



Breakfast Club Policy

Introduction

The purpose of this policy is to outline the procedures, expectations, and operational standards for the Breakfast Club offered at Brentwood Day Nursery Ltd. The club operates for 1 hour each morning, providing a safe, healthy, and welcoming environment for children prior to the main nursery sessions. This policy covers safeguarding, health and safety, food safety and hygiene, fire safety, and staff deployment and operates in full compliance with the EYFS safeguarding and welfare requirements

Aims of the Breakfast Club

- To provide a calm, safe, and nurturing start to the day.
- To offer children a healthy, nutritious breakfast.
- To ensure high standards of safeguarding, supervision, and care.
- To support families by offering flexible, reliable early-morning childcare.

Operating Hours

The Breakfast Club runs from 7.30am to 8.30am Monday to Friday, all year-round. Children must be signed in by a member of staff and remain under staff supervision until the main session starts.

Safeguarding

Safeguarding children is a priority. The Breakfast Club adheres to the nursery's Safeguarding and Child Protection Policy. In addition:

- All staff are DBS checked and receive regular safeguarding training.
- A designated Safeguarding Lead (DSL) or Deputy DSL is always available on site.
- Staff remain vigilant and report concerns immediately following internal safeguarding procedures.
- Children are signed in on arrival and registers taken when the main session starts.
- Children are supervised at all times; no child is ever left unattended.
- There are always at least two staff members on site, and staffing ratios are maintained in line with the EYFS framework.

Health and Safety

Breakfast Club follows the nursery's overarching Health and Safety Policy, with the following specific requirements:

- A daily risk assessment of the breakfast and nursery areas are carried out prior to opening.
- All equipment and furniture used must be age-appropriate, safe, and regularly checked.
- Any hazards identified are reported to management and addressed promptly.
- All staff who supervise breakfast club have a current paediatric first aid qualification.
- Children must remain within designated areas and follow staff instructions to ensure safe play.

Fire Safety

- Fire evacuation procedures follow the nursery's Fire Safety Policy.
- Staff review fire exits and check they are clear each morning.
- In the event of a fire alarm, staff lead children to the assembly point using pre-established evacuation routes.
- Attendance registers are taken to ensure all children are accounted for.
- Fire drills include Breakfast Club as part of the nursery's schedule.

Food Safety & Hygiene

- Breakfast provided complies with the nursery's Food and Hygiene Policy and all relevant regulations.
- All staff handling food hold appropriate food hygiene training.
- Food is prepared and served in line with food safety guidance, ensuring correct storage, temperature control, and allergen management.
- Allergies and dietary requirements are checked daily and clearly communicated to staff.
- Children are encouraged to wash hands before and after eating, and tables are sanitised before and after meals.
- Staff model healthy eating practices and encourage independence.

Activities and Environment

- A selection of calm, age-appropriate activities (e.g., drawing, puzzles, books, craft) is provided.
- Outdoor play may be offered depending on weather, staffing, and risk assessments.
- The environment remains warm, inclusive, and supportive to help children transition smoothly into the nursery day.

Staff Deployment

- Staff-to-child ratios follow statutory Early Years Foundation Stage (EYFS) requirements.
- Breakfast Club is overseen by a minimum of two staff, of which at least one qualified early years practitioner.

Staff are deployed to ensure:

- Supervision in all areas used by children
- Adequate coverage for food preparation and serving
- A senior member of staff or manager is available on site for support

Behaviour Management

- Breakfast Club follows the nursery's Behaviour Management Policy.
- Staff promote positive behaviour, respect, and calm interactions.
- Any behaviour incidents are logged and shared with the child's key person or parent/carer as appropriate.

Attendance and Registration

- Children must be booked in advance unless emergency arrangements have been approved by management.

- Parents/carers must hand children over to a member of staff who will then register their arrival on the digital App.
- Registers are completed promptly and stored securely in accordance with GDPR requirements.

Communication with Parents

- Parents are informed of menu options, any incidents, or relevant updates.
- Changes to routines, allergies, or medical needs must be communicated to staff before a child attends.

Monitoring and Review

This policy is reviewed annually or sooner if required due to changes in legislation, operational needs, or best practice guidance.

Signed on behalf of the nursery
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<i>RL Austin</i>
