

St. John's C.E. Primary School



Policy: Breakfast Club Rules

Reviewed: October, 2021

Future Review: July, 2022

Discussed and agreed at a meeting for all members of staff in charge of Breakfast Club.

Member of staff taking Breakfast Club must be on site from 7.55am so that they can set up in the Kitchen. The outside dining area will be set up by the site officer with all pupils sitting 2 metres apart at all times. . They also need to have the register with them as well.

- **If a member of staff is running late they must contact the Head teacher**
- All children must be pre booked into Breakfast Club. Only in extreme circumstances will a child be accepted without a prior booking.
- No child is to be admitted to B C before 8am, if they arrive early, they must wait outside the gate with their adult, not on their own.
- It is essential to liaise with the Head teacher as issues arise.
- All members of staff taking the B C **must adhere to all safeguarding procedures at all times, any concerns must be reported to the Head teacher or Deputy in the absence of the Head teacher asap.**
- Two tables set up and as the children arrive, they order their breakfast and sit down at a table and wait to be called to collect it
- **Member of staff (Mr. Pople) to always open the gate for pupils who are attending the Breakfast Club. At NO time must a child open the gate even if they are being supervised from the dining hall door.**
- When children come into the dining hall they need to be marked on the register, order their breakfast, wash their hands, sit down and wait to be served their breakfast.
- When eating their breakfast they must sit sensibly.
- When children have finished their breakfast they are to wait until the others have finished
- Children need to ask before using the toilet.
- **If a child is not getting it right they will be issued a verbal warning. If they get it wrong again, they must be brought to the Head teacher or Deputy Head teacher (if Head teacher is not available) immediately not after the Breakfast Club has ended. A serious incident form needs to be completed for any child who is sent out of Breakfast Club.**
- Breakfast will not be served after 8:15am. If a child arrives after 8:15am, they will be offered a piece of fruit, a crumpet and a drink of water. At no point should a child take food into the playground.
- Weather permitting, pupils will go outside in the top playground at 8:30am – for physical exercising.
- At 8.45am all children at Breakfast Club must walk to their classroom to wash their hands.
- At 8.45am both members of staff in charge of Breakfast Club will return to their other duties.
- On a Friday, Tracey is to give the shopping list to Jane.

October, 21 – Policy reviewed with all the staff. It was explained that it is essential that all procedures are adhered to.

If there are any concerns it is the member of staff's duty to report these to the Head Teacher immediately.

Copies of these procedures are on display in the staffroom.