



St Mary's Catholic Primary School Breakfast Club Policy

To support working parents St Mary's has established an on-site Breakfast Club. The current space available is suitable for 24 pupils who will be cared for by a Senior Breakfast Club Supervisor and 2 Breakfast Club Supervisors. Extra staff are available if numbers exceed this (up to 30). The staff are responsible for the Health & Safety of the pupils following guidelines of the Health & Safety policy.

In liaison with the Headteacher, the Senior Supervisor is responsible for:

- Safety issues directly relevant to the club
- Equipment used by the club
- Room used by the club
- Food preparation and storage
- Training needs and monitoring of staff

Role of the Senior Supervisor

The Headteacher is the line manager for the Senior Supervisor. As part of their duties the Senior Supervisor should:

1. Ensure all staff follow Health & Safety guidelines and deal with any matters promptly.
2. Design and implement a programme for Health & Safety which includes:
 - Accident Prevention
 - Daily cleaning charts
 - Risk assessment
 - Procedure for recording and reporting incidents
3. Inform the Headteacher of any major Health & Safety incidents.
4. Ensure a range of activities are planned for the week and are on display for the children.
5. Ensure that equipment is adequate and appropriate and is maintained to a safe standard.
6. Delegate duties to other staff i.e. attendance register, food preparation, collection of monies to be forwarded to the Finance Manager, etc.
7. Attend any relevant training.
8. Ensure the highest standards of hygiene are maintained in any matter referring to food and drink and that healthy eating is promoted.

Role of the Breakfast Club Supervisor

It is the responsibility of these members of staff to:

1. Maintain an attendance register and forward any monies to the Senior Supervisor.
2. Report any hazard or broken equipment to the Senior Supervisor.
3. Follow all policy recommendations and procedures, in particular the Health & Safety Policy.
4. Maintain equipment in good condition.
5. Report all accidents to the Senior Supervisor, record them and inform parents if required.
6. Ensure the highest standards of hygiene are maintained in any matter referring to food and drink and that healthy eating is promoted.

Role of the Finance Manager

1. Update the register daily with prepayments and place allocations ensuring the numbers are within the available capacity.
2. Liaise with Senior Supervisor if numbers exceed 24, to enable an extra member of staff to be employed on that day.
3. Record and bank all payments.
4. Contact parents regarding outstanding payments.
5. Issue payment reminders to parents.
6. Reconcile weekly and monthly accounts.

Payment Procedure

- Parents need to complete a Breakfast Club request form and submit to the school with the relevant monies, this should preferably be done in advance to ensure a place is booked;
- Places are allocated on a first come first served basis;
- Parents need to be aware that if a place has not been booked and they arrive on the day they can only be allowed in if there is space and they have the relevant fee on them;
- There are no refunds available if a child doesn't attend on a pre-booked day as staff and food have already been sourced.

Safety Rules

These rules should be discussed and shared with children.

Children should:

- Walk between activities;
- Be seated while eating;
- Be responsible for clearing up activities once they have finished playing;
- Be encouraged to be aware of the safety of themselves and others.

Accident Procedure

In the event of an accident/incident occurring during Breakfast Club the following procedure should be followed:

1. Immediate action taken following Health & Safety guidelines.
2. Seek further advice or support if required.
3. Record the accident/incident in the relevant section of the Accident Book, this should include:
 - Date
 - Time
 - Nature of incident
 - People involved
 - Action taken
 - People informed
4. After the accident/incident liaise with parents/carers, Senior Supervisor and Headteacher.
5. Reflect upon the accident/incident and ways in which it might have been prevented.

The Senior Breakfast Club Supervisor will monitor the implementation of this policy with the Headteacher.