



Breakfast Club Policy

Code of Behaviour

The code of behaviour mirrors the high expectations within Janvrin School.

Within the school the whole ethos is based on individual development, self-control, mutual respect and the development of self-esteem.

Everyone at breakfast Club is expected to:-

- Behave appropriately at all times to ensure their own and that of other people's safety
- Respect everyone attending Breakfast club
- Look after and respect resources that are used

Praise for good behaviour, working together, sharing, courtesy and helpfulness will be the ethos and heart of the Breakfast Club in order to offer a service that aims to promote good health and well-being for all who attend.

Any child who behaves inappropriately will be reminded about our rules of conduct and will have the opportunity to talk about the issues relating to and resulting from their behaviour

If poor behaviour is serious and/or persistent, parents/carers will be informed either verbally or in writing and asked to meet a member of staff to discuss ways forward

Ultimately, if poor behaviour continues, or any problems arise adversely affecting the health and safety of themselves or others, a meeting with parents/carers will ensue to discuss removing the offer of placement at breakfast club

Placements

In order to offer quality of care and adhere to staff/child ratios that meet health and safety standards we need to know the exact dates/days that children are attending.

Enrolment forms must be completed stating specific days per week required. We will not be able to accept children into Breakfast Club that turn up unexpectedly. Breakfast Club require 24 hours' notice if extra days are needed.

Safeguarding

Janvrin School is committed to safeguarding and the promoting the well-being of children and we expect the same commitment from all staff, parents/carers and volunteers.

All parents volunteering to help within Breakfast Club are required to complete forms allowing them to be checked by the Disclosure and Vetting Service (DBS checked). Volunteers must sign in (and out) of school premises.

Medication/allergies

Parents/carers must complete the application form and state any details relevant to medication/allergies or specialist dietary requirements. These details will be added to the morning register and checked daily by members of staff. All members of Breakfast Club staff will be made aware of any details, in order to assist the well-being of the child. All information provided will be securely stored under the guidelines of the data protection act.

Health & Safety

We follow strict guidelines with regards to health and safety measures and adhere to the policies pertaining to Janvrin School. Regarding food preparation staff will follow protocol taken from the hygiene and food handling course provided by Highlands College. There will be a qualified first aider on site and fire drill procedures adhered to in line with Janvrin school policy.

Fire drill

In the event of a fire drill we follow the Janvrin School policy and procedures. Primary fire exit from KS1: children to be escorted to KS1 playground area- Secondary exit: children will be escorted to the porch exit at the bottom of stairs from KS1, into the main KS2 playground. A register will be taken when vacating building and checked once in safe area.

Parking

Parents will need to be reminded that due to health and safety/safeguarding and quality provision, Breakfast Club **DO NOT** have the available parking. Families need to be able to walk up to Breakfast Club in a no-car-zone.

ALL cars to be parked in the bottom main car-park and parents **MUST** walk with children to the entrance of Breakfast Club to sign them in their attendance

Payments

Breakfast Club is offered Monday to Friday (term time only) 7:45- 8:30 am.

Fees are £1.50 each session and paid half-termly in advance and may be paid by cheque or cash. Absent days will be charged unless 24 hour notice is given. Invoices will be sent at the beginning of each term. If there are any problems with this method of payment please contact Sue Smith. Payments should be handed to Breakfast Club staff or at the main office. A notice of four weeks is required for the cancellation or alteration of arrangements.