation of the club. 	Notices put up in the morning, and designated staff member to meet any	Club Staff	As and when needed

			parents on arrival or make phone calls to parents whichever comes first.		
Food safety/ Allergies	Pupils and staff	<ul style="list-style-type: none"> ➤ Access to the kitchen areas is strictly controlled – pupils are not permitted to enter these areas unless supervised by a staff member. ➤ All equipment is visually inspected before use. ➤ Any equipment not working correctly or damaged is not used, and is reported to the School Business Manager. ➤ Staff responsible for preparing and handling foods are suitably trained and have sufficient knowledge of food safety and hygiene. ➤ All staff members are briefed on basic food hygiene and safety prior to commencing work at the breakfast club. ➤ Only staff who are suitably trained prepare and handle high risk foods for the breakfast club, e.g. meats and eggs. ➤ Basic safety principles are adhered to for lower risk foods, e.g. toast and cereals. ➤ All food is adequately labelled. ➤ Food is stored in a dedicated fridge in the kitchen areas. ➤ Dry foods are stored in cupboards. ➤ Pupils are not permitted to access food from the storage areas. ➤ Registration forms completed by parents detail any food allergies their child has/Bromcom reports. ➤ Foods known to cause allergies are avoided e.g. nuts. 	<p>Training for food hygiene is received every 3 years.</p> <p>Staff to be aware of their qualification expiry dates.</p>	<p>Club Staff/ Head/SBM</p> <p>Club Staff Club Staff</p> <p>Club Staff/Head/ SBM Club Leader</p> <p>Club Leader</p> <p>Club Leader</p> <p>Club Leader Staff Club Leader/Staff Club Leader/Staff Club Leader</p> <p>Staff</p>	As and when needed

****Specialist assessments will be need for:** fire, hazardous substances, significant manual handling tasks, computer workstation users (DSE), nursing or expectant mothers, working at height, noise and use of personal protective equipment.