



NON-CHARGEABLE BREAKFAST CLUB

This document is available on our school website and is available on request from the school office.

Date written: Feb 2024

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Signed:

Luke Geary (Chair of Governors)

Date:

PURPOSE

The Academy of Woodlands aims to provide a high quality service which meets the needs of both Parents/Carers and children. For Parents/Carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, to relax, to have fun and enjoy.

We provide a free breakfast club so that the opportunity is offered for any of our children to access a nutritional breakfast before school starts. It is a provision extended beyond just our children; Parents/Carers and siblings are actively encouraged to attend our free Breakfast Club, bringing our community together.

We encourage our pupils to be independent by serving themselves and sitting with their family/carers, to enjoy breakfast together. After our pupils have eaten breakfast, there are a selection of games for the pupils to play with their friends and family - again encouraging social interaction amongst pupils and parents/carers.

OFFER

- Open Monday to Friday between 8am and 8.40am
- Entrance via the Arts Centre from 8am
- Free Breakfast Club held in the school dining hall

Breakfast on offer can include (*dependent on availability*):

- A range of cereals with/without milk
- Toast/Crumpet/Bagel
- Fruit (children only)
- Milk and water
- Tea and coffee (Parents/Carers only)

WHO CAN ACCESS FREE BREAKFAST CLUB?

- Pupils in Year 1 to Year 6 can access the free breakfast club **independently.**
- Nursery and Reception children can also access the free breakfast club when they are **accompanied and supervised by their Parents/Carers.**

- Staff of Academy of Woodlands
- Parents/Carers and siblings of children who attend the Academy of Woodlands

AGREEMENT

- Please ensure your child is supervised whilst waiting for Breakfast Club; if a child is found unattended, on school grounds, before 8am, they will be taken to Wasps and you will be charged a fee
- Children must register with a member of staff located in the Arts Centre; they must not enter before being registered. They will be escorted to the dining hall by a member of staff
- The School behaviour policy applies at free Breakfast Club; if a child does not follow the behaviour expectations during free breakfast club, they will not be able to attend
- Children collected by the school minibus will attend free Breakfast Club when they arrive at school, they will be supervised by the minibus team
- Children will go straight from free Breakfast Club to their classrooms; younger children will be escorted by staff

ESRA - EVENT SPECIFIC RISK ASSESSMENT

Location/Event: Free Breakfast Club – Academy of Woodlands	Completed by: S Campbell	Date of event: Term time only Completion of ESRA: Feb 2024
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HAZARD List significant hazards which may result in serious harm or affect several people.	Likelihood Score	Severity Score	Overall Risk	HOW TO MANAGE IT What procedures will we have? (Control measures)	WHO TO BE INFORMED		
					PARENTS	STAFF	PUPILS
Travelling to and from location of dining hall	1	1	1	<ul style="list-style-type: none"> Whilst on school grounds, pupils will be always supervised by their parent/carer until they are signed into breakfast club in the Arts reception area. Pupils can be signed in from 8am. Pupils will be escorted by a member of staff to the breakfast club via the Arts Centre nursery entrance. Member of staff who is signing pupils in is to have a school radio on them in case of incident and SLT support is required. 	X	X	X
Supervision of children (Safeguarding)	1	1	1	<ul style="list-style-type: none"> All external doors to be kept shut. Fob access in/out of dining hall area. Pupils will be escorted to breakfast club by a member of staff. Breakfast Club staff will supervise the pupils whilst in the dining hall. Pupils in Year 1-6 can access breakfast club independently. Pupils in Nursery and Reception year must be accompanied by a parent/carer. At 8.40, pupils will go to their classes via the internal corridors of the school. Transition to class for KS1 children will be supervised by the breakfast club team. All staff have statutory safeguarding training Staff know how to report safeguarding concerns via My Concern ort to a DSL on site Pupils aware of behaviour expectations and keeping themselves safe 	X	X	X
First Aid/Injury	1	1	1	<ul style="list-style-type: none"> Staff first aid trained Any accident/injury to be reported on Iris and school First Aid policy followed re: informing parents/carers Pupils to sit down at tables when eating and/or playing games 	X	X	X

				<ul style="list-style-type: none"> • Younger children to be supported when carrying food/drinks • No Hot drinks to be given to pupils • Spillages to floor to be cleaned up immediately; mops/cleaning tools available in the hall • Staff to ensure facilities are clean, free from liquid floor spillages and generally fit for purpose before start of sessions. 			
Food Hygiene	1	1	1	<ul style="list-style-type: none"> • All breakfast club food stored separately from main kitchen food • All breakfast club food stored in allocated fridge/freezer/cupboard • Food items labelled with opening date and use by dates • Hand washing facilities available • Use of specific food prep area • All containers, bowls, plates, cutlery etc washed and dried after each use • Staff made aware of specific food allergies of pupils 		X	
Equipment	1	1	1	<ul style="list-style-type: none"> • Tables and chairs to be set up prior to pupils entering the dining hall • All equipment to be visually checked for defects prior to use • Any equipment identified as faulty to be taken out of operation immediately and indicated as such (e.g. 'Do Not Use' sticker') and stored in a manner that segregates and prevents it from normal use. • Annual PAT testing to be carried out on all electrical equipment 		X	
Fire Safety	1	1	1	<ul style="list-style-type: none"> • All exit routes, emergency exit doors and fire safety provisions (e.g. Extinguishers) to be kept free from obstruction. • In the event of fire alarm sounding, breakfast club staff to escort pupils and families onto 3G pitch as per the school fire evacuation policy • Fire wardens on school site 	X	X	X

