

Breakfast Club Policy

The breakfast club operates on a booking system, and bookings must be made in advance through the school office or using the online system. If booking through the front office, places can only be guaranteed once paid for in advance **and** once it has been confirmed by the school staff that there are spaces available on the days you require. If the office is very busy, we may not be able to confirm bookings until later that day (you will receive a text and email confirmation). The very best way for you to manage payments and your child's attendance is using the online system, which reserves places as soon as the bookings are made.

Warninglid Primary School Breakfast Club operates under the umbrella of Warninglid Primary School. The club has adopted the policies already in place at the school, full details of which can be found on the school website: <https://www.warninglidprimary.co.uk/> Where there is a variation to the school policy, or further clarification is required, this is detailed below.

Staffing Policy – Breakfast Club staff are employed by the school and are subject to the school Employment Policies.

Behaviour Policy – The Breakfast Club has adopted the school's Behaviour Policy and will employ the same sanctions and rewards as the school.

Safeguarding Policy – Breakfast Club staff have completed safeguarding training and whilst they adopt the school policy, they have a stand-alone reporting procedure should they have any concerns over the safety of a child attending the Club. All staff have Enhanced DBS clearance and a qualified First Aider will always be in attendance. Staff will not administer prescribed medication during sessions. Following the breakfast club session, children will be sent into class.

Health and Safety Policy – the Club operates under the school Health and Safety Policy and **appropriate Risk Assessments have been undertaken** for different aspects of the club. Pupil registration forms including allergies and emergency contact information is held by the Breakfast Club Supervisor who has the use of the school phone to use when necessary. It is the responsibility of the Parents/Carers to ensure that they update registration forms if there are any changes. In the event of a fire, Breakfast Club staff will escort pupils onto the Playground to muster in the usual way. Appropriate fire evacuation signage is displayed in all rooms.

Food Hygiene and First Aid - **Breakfast Club staff have completed Food Hygiene training and a First Aider will always be in attendance.**

Charging Policy –Warninglid Breakfast Club finances are handled by the Bursar and all club sessions must be paid for in advance. Club staff are unable to accept payment for club sessions and all enquiries should be made in the School Office. Please do not give payments for the club to children or leave it in book-bags, as the school will not accept liability for 'lost' cash/cheque payments.

If you require any further information please feel free to contact us in the school office.

Policy will be reviewed annually or as business need change.