



## Breakfast Club Policy

### Introduction

Simonside breakfast club exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment. The club operates from 8:00am – 8.50am.

A copy of this policy is provided to all parents of children attending breakfast club and is also available on the school website. All parents must complete a registration form for each child attending the club.

### Admissions

- Only children attending Simonside are eligible to attend breakfast club.
- All places are subject to availability and are prioritised for the following reasons:
  - ~ working parent(s) who need to get to work before school drop-off time
  - ~ health reasons (e.g. parents who can't drop off at 8:50am and rely on friends/family to take child(ren) to school)
  - ~ pastoral/safeguarding reasons known to the designated safeguarding staff at Simonside
    - The maximum number of children in breakfast club at any one time is 50. 45 of these places are long-term and 5 are for emergency cover only. Parents/carers may be asked to provide evidence of the need for an emergency place e.g. hospital appointment letter. Emergency cover must be arranged with at least one day's notice in order that staffing can be secured.
- The registration process must be completed prior to the child's commencement at the club. This includes providing information on any medical and/or dietary requirements, consent for photography and which days are needed. A form must be completed in order for the child to be added to the waiting list.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

- Due to the high demand for places, children who miss three sessions will have a follow-up call from staff. If the absence persists, the place will be offered to the next person on the waiting list.
- Parent/carer contact details must be kept up to date so that school can make contact in the event of an emergency. Communication will be made via Class Dojo in the first instance.
- Children attending breakfast club are expected to be able to use the toilet independently and, if not, a discussion with the school will be needed prior to the child starting so that plans can be made to support them.

### **Arrival and Departure**

- Parents/Carers are required to bring their child directly to the hall's external door where staff will mark them in on the register.
- Children will be escorted into their classes at 8.50am by Simonside staff.
- Parents must inform school via the breakfast club class dojo if their child will be absent from breakfast club.

### **Daily Routine**

- 8.00am – 8.50am parents bring their children to big hall external door.
- 8.00am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.

The activities on offer vary each day. These can include games, crafts, team sports and computing.

\* 8:20am breakfast is tidied away (children arriving after this time would be expected to have had breakfast at home).

- 8.45am tidy up time encouraging the children to take responsibility for the environment.
- 8.50am children collect their coats and bags. They are escorted to their appropriate classes where they join their classes for morning work and registration.

### **Behaviour**

Whilst attending breakfast club children are expected to:

- use socially acceptable behaviour
- follow our Simonside school charter
- ask for help if needed.

Positive behaviour is encouraged by:

- staff acting as positive role models.

- praising appropriate behaviour.

#### Dealing with inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner - in line with our school's behaviour policy.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the family may be asked to make alternative arrangements for before-school provision. The reasons and processes involved will be clearly explained to the child and their parent/carer.

#### **Safeguarding**

All staff are trained in safeguarding. Any safeguarding concerns should be passed to one of the on-site designated safeguarding leads. These are:

Mrs Thompson – Designated safeguarding lead

Mrs Hills – Designated safeguarding lead

Mrs Alderson – Deputy safeguarding lead

Mrs Dixon – Deputy safeguarding lead

#### **First Aid**

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of Simonside staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider. Parents of any child who become unwell during Club will be contacted immediately.

#### **Related Whole School Policies**

- Child protection policy
- Behaviour policy
- Equal opportunities policy
- Health and Safety policy

