

Stamford Bridge Breakfast Club

C/O Stamford Bridge Primary School

Godwinsway, Stamford Bridge, York YO41 1RA

Telephone no. 07907443090

Email address: - Sbbreakfastclub@outlook.com

Terms and Conditions

Firstly, we would like to welcome you to the breakfast club at Stamford Bridge Primary School, we operate from the Lower site hall and are open from 7:30am until the school day starts term time only.

Breakfast starts at 7:35am and is served until 8.00am, if your child is going to have breakfast please ensure your child/children arrive in good time for breakfast. We have the following breakfast choices - cereal such as cheerios, weetabix, shreddies, toast, fruit, and a choice of drinks including milk, water or juice. **Please advise of any food allergies or intolerances on our terms and conditions form.**

All places at breakfast club are pre-booked permnant places, if your child can not attend you will still be charged, please notify us of any absence. If you do require extra sessions, please contact us to discuss and if we can accomodate and have space we will book your child in.

On arrival, please ring the bell on the right side of the door (white) and a member of staff will come and meet you. All children will leave their parents/carers at the door.

Each child will have access to a varied amount of resources icluding pens, paper, scissors and glue, we offer a varity of arts and crafts which often link to current celebrations throughout the year. We also have various board games for all ages, and toys such as building blocks, lego, figures, dinosaurs, little ponies and a reading corner.

Nursery, reception, year 1 and 2 children will be taken to their classes and helped with coats and bags, if required, and then handed over to a member of staff. The upper site children walk over from the lower site. The children walk

in single file or pairs as much as possible and are dropped off appropriately on the upper site.

To promote good hygiene hands will be washed using soap and water before eating breakfast. Windows are open at the beginning of session, weather permitting to allow air circulation. Unfortunately, we do not play outside due to time constraints.

If your child/children show any signs of illness prior to coming to Breakfast club please follow school and government guidance. We continue to review and monitor how we operate to ensure all children and staff are kept safe. We expect all children to follow believe, engage, succeed, together values, we have the right to stop children attending who do not follow these values, and our policies and procedures.

Policy and procedures will be issued to all new starters via email please read, sign and return at your earliest convenience. Please find the registration form and the documents that need to be signed below.

We hope that all the children will have a fun time at Breakfast Club!

If you require any further information, please do not hesitate to contact us.

Kind regards,
Kelly Jerrold

Registration form

Registration of your child to include any special dietary needs, allergies, medical conditions and behaviour issues.

Please sign and return the following forms before your child attends, if you would like a hard copy please let me know.

Childs name:	
Date of Birth:	
Class:	
Any dietary requirements:	
Allergies :	YES/NO (Please circle) Please give details:
Medical conditions:	
Behavior issues:	

Parent/Carers name:	
Parent/Carers signature:	
Date:	
Address:	
1 st Contact number:	

2 nd Contact number:	
Email address:	

Please keep us informed of any changes to your child/ childrens details and your contact details.

Monthly invoices and payments

Price per session (From 7.30am)	£5.75
Breakfast included in price (cereal, toast, fruit, milk, juice)	

Invoices will be emailed to you at the start of each month, working a month in advance. We would appreciate prompt payment (within 7 days of receiving invoice)

Child/ Childrens name:	
Email address for invoice:	
Please tick preferred method of payment	
Electronic transfer (BACS)	
Childcare Vouchers – We will require the following information: Name of person claiming: Voucher company name:	
Government Tax free account – We will require the following information: Reference number of account:	

Please ensure that your child's name is referenced on all forms of payment

Policy Pack

Welcome to Stamford Bridge Breakfast Club. As an OFSTED registered provider of childcare, we must make parents/carers aware of our policies and have a signed declaration to inform us that you agree and understand our policies.

Please read and sign the following enclosed forms and return to us at your earliest convenience.

- 1. Policy Acceptance Declaration form**
- 2. Photography permission form**
- 3. Accidents/Incidents form**
- 4. Privacy Notice form**

Please can you read through all the policies and procedures and sign the following paperwork at your earliest convenience

Copies of the Breakfast club policies are available via email or paper copy on request.

Food Safety Management procedures are followed and are available to read on request. Safeguarding and complaints policies are available via email on request.

We hope your child/children will enjoy attending the Breakfast club. If you have any question's, please do not hesitate to contact us.

Kind Regards,

Kelly Jerrold

Breakfast Club

Tel no 07907443090

SBbreakfastclub@outlook.com

Policy acceptance declaration

Name of child/children:.....

I CONFIRM THAT I HAVE READ, UNDERSTOOD AND ACCEPT THE FOLLOWING POLICIES & PROCEDURES.

- **Safeguarding Child**
- **Behavior**
- **Suspension and Exclusions**
- **Mobile phone & wearable Technology**
- **Missing child**
- **Health & Safety Children who run off**
- **Fire Safety & Fire Prevention**
- **Administering Medication**
- **Emergency Evacuation/Closure**
- **Illness**
- **Visitors**
- **Food Safety**
- **Intruders**
- **Healthy Eating**
- **Child Induction**
- **Confidentiality**
- **Play**
- **Data Protection**
- **SEND**
- **Complaints**
- **Equalities**

Please inform Breakfast club of any changes in your Contact numbers/Address/Dietary needs/Food Allergies/Medical conditions etc.

Name:	
Signature:	
Date:	

Photography permission

I **do** give permission for photographs to be taken of my child/children whilst at Stamford Bridge Breakfast Club.

I **do not** give permission for photographs to be taken of my child/children whilst at the Stamford Bridge Breakfast Club.

Please delete the above that does not apply

Child/ Children's name:	
Parent/Carers name:	
Parents/ Carers Signature:	
Date:	

Photographs will not be available to the public or put onto the internet except occasionally the school's newsletter. This, however, does not apply to the child/children for whom we do not have permission to take photographs of. Any photographs will be for the child/children in our care only and parents/carers and the breakfast club files.

Existing injuries

If a child comes to the breakfast club with any existing injuries, these will be noted in a medical concern report by staff.

If your child does have an existing injury, we would be grateful if you could inform us. We will then monitor the injury in relationship to the activities your child takes part in

Accidents/ Incidents

If an accident/incident should occur at the Breakfast club and a child need urgent medical assistance/treatment we would carry out the following procedure: -

- 1 Administer any necessary first aid
- 2 Immediately contact the parents/carers of the injured child
- 3 Inform the school

I give permission for my child/children to be taken to hospital and given emergency treatment providing every effort has been made to contact me

Child/Children's name:	
Parent/Carers name:	
Parent/Carers signature:	
Date:	

Privacy notice

At Stamford Bridge Breakfast club we respect the privacy of the children attending the Breakfast club and the privacy of their parents/carers. The personal information that we collect about you and your child/children is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our lawful basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you. Our legal condition for processing any health-related information that you provide about your child/children is so that we can provide appropriate care for those child/children.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child/children has ceased attending Stamford Bridge Breakfast club.

We will use the contact details you give us to contact you via phone, text, email, and post so that we can send you information about your child, the Breakfast club and other relevant information, for example fees.

We will only share personal information about you or your child/children with another organisation if:

- We have Safeguarding concerns about your child/children.
- We are required to by government bodies or law enforcement agencies.
- We have obtained your prior permission.

You have the right to ask to see the data that we have about you or your child/children and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- We will not be able to continue to care for your child/children if we do not have sufficient information about them.
- After your child/children have left the Breakfast club, we have a statutory duty to retain some types of data for specific periods of time* Therefore we are unable to delete all information immediately.

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Privacy Notice

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO)

Please sign and date below to confirm that you have read this Privacy Notice.

Child/Children's name:	
Parent/Carers name:	
Parent/Carers signature:	
Date:	

* We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.

Safeguarding Policy

Stamford Bridge Breakfast club is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation

Breakfast club will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. The Breakfast club child protection procedures comply with all relevant legislation

It is not the responsibility of staff at the Breakfast club to decide whether child abuse has taken place. However, there is a responsibility to act on any concerns

There is a Designated Safeguarding Lead (DSL) Kelly Jerrold available at all times while the club is in session. The DSL coordinates safeguarding and child protection issues, supports practitioners with safeguarding concerns and liaises with external agencies (e.g. social care and Ofsted)

Please note as we are part of the wraparound care for Stamford Bridge Primary School, we would report our concerns in the 1st instance to the school DSL who would follow their safeguarding children's procedures and proceed with any referrals

Child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below: -

Emotional abuse is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone

Physical abuse can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child

Sexual abuse involves forcing or enticing children to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways

Neglect is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment

Signs of child abuse and neglect

Signs of possible abuse and neglect may include: -

Significant changes in a child's behaviour

Deterioration in a child's general well-being

Unexplained bruising or marks

Comments made by a child which give cause for concern

Reasons to suspect neglect or abuse outside the setting, e.g. in a child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation (FGM) or that the child may have witnessed or be living with domestic abuse

Inappropriate behaviour displayed by a member of staff, or any other person e.g. inappropriate sexual comments, excessive one to one attention beyond the requirements of their role, or inappropriate sharing of images

If abuse is suspected or disclosed

When a child makes a disclosure to a member of staff that member of staff will: -

Reassure the child that they were not to blame and were right to speak out

Listen to the child but not question them

Give reassurance that the staff member will take action

Record the incident as soon as possible

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using a logging a concern form. If a third party expresses concern that a child is being abused, we will encourage them to contact social care directly. If they will not do so we will explain that the Breakfast club is obliged to and the incident will be logged accordingly

All staff recognise that children may not feel ready or know how to tell someone that they are being abused, exploited or neglected and/or they may not recognise their experiences as harmful. This could be due to their vulnerability, disability or language barriers. They may also feel embarrassed, humiliated or are being threatened. Our staff recognise this and where they have any concerns about a child, they will raise these with the designated safeguarding lead (DSL) without unreasonable delay

Female genital mutilation (FGM)

FGM is an illegal, extremely harmful practice and a form of child abuse and violence against women and girls. FGM is therefore dealt with as part of our existing safeguarding procedures. Staff receive training in how to recognise when girls are at risk of FGM or may have been subject to it

If FGM is suspected or disclosed

We will follow the same procedures as set out above for responding to child abuse and will make a report to Childrens social care

Child on child abuse

Children are vulnerable to abuse by their peers. Child on child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of technology and the internet for bullying and abusive behaviour between young people

Stamford Bridge Breakfast Club

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse

Signs of possible abuse and neglect may include: -

Sexual activity (in primary school aged children) of any kind, including sexting

One of the children is significantly more dominant than the other (e.g. much older)

One of the children is significantly more vulnerable than the other (e.g. in terms of age, disability, confidence, physical strength)

There has been some use of threats, bribes or coercion to ensure compliance or secrecy

If child on child abuse is suspected or disclosed

We will follow the same procedures as set out for responding to child abuse

Extremism and radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation e.g.

Feeling alienated or alone

Seeking a sense of identity or individuality

Suffering from mental health issues such as depression

Desire for adventure or wanting to be part of a larger cause

Associating with others who hold extremist beliefs

Signs of radicalisation

Signs that a child might be at risk of radicalisation include: -

Changes in behaviour e.g. becoming withdrawn or aggressive

Claiming that terrorist attacks and violence are justified

Stamford Bridge Breakfast Club
Safeguard Policy

Viewing violent extremist material online

Possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a Logging a concern form and refer the matter to the DSL

Logging a concern

All information about the suspected abuse, disclosure or concern, will be recorded on the Logging a concern form as soon as possible after the event and dealt with appropriately

Allegations against staff

If anyone makes an allegation of child abuse against a member of staff: -

The allegation will be recorded on a Logging a concern form. Any witnesses to the incident should sign and date the entry to confirm it

Promoting awareness among staff

The Breakfast club promotes awareness of child abuse and the risk of radicalisation through its staff training. The Breakfast club ensures that: -

The designated DSL has relevant experience and receives appropriate training in safeguarding and the Prevent Duty and is aware of the Channel Programme and how to access it

Safe recruitment practices are followed for all new staff

All staff have a copy of this **Safeguarding Policy**, understands its contents and are vigilant to signs of abuse, neglect or radicalisation

All staff are aware of how to respond in a timely way at the earliest opportunity

All staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse and concerns about radicalisation

All staff receive safeguarding training and safeguarding is a permanent agenda item at all staff meetings. Ensuring staff receive at least annual safeguarding updates

All staff are supported to understand how to keep themselves safe and how to Whistle blow should they be concerned about another adult's behaviour or practise

All staff are familiar with the Breakfast club policies and procedures file. This is kept at the Breakfast club

The Breakfast club's procedures are in line with the guidance in 'Working together to safeguard children' (2023) and staff are familiar with 'what to do if you're worried a child is being abused' (2015) both are available to read on line

Use of mobile phones and cameras

The Breakfast club has a designated mobile phone to allow contact between parents, this will be switched on during the Breakfast club session

Photographs will only be taken of children with their parent/carer's permission. Only the Breakfast club phone will be used to take photographs of children at the Breakfast club. Neither staff, children or visitors may use their personal mobile phones or wearable technology, such as smart watches to take photographs at the Breakfast club. For more details see our **Mobile Phone, tablet, computers and wearable technology policy**

Our safeguarding and complaints policies are available via email on request.

Children's Behaviour Policy

Breakfast club recognises our responsibility to support, understand and managing children's behaviour in an appropriate way. Breakfast club uses effective behaviour management strategies to promote the welfare, enjoyment and safety of children attending the Breakfast club. Working in partnership with parents/carers we aim to support children's behaviour using clear, consistent and positive strategies, with adults modelling positive behaviour. We recognise that supporting behaviour isn't a universal approach and that we must develop strategies of support appropriate to each child, whilst balancing and maintaining the safety and enjoyment of all children who attend

Whilst at the Breakfast club we will support children to: -

Use socially acceptable behaviour

Understand and comply with the Breakfast club rules, which are created and agreed by the children themselves

Respect one another, accepting differences of race, gender, ability, age and religion

Develop their independence through self-discipline

Choose and participate in a variety of activities

Ask for help if needed

Enjoy their time at the Breakfast club

Encouraging positive behaviour

At Breakfast club positive behaviour is encouraged by: -

Staff acting as positive role models

Praising appropriate behaviour

Offering a variety of play opportunities to meet the needs of children attending Breakfast club

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at the Breakfast club will try to determine the cause or triggers of the inappropriate behaviour and work to support the child and make any necessary changes where possible to prevent the situation from recurring

Dealing with inappropriate behaviour

Unacceptable behaviour will be addressed in a calm, clear and positive manner

In the first instance staff will remind the child that their behaviour is not acceptable

Staff will engage in a private discussion with the child about why the behaviour displayed is deemed inappropriate

Staff will give the child an opportunity to explain their behaviour to help prevent a recurrence

Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation

If the inappropriate behaviour appears to be as a result of boredom staff will consult with the child to find activities that more fully engage them and reflect on the environment, set up and suitability of play opportunities

Staff will consult with parents/carers to formulate clear strategies for dealing with persistent inappropriate behaviour

Staff will seek support from school

No staff member will ever threaten any punishment that could adversely affect a child's well-being e.g. withdrawal of food or drink

Staff will always promote the dignity of and respect for the child in handling behaviour incidences

If after consultation with parents/carers and the implementation of behaviour management strategies a child continues to display inappropriate behaviour that poses a risk to themselves, staff or other children or property the Breakfast club may decide to exclude the child in accordance with our

Suspensions and Exclusions policy. The reasons and processes involved will be clearly explained to the child wherever appropriate and in line with the parents/carers wishes

Corporal Punishment

Corporal punishment or the threat of corporal punishment will never be used at the Breakfast club

We will take all reasonable steps to ensure that no child/children who attends the Breakfast club receives corporal punishment from any person who cares for or is in regular contact with the child/children.

Suspension and Exclusion Policy

Stamford Bridge Breakfast Club will deal with negative and inappropriate behaviour by using constructive behaviour management techniques. We will involve staff, parents and children to tackle disruption and challenging behaviour collectively.

We acknowledge that some children will require additional support in order to achieve acceptable levels of behaviour. Where we identify a child with these needs, we will work closely with the parents or carers to deal with the inappropriate behaviour in accordance with our Childrens Behaviour Management policy.

Where a child persistently behaves inappropriately, we will implement the following procedure: -

Give the child a formal warning, staff will explain why the behaviour is unacceptable along with the consequences of further incidents

Staff will encourage the child to discuss their behaviour, to explain their actions and to identify strategies for avoiding such incidents in the future

Details of formal warnings, suspensions and exclusions will be recorded on an incident form and kept in the child's records

The formal warning will be discussed with child's parents and all staff will be notified

Staff will inform the manager if a child's behaviour warrants suspension or exclusion.

Please note as we are part of the wraparound care for Stamford Bridge Primary School, we would report our concerns in the 1st instance to the school and follow school instructions

We will only suspend or exclude a child from the Breakfast club as a last resort, when all other behaviour management strategies have failed or if we feel that children or staff are at risk

Suspensions and exclusions will be fair, consistent and appropriate to the behaviour concerned, and will take account of the child's age and maturity as well as any other factors relevant to the child's situation

Temporary Suspension

Temporary suspensions will be applied in the following situations: -

Where formal warnings have failed to improved a child's persistent, challenging and unacceptable behaviour

In the event of an extremely serious or dangerous incident we will suspend a child with immediate effect. We will contact the parents and ask that the child be collected immediately. Immediate suspensions require the manager and schools' agreement

The Breakfast club may temporarily suspend the child for a period of up to 15 consecutive days. If the club takes this step, we will discuss our concerns with the parents/carers and school in order to work together to promote a more desirable pattern of behaviour

At the end of the suspension period the manager will meet with the parents/carers and the child, in order to agree any conditions relating to the child's return to the Breakfast club

Permanent Exclusion

In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child from the setting. If a child is excluded from the Breakfast club, the parents/carers and school will be given a verbal and written explanation of the issues and subsequent actions. They have the right to appeal to the manager/school against the exclusion within 14 days of receiving written notification of the exclusion

Mobile Phone and Wearable Technology **Policy**

Stamford Bridge Breakfast club accepts that mobile technology is part of the ever-changing digital environment that we live and work in. The club continues to foster a 'culture of safety' in which the children and staff are protected from abuse, harm and distress. We therefore have a clear policy on the acceptable use of mobile phones, tablets, computers and wearable technology that have imaging and sharing capabilities, that is understood and adhered to by everyone, children and parents/carers and staff

Abiding by the terms of the club's policy ensures that we all: -

Protect children from harm and abuse

Ensure privacy is respected and online safety is preserved

Prevent staff from being subject to false allegations

Help staff remain focused on the care of children

Work in an open and transparent environment

With the evolution of mobile phones, tablets, computers and wearable technology that have camera facilities and sharing capabilities as standard, it is of the utmost importance that the way we deal with technology is managed safely

Staff use of mobile phones, tablets, computers and wearable technology

The Breakfast club has a designated mobile phone to allow contact between parents, this will be switched on during the Breakfast club session

Personal mobile phones belonging to members of staff should be switched off and kept in a designated area during the breakfast club sessions

We do not use computers or tablets at the Breakfast Club

Wearable technology such as Smartwatches and Fitbits (this list is not exhaustive) are permitted to be worn by staff. They may only be used as a watch when working with children. This means that all other functions including imaging and sharing capabilities must be disabled (using flight mode)

If a member of staff needs to make an urgent personal call, they can use the Breakfast club phone or make a personal call from their mobile phone in the staff room or outside

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand they must inform the manager

Under no circumstances may staff use their personal mobile phones or wearable technology to take photographs at the Breakfast club

Photographs will only be taken of children with their parent/carer's permission. Only the Breakfast club phone will be used to take photographs of children at the breakfast club

Photographs will not be available to the public or put onto the internet by the Breakfast club. Any photographs of the child/children will be for our files or the child/children in our care (emailed to parents/carers) e.g. photographs of the child/children using the building blocks and creating a building and they want the photograph taken. No photographs will be taken of a child/children where permission has not been given

Children's use of mobile phones

Whilst we understand that some children may have mobile phones, tablets, computers and wearable technology such as smart watches, they are not permitted to be used at the Breakfast club

Stamford Bridge breakfast club does not accept any responsibility for loss or damage to mobile phones, tablets, computers and wearable technology
Children must not use their mobile phone to take photographs of any kind whilst at the Breakfast club. If they want a photo of a particular activity they can ask a member of staff to take one using the Breakfast club mobile phone camera. This photo will be emailed to parents/carers by the manager

Visitors and parents use of mobile phones

In the interest of safeguarding the taking of photos is strictly prohibited by visitors and parents. We can provide a photo of their child involved in an activity if they ask a member of staff

All staff should be vigilant and any concerns should be reported to the Designated Safeguarding Lead (Kelly Jerrold)

Missing child/ren policy

In the unlikely event of a child/children going missing within/from the Breakfast Club the following procedure will be implemented immediately

All staff must remain calm at all times with minimum disruption or distress to the other children

All staff present will be informed and a head count will be carried out with an immediate thorough search of the infant school followed by a thorough search of the surrounding area

One member of staff must maintain as near as normal routine as possible, for the rest of the breakfast club children

If the child/children cannot be found within 10 minutes the school and the police will be contacted

As much information about the child's description and last known movements will be needed. The missing child/children's parents /carers will be informed

The manager will deploy staff appropriately in order to have a maximum effect in finding the lost child/children

The manager will meet the police and parents/carers and explain the situation to both parties. The manager will then await instructions from the police on what the Breakfast Club would need to do next

Any incidents must be recorded in writing and all staff involved in the supervision of the missing child/children should make a written statement of the incident

Ofsted must be informed if the police or social care are involved in the incident

Please note: - As we are part of the wraparound care for Stamford Bridge Primary school, we would follow school instructions

CHILDREN WHO RUN OFF PROCEDURE

Children who run off during the Breakfast Club session including walking over to the junior school

If a child runs away from Breakfast Club and is in the eye line of a staff member, the staff member should call after the child or try and talk to the child to try and get them to come back

☒ The staff member will alert all other members of the Breakfast Club staff so that they can organise a search and ensure other children in their care are looked after. One member of staff will search the immediate vicinity, taking a mobile phone with them. Another member of staff will alert the head teacher or deputy head teacher

☒ If a member of the Breakfast Club finds the child the head teacher or deputy head teacher must be told at once. They will ensure that relevant parties are notified

☒ The Manager of the Breakfast Club will investigate and discuss with school how the incident occurred. Breakfast Club staff will take appropriate action to ensure that similar events do not happen again whilst the child is at the

Breakfast Club. Breakfast Club will also review their Risk Assessments after an incident

When looking for the child it is recommended to send school staff who know the child well to look for him/her. The school may know of particular places the child likes or feels comfortable in. For example, the child may feel safe and comfortable at a particular friend's house. It is also possible that, having run away, the child will not know where to go therefore they may be very near the school or in their class room

If the child cannot be found after 10 minutes we will follow the **Missing Child Procedure**

Health and Safety - Children who run of **procedure**

What to do when the child is found

When the child is found and returned to school, it would not be advisable to discipline him/her. Instead, before deciding on any action, Breakfast Club should establish why the child decided to run away. It should:

- ☒ Seek to show the child that his/her behaviour was dangerous
- ☒ Seek to understand why he/she decided to run away. Was it because of something that happened at Breakfast Club? Was it because of something happening outside of Breakfast Club?
- ☒ Ask the child whether he/she feels safe at Breakfast Club

Breakfast Club should then consider ways of ensuring the child does not run away again. This might involve looking at behaviour strategies for coping with stress. For example, Breakfast Club might provide a 'safe place' the child can go to for 'time out'. Breakfast Club might also encourage the child to speak to a particular member of staff if he/she begins to feel upset, angry or stressed

Note: -

When walking to juniors with children the Breakfast Club staff member/s will take a phone

If Breakfast Club staff feel a child may run off when walking to the juniors with other children that child will stay behind. School will be informed for other

arrangements to be made to take that child to the juniors. For example, walked over to juniors by 1 member of staff

Parents/carers will be informed of any incidents

The incident will be recorded on a Logging a concern form

If the police or social care were involved in the incident, we will inform Ofsted

As we are part of the wraparound care for Stamford Bridge Primary School we would follow school instructions

Fire Safety and Fire Prevention

Stamford Bridge Breakfast club understands the importance of Fire Safety. To this end: -

Staff are aware of the location of all fire exits. The fire panel and the fire assembly point and where fire safety equipment is stored

Children are introduced to the fire safety procedures through regular fire drills

Fire drills are conducted at least once a month

All children are shown the location of fire exits and the fire assembly point

Fire doors and fire exits are clearly marked. We ensure they are not obstructed at any time

Fire extinguishers and the fire alarm are regularly tested in accordance with manufacturers guidance by school

All fire drills are recorded

The school has notices explaining the fire procedures which are positioned next to every fire exit

Fire Prevention

Stamford Bridge Breakfast club will take all steps possible to prevent fires occurring by: -

Ensuring that power points are not overloaded with adaptors

Ensuring that the No smoking policy is always observed

Checking for frayed or trailing wires

Unplugging all equipment before leaving the premises

No potentially flammable materials are stored at the Breakfast club.

Administering Medication Policy

If a child attending the Breakfast club requires medication of any kind their parent/carer must complete a Parental Agreement for School to Administer Medicine form in advance. This is available from the Admin office at school. Staff at the Breakfast club will not administer any medication without such prior written consent

Ideally children should take their medication before arriving at the Breakfast club. If this is not possible the medication will be kept safe until the school office staff arrive and it will be handed over to them. All medication must be labelled with the child's name

School will take responsibility for administering medication

Long term conditions

If a child suffers from a long term medical condition i.e. asthma and requires the use of an inhaler, the parent/carer will complete a health care plan and advise where the inhaler will be kept. i.e. In school or in child's school bag. Parents/carer must ensure that the medication is in date at all times. If it is necessary for a child to use their inhaler they will be assisted by a member of staff. If medication has been administered we will record all relevant details on the Record of Medication Given form. A copy of this form will be given to the parent/carer to sign to acknowledge that the medication has been given. We will file the record of medication given form with their healthcare plan and copy to school

Emergency Evacuation/Closure Procedure

Stamford Bridge Breakfast club will make every effort to keep the club open, but in exceptional circumstances we may need to close at short notice in line with the school

Possible reasons for emergency closure include: -

Serious weather conditions

Heating system failure

Burst water pipes

Outbreak of illness

Fire

In the event of an emergency our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the Breakfast club, the following steps will be taken: -

If appropriate the manager will contact the emergency services and inform school

All children will be escorted from the building to the assembly point using the nearest safe exit

No attempt will be made to collect personal belongings or to re-enter the building after evacuation

A nominated member of staff will check the premises and will collect the register (including emergency contact details – mobile phone) providing that this does not put anyone at risk

Before leaving the building the nominated person will close all accessible doors and windows if it is safe to do so

The register will be taken and all children and staff will be accounted for
If any person is missing from the register the emergency services will be informed immediately

The manager will contact parents to collect their children. If the register/mobile phone is not available, we will use a copy of the emergency contacts list (which is kept off site)

All children will be supervised until they are safely collected

If the Breakfast club has to close, even temporarily, or operate from alternative premises as a result of the emergency we will notify Ofsted

Please note: - As we are part of the wraparound care for Stamford Bridge Primary School we would follow school instructions

Visitors Policy

Statement of Intent

We believe that the safety of the children and staff in Stamford Bridge Breakfast Club is of paramount importance. We make every effort to keep our setting, staff and children secure from intruders and welcoming to visitors

Aim

A visitor is an individual/s to the Breakfast Club who has followed established visitor procedures and is not a safety hazard. This is the procedure that every visitor to the Breakfast Club follows. If a visitor appears to be a safety hazard to the Breakfast Club, then the Intruder procedure is followed

Methods

A visitor rings the Breakfast Club door bell in the reception doorway of the school which is locked. A member of the Breakfast Club staff looks through the hall door glass to identify the person and determine their purpose or need for being at the Breakfast Club

Before 8am and no Admin School Staff: -

If we do not recognise the individual/s we will answer the door and ask how we can help them. We will not allow the individual/s into the school or the Infant school hall (where Breakfast Club is located). If they require information about

anything other than the Breakfast Club, we will ask them to return to school when the Admin Staff are on site (usually after 8am)

STAMFORD BRIDGE BREAKFAST CLUB

VISITORS POLICY

Admin School Staff on site: - If we do not recognise the individual/s we will let the admin staff at the school answer the door. If the visitor is with a child/children we recognise a member of the Breakfast Club staff will go into the reception and open the reception front door by pressing the unlock button

We will welcome the parent/carer and child/children. At this point the child/children will come into reception leaving parents/carers outside. If the

parent/carer needs to speak to a member of the Breakfast Club, they will either come into the reception area at the request of the staff member or the staff member will go outside to speak to them, locking the door behind them

Prospective Parental Visits

Parents/carers of infant or child/children 'new' to the school are invited to come and visit us for the last 15 minutes of a session before starting at the Breakfast Club. On no occasion will any visitors be left alone with the Breakfast Club children

Food Safety Policy

Stamford Bridge Breakfast Club is committed to ensuring that safe and healthy practises around storage, preparation and service of food are followed at all times, Staff involved in food handling and preparation have to meet high standards of personal hygiene. Any member of staff showing signs of infection or ill health will not be permitted to handle food

We will obtain, record and act on information from parents/carers regarding their child/children's dietary needs at the time of registration

All children will be encouraged to wash their hands before eating breakfast. We will provide fresh food and drinks on a daily basis. Fresh water will be available at all times. Children are always supervised (within sight and hearing) of an adult whilst eating

Stamford Bridge Breakfast Club follows the guidelines set out in 'Safer Food, Better Business' FSA (Food Standards Agency) and is registered as a food business with the local authority. We are inspected by Environmental Health to ensure that health and hygiene standards are being met

Allergens

If a child requires breakfast and has allergies we would consult with parents/carers in the first instance and suggest that the parents provide the child's own food

We are able to show allergy details of the products we use because we keep records of them

Food Poisoning

Where children and or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting the manager will inform the school and contact the Environmental Health Department and the Food Standards Agency to report the outbreak. Breakfast club will comply with any investigation

If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) regulations 1988 the setting will report the matter to Ofsted

All staff will complete food and hygiene training. When preparing and serving food staff follow the requirements of current food hygiene legislation including: -

- Always washing hands with anti-bacterial soap and hot water before handling food and using the toilet
- Not being involved in food preparation if they are unwell
- Covering spots or sores on the hands and arms with a waterproof dressing
- Wearing protective clothing

Food Storage

All foods are stored according to safe food handling practises and at a correct temperature, to prevent the growth of food poisoning organisms and to ensure that food quality is maintained

Fridge temperatures are checked and recorded on a daily basis as part of our daily checks. If there are temperature fluctuations that are not explained by simple user error (e.g. failure to close the fridge properly) the fridge will be replaced

Cleaning

- The fridge is cleaned thoroughly on a regular basis with warm soapy water

- Food is checked for freshness, anything past the use by date will be disposed of
- All food preparation surfaces and tables used for food service are wiped clean before and after use with anti-bacterial cleaner and clean cloths
- Appropriate controls are implemented to reduce the risk of cross contamination

Intruders Policy

Statement of Intent

Stamford Bridge Breakfast Club believes that the safety of the children and staff in our care is of paramount importance. We make every effort to keep our setting secure from intruders

Aim

In the event of an intruder being identified on the premises all staff must be aware that it is their priority to maintain the safety of any children in their care as well as their own safety

Methods

An intruder is an individual/s in the setting who has not followed established visitor procedures (see visitors policy) and may or may not be a safety hazard to the Breakfast Club children and staff or the premises

Procedure: - Intruder who is armed or believed otherwise poses a safety hazard

Location of intruder

Description of intruder

Any known weapons

Any statements made by the intruder

- Be prepared to keep media, parents and other community members out of the setting
- The police will secure the building. All other staff members and official visitors should remain in the setting unless otherwise directed by the police, reassuring and engaging the children as appropriate
- There will be a thorough investigation of the incident, and a report will be made by all staff involved
- Please note: - As we are part of the wraparound care for Stamford Bridge Primary school we would follow school instructions
- Inform OFSTED and the children's parent/carer of the incident and the subsequent investigation, with due regard to confidentiality.

Healthy Eating Policy

Stamford Bridge Breakfast Club provides healthy, nutritious and balanced food and drinks. Food and drink are safely prepared with regard to the dietary requirements of the children in our care

We ask carers/parents to notify us regarding any special requirements or allergies when they register their child/children and to keep us informed of any changes

We promote healthy eating and lead by example. All Staff will have Food and Hygiene and Allergy training. Including any other relevant training. We have a Food Standards Agency rating of 5 (very good)

- We provide a suitable healthy breakfast

- Children are always supervised (within sight and hearing) of an adult whilst eating
- We encourage good eating skills and table manners
- All children are given plenty of time to eat
- Where appropriate, children are involved in the choice of food
- Fresh drinking water is available at all times
- Withholding food is never used as a form of punishment
- Staff discuss with children the importance of a balanced diet where appropriate
- We do not provide sugar or chocolate coated cereals or spreads on the toast
- Children are never forced to eat or drink anything against their will
- If you would prefer to bring your child/children other foods for breakfast we are happy to discuss this with you.

Child Induction Policy

When children first join the Breakfast Club they will be allowed to settle in at their own pace. We welcome parents/carers to visit the premises with their child/children. This gives them the opportunity to see what the Breakfast Club is like

Induction for new children

The new child/children will be introduced to all members of staff

The activities, rules and routines, will be explained throughout the course of the session and following days so that we do not overwhelm them on their 1st day

The child/children will be introduced to the other children and allocated a 'buddy' if necessary, who will assist them with finding their way around and involving them in activities

Staff will keep a close eye on the new child/children and will ensure that they are happy, engaged and feel secure in the Breakfast Club environment

Parents/carers will be texted to let them know how the first session has been

If a child seems to be taking an unusually long time to settle in, this will be discussed with their parent/carers to see what can be done to make the transition easier

Arrivals and Departures

Stamford Bridge Breakfast Club recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care

The Breakfast Club Leader will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded on the daily register. The register is kept in an accessible location for the daily session. In addition, we conduct regular headcounts during the session

Child/children are allowed to leave the session to go to the toilet but must let a member of staff know. Staff will take a child to the toilet if necessary and wait outside the cloakroom for them

Towards the end of the session we will take the register by asking the children to stand near a seat and we call out their names. They will sit down on the seat once their name has been called. We then do a head count to check against the register

Arrivals

Parents are expected to drop off their child/children directly with a member of staff from the breakfast club. All children must be directly handed over to staff. We will seek written permission from parents/carers if a child/children will be coming to the breakfast club on their own

Our staff will greet each child warmly on their arrival at the Breakfast Club and take them into the infant hall. Staff will help the child/children find a place for their coats and bags. If they are having breakfast the child/children will be asked to go and wash their hands. Staff will help children with handwashing if necessary. Child/children having breakfast will collect their crockery and sit at the designated breakfast tables. Child/children not having breakfast will sit at the activity tables. We provide a good selection of activities for example, board games, arts and crafts, building blocks, figures, jigsaws will be available. We regularly ask the children to suggest games they would like to play with.

Departures

Staff will ensure that children arrive safely to their classes/playground at the end of the Breakfast club session

Junior school (KS2) children will be escorted to their playground by breakfast club staff. Staff will go into a KS2 class with a child if necessary

We have a risk assessment for the route to the junior school which is reviewed annually or sooner if necessary

Infant school children will be walked to their classrooms (just down the corridor from the Breakfast club). Breakfast club staff help with coats, school bags, etc. and to settle children into their classrooms.

Confidentiality Policy

Confidentiality shall be maintained at all times. Information shall be handled and disseminated on a need-to-know basis only

We will respect confidentiality in the following ways: -

- Parent/carers will have access to the records of their own child/children, but will not have access to information about any other child/children

- We will not discuss children with people other than the parents/carers of that child/children
- Information given to us by the parents/carers will not be passed to other adults without their permission
- Any anxieties/evidence relating to the child's personal safety will be kept in a confidential file and will only be shown to the child/children's parents/carer
- We will obtain permission from parents before taking photographs of any child/children in our care.

Photographs will not be available to the public or put onto the internet except occasionally the school's newsletter. This however does not apply to the children for whom we do not have permission to take photographs of. Any photographs will be for the child/children in our care only, their parents/carers and our files

- Information will be stored in a secure place with limited access in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure)

Play Policy

Stamford Bridge Breakfast Club recognises the importance of play. All children are entitled to play, it is fundamental to their quality of life and an important part of how they learn and enjoy themselves. Staff support and facilitate play and we will never force children to participate in play if they do not want to

We support and facilitate play by: -

- Providing an environment which is safe and suitable for playing in
- Setting up the Breakfast Club so that activities are ready before the children arrive
- Providing a range of age-related equipment, resources and activities on a daily basis ensuring that varied play opportunities are offered
- Unfortunately, outdoor play is not available due to limited time the Breakfast Club is open and different times that children arrive
- Involving children in choosing crafts, games and activities to reflect their own interests and ideas. If a request has to be refused, explaining why
- Not expecting children to be occupied at all times but ensuring they do not feel left out
- Allowing children freedom of creative expression, particularly in artistic or creative play
- Intervening in play only when necessary, to reduce risks of accident or injury, or to encourage appropriate social skills
- Warning children in advance when an activity or game is due to end
- We regularly discuss with the children activities, games and crafts they would like to do at the Breakfast Club, ensuring all age groups are catered for
- There is a selection of books suitable for all age ranges available
- All children have a named zipped A4 wallet with a selection of felt tip pens, pencils, glue stick, tissues, plain paper for their use only
- Play areas are checked and risk assessed daily before the children arrive in accordance with our Risk Assessment policy
- We keep an inventory of resources and equipment, which is regularly updated and reviewed

Data Protection Policy

At Stamford Bridge Breakfast club we respect the privacy of the child/children attending the Breakfast club and the privacy of their parents/carers, as well as the privacy of our staff. Our aim is to ensure that all those using and working at Stamford Bridge Breakfast Club can do so with confidence that their personal data is being kept secure

Our lead person for data protection is Kelly Jerrold. The lead person ensures that the Breakfast club meets the requirements of the GDPR, liaises with statutory bodies when necessary, and responds to any subject access requests

Confidentiality

Within the Breakfast club, we respect confidentiality in the following ways:

- We will only ever share information with a parent/carer about their own child/children
- Information given by parents/carers to the Breakfast club staff about their child/children will not be passed on to third parties without permission, unless there is a safeguarding issue (as covered in our Safeguarding Policy)
- Concerns or evidence relating to a child/children's safety will be kept in a confidential file and will not be shared within the club, except with the manager
- Staff will only discuss individual child/children for purposes of planning and organising sessions
- Staff are made aware of the importance of confidentiality during their induction process and on a regular basis
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions
- All personal data is stored securely in a lockable file/on a password protected computer /pass code locked mobile phone
- Students on work placements and volunteers are informed of our Data Protection policy and are required to respect it

Information we keep

Child/children and parents

We hold only the information necessary to provide a child/children care service for each child/children. This includes child/children registration information, medical information, parent/carer contact information, attendance records, incident and accident records and so forth. Our lawful basis for processing this data is fulfilment of our contract with the child/children's parent/carer. Our legal condition for processing any health-related information about a child/children is so that we can provide appropriate care to the child/children. Once a child/children leaves our care, we retain only the data required by statutory legislation and industry best practice, and for the prescribed periods of time. Electronic data that is no longer required is deleted and paper records are shredded

Staff

We keep information about employees in order to meet HMRC requirements, and to comply with all other areas of employment legislation. Our lawful basis for processing this data is to meet our legal obligations. Our legal condition for processing data relating to an employee's health is to meet the obligations of employment law. We retain the data after a member of staff has left our employment for the periods required by statutory legislation and industry best practice, then it is shredded

Sharing information with third parties

We will only share child/children information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding child/children, criminal activity, or if required by legally authorised bodies (e.g. Police, HMRC, etc). If we decide to share information without parental consent, we will record this in the child/children's file, clearly stating our reasons

We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the child/children in our care

Some limited personal information is disclosed to authorised third parties we have engaged to process it, as part of the normal running of our business, for example in order to manage our accounts

Subject access requests

- Parents/carers can ask to see the information and records relating to their child/children, and/or any information that we keep about them
- Staff and volunteers can ask to see any information that we keep about them
- We will make the requested information available as soon as practicable, and will respond to the request within one month at the latest
- If our information is found to be incorrect or out of date, we will update it promptly
- Parents /carers can ask us to delete data, but this may mean that we can no longer provide care to the child/children as we have a legal obligation to keep certain data. In addition, even after a child/children has left our care we have to keep some data for specific periods so won't be able to delete all data immediately
- Staff and volunteers can ask us to delete their data, but this may mean that we can no longer employ them as we have a legal obligation to keep certain data. In addition, even after a staff member has left Breakfast club employment we have to keep some data for specific periods so we would not be able to delete all data immediately
- If any individual about whom we hold data has a complaint about how we have kept their information secure, or how we have responded to a subject access request, they may complain to the Information Commissioner's Office (ICO)

GDPR

We comply with the requirements of the General Data Protection Regulation (GDPR), regarding obtaining, storing and using personal data.

School Educational Needs and Disability **(SEND) Policy**

1. Inclusive Commitment

We welcome all children, including those with SEND, and strive to provide a safe, nurturing environment where every child feels valued

2. Our Aims

- Ensure equal access for children with SEND
- Collaborate with families and schools
- Make reasonable adjustments for full participation
- Foster kindness, understanding, and inclusion

3. Legal Framework

We follow the schools SEND policy aligning with UK legislation and best practices

4. How we support

- Parents/carers share SEND details at registration
- Staff observe and respond to needs
- Activities and environments are adapted
- Support plans may be developed with parents/carers and school

5. Staff Training

- Staff receive basic SEND training
- The Manager supports staff and liaises with parents/carers

6. Working with parents/carers

- We listen to parents and carers
- Maintain open, regular communication

7. School Collaboration

- Liaise with school SENCOs for consistent support

8. Confidentiality

SEND information is securely handled and shared only with relevant staff, in line with GDPR

Complaints Policy

At Stamford Bridge Breakfast club we aim to work in partnership with parents/carers to deliver a high quality childcare service for everyone. If for any reason we fall short of this goal, we would like to be informed in order to amend our practices for the future. Records of all complaints are kept for at least three years

The manager is responsible for dealing with complaints. If the complaint is about the manager another senior member of staff will investigate the matter. Any complaints received will be recorded on a Complaints Form. All complaints will be dealt with in the following manner: -

Stage one

Complaints about aspects of Breakfast club activity: -

The manager will discuss the matter informally with the parent/carer concerned and aim to reach a satisfactory resolution

Complaints about an individual staff member: -

The manager will discuss the matter with the staff member and try to reach a satisfactory resolution

Stage two

If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent/carer should put their complaint in writing to the manager. The manager will: -

- Acknowledge receipt of the letter within 7 days

- Investigate the matter and notify the complainant of the outcome within 28 days of receipt of the written complaint
- Send a full response in writing, to all relevant parties, including details of any recommended changes to be made to the Breakfast club's practices or policies as a result of the complaint, if applicable
- Meet relevant parties to discuss the Breakfast club's response to the complaint, either together or on an individual basis

If child protection or wider safeguarding issues are raised the manager will refer the situation to the Head Teacher at Stamford Bridge Primary school to follow the procedures of the Safeguarding Children Policy. If a criminal act may have been committed the manager will also contact the police

Please note: - As we are part of the wraparound care for Stamford Bridge Primary School we would follow school instructions

Making a complaint to Ofsted

Any parent/carer can submit a complaint to Ofsted about Stamford Bridge Breakfast club at any time if they believe that we are not meeting the requirements of our registration. Ofsted will consider and investigate all complaints

OFSTED Tel. No. 0300 123 4666 (complaints) 0300 123 1231 (helpline) or email enquiries@ofsted.gov.uk or write to the address below

They are responsible for the registration of child carers and ensuring that we adhere to the laid down regulations

Ofsted

Piccadilly Gate

Store Street

Manchester M1 2WD

Equalities Policy

At Stamford Bridge Breakfast club we will take all reasonable measures to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our Breakfast club and school including children with additional needs

To achieve the Breakfast club's objective of creating an environment free from discrimination and welcoming to all, the Breakfast club will: -

Respect the different racial or origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping

Not discriminate against children on the grounds of disability, sexual orientation, class, family status, HIV/Aids status or protected characteristic

Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities

Strive to ensure that children feel good about themselves and others, by celebrating the differences which make us all unique individuals

Ensure that its services are available to all parents/carers and children in the school

Ensure that the Breakfast clubs recruitment policies and procedures are open, fair and non-discriminatory

Work to fulfil all the legal requirements of the Equality Act 2010

Challenging inappropriate attitudes and practices

We will challenge inappropriate attitudes and practices by engaging children and adults in discussion, by displaying positive images of race and disability, and through our staff modelling anti-discriminatory behaviour at all times

Harassment

The Breakfast club will not tolerate any form of racial or discriminatory harassment on any basis. The Breakfast club will challenge racist and discriminatory remarks, attitudes and behaviour from the children at the Breakfast club, from staff and from any other adults on Breakfast club premises (i.e. parents/carers dropping children off)

Promoting equal opportunities

Staff receive relevant and appropriate training

Appropriate action is taken wherever discriminatory behaviour, language or attitudes occur

Children with additional needs

The Breakfast club recognises that some children have additional needs or disabilities that require particular support and assistance. We will assess the individual needs of each child in consultation with their parent/carer prior to their attendance at the Breakfast club. We will make reasonable adjustments where possible and reasonable, to ensure that children can access our services and are made to feel welcome

Special Education Needs Coordinator

Please note: - As we are part of the wraparound care for Stamford Bridge Primary School we would follow school instructions from the Special Education Needs Coordinator

All staff will assist in supporting children with additional needs or disabilities in line with their support plan whilst at the Breakfast club.