



Breakfast Club Policy

Date for review-	September 2025
Reviewed by-	Executive Principal and Heads of School

Policy Aims

- To outline the academies procedures regarding breakfast club provision.
- To provide a happy, welcoming place at the start of the school day with a healthy breakfast
- To support working parents by providing an affordable childcare facility.
- To ensure the smooth, efficient and cost-effective operation of breakfast club provision.
- To clarify the roles and responsibilities of academy staff, parents and pupils.
- To present a workable, clear mechanism for the collection of breakfast club payments.
- To provide opportunities to develop independence, relationships and encourage social and emotional development.

Overview

Our Breakfast Club is held at Skegness Juniors site in the hall and is available to children from both the Infant and Junior Academies.

Breakfast is served from 7.45am to 8.30am and costs £2.50 per child per session unless we have your child as registered for Pupil Premium. In this case, your child may attend without charge.

Our breakfasts consist of:

- Cereals
- Toast
- Water or Milk

The choice of cereals will vary but we usually have a selection to suit all tastes.

Breakfast is followed by an organised rota of activities including sports and creative time before children are escorted to their classes for registration.

Use of registers

- A register will be taken upon arrival. In case of an emergency and if children have to be evacuated from the building, the register must accompany the designated member of staff.
- The register allows the academies to keep track of numbers attending Breakfast Club on a regular basis and offer places to those on a waiting list when places are available.

Organisation

- All pupils are eligible to attend Breakfast Club. Numbers are monitored via the register.
- If there are too many applications and not enough places available, a waiting list will be compiled.
- Breakfast club is held in one central location for Skegness Infants and Skegness Junior Academies for ease of access.
- Payment for Breakfast Club is via ParentPay.
- If your child is poorly and misses a paid session of breakfast club, this will be carried forward. The registers will be used to record absences and ensure that accuracy of sessions attended. Breakfast Club staff will communicate with the office staff daily to inform them of any sessions needing to be carried forward.

Admissions

- Only children attending Skegness Infant and Skegness Junior Academies are eligible to attend the Club.
- All places are subject to availability.
- An application and information form must be completed prior to the child's commencement at the club, containing information about the child's date of birth, address, health including allergies, and contact details.
- Irregular users are welcomed, provided there are spaces.
- All staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.
- Copies of the Club policy will be given to all parents of children attending Club and are also available upon request and on the academy website. All parents must complete a registration form for each child attending the club and sign an agreement to adhere to Club policy once your place is confirmed.

Arrival and departure

- Parents/Carers are required to walk their child directly to club via the main entrance at Skegness Junior Academy.
- Two staff will be present to allow access.
- The doors to breakfast club open at 7:45am and close at 8:15am.

Daily routine

During 7.45am – 8.30am children attending Breakfast Club will eat a healthy breakfast in the main hall. Following food, children will be able to access a range of activities from reading, table tennis and creativity overseen by an allocated staff member. At 8.30am Infant children collect their coats and bags. They are escorted across the playground by Infant Academy staff to begin their day. Skegness Junior children remain on site until registration opens.

Safeguarding

Our academy is a community and all those directly connected (staff, parents/carers, families and pupils) have an essential role to play in making it safe and secure. The academies adhere to the Trust's and LSCB Safeguarding Children Procedures found here https://lincolnshirechildcare.proceduresonline.com/p_lincs_safe_ch_pol.html

You can find our Child Protection Policy on our website

<https://skegnessjunior.ng3.devwebsite.co.uk/page/?title=Safeguarding&pid=98>

Behaviour

Our Breakfast Club follows the Behaviour and Anti-Bullying Policy of the academies.

First aid

- All accidents will be recorded in an accident book, accurately reported to the parents/carer and signed by a member of staff. This follows our health and safety process.
- 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/carers of any child who become unwell during Breakfast Club will be contacted immediately.
- The chance of your child having an accident at Breakfast Club is a low risk due to the vigilance and staffing ratios available.

Payment of fees

- Fees for Breakfast Club need to be paid via ParentPay as we are a cashless academy.
- Bookings will need to be **a week in advance** with payment.
- If there is a need to book one day in a particular week, this is also possible for irregular users depending on places available.
- If you have any questions about booking or payment, please ask the office via the contact at the end of this policy.
- If a parent is experiencing difficulty with payment of their fees, they should contact the relevant academy office staff as soon as possible.
- If you are paying daily, payment must be made in advance of the morning of that day the provision is needed. There is no exception for paying in advance.
- Use of Breakfast Club will be restricted if payment is not received in advance as required.
- The Trust will implement its Debt Recovery policy when required.

Risk assessment for information

Potential Hazards		Yes/No	If 'No', state the intended action.	Risk Factor
Parental consent	Have parents who require childcare provided consent for their child to attend the club	YES		Parent's/carers should be given the opportunity to update pupil details on an ongoing basis. (Low risk)
	Do we have up to date pupils contact details.	YES		
Security/safety	Are the entrance/exit points secure.	YES		Staff being called away. (Low risk) Office staff not available for calls/access to phone (Low risk) Parents who are running late without adequate handover. (Low risk) Accidental injury during activities (Low risk)
	Is there a telephone/communication link in place.	YES		
	Does the club maintain a daily register.	YES		
	Are arrangements in place for the safe handover of pupils.	YES		
	Are staff aware of the fire evacuation protocol.	YES		
	Will there be regular planned fire drills.	YES		
	Is there an appropriately qualified first aider on site.	YES		
Staffing	Are supervision ratios appropriate, including a contingency plan for staff absence.	YES		Inadequate staff cover (Low risk)
	Are all staff CRB checked to an enhanced level.	YES		

Pupil information	Do the staff have information regarding the individual needs of all pupils attending i.e. medical or dietary details. This is kept centrally accessible to all staff overseeing the BC.	YES		Access to incorrect information (Low risk)
Welfare facilities	Are the toilet facilities fit for purpose and adequate for the pupils attending breakfast club.	YES		Supervision will be needed on the corridor due to where the toilets are situated. (Low risk)
Food safety	Have staff responsible for preparing or handling foods appropriate food safety knowledge/food hygiene training.	YES		Allergy information needs to be kept up to date. (Low risk)
	Are there suitable arrangements for the storage of food, including chilled and/or perishable foods.	YES		Out of date food (low risk)

Our Breakfast Club is very popular, and we now operate a waiting list. For further information, please contact the office on 01754 879166 or 01754 762059.