



Sunshine
Academy

Breakfast Club Policy

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Document Version Control Log

Version	Modification Date	Synopsis of Changes
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1. Introduction and Purpose

Sunshine Academy is proud to participate in the government's free breakfast clubs programme from September 2026. This policy outlines how we will provide a safe, welcoming, and nurturing breakfast club for our pupils aged 4-7 years (reception to Year 2).

Our aims are to:

- Ensure all children have access to a nutritious breakfast to start their day
- Support families by providing free childcare before school
- Help children arrive at school ready to learn
- Promote positive social interaction and relationships
- Create a calm and welcoming start to the school day

2. Eligibility and Access

Our breakfast club is open to all pupils on roll at Sunshine Academy in reception to Year 2. The club is free and accessible to all pupils, and we make reasonable adjustments for children with disabilities.

Key points:

The breakfast club is completely free for all children in reception to Year 2

To ensure Breakfast Club is adequately staffed we use a booking system - Parents/carers must register their child before they attend

Booking procedures:

Parents/carers should book their child's place via School Money

Bookings should be made at least 24 hours in advance where possible to ensure adequate staffing

To cancel a booking, please contact the school office by 8:00am on the day

3. Operating Times

The breakfast club operates as follows:

- **Club opens:** 8:00am
- **Last entry is** 8.15am
- **Free breakfast period:** 8:00-8.30 (minimum 30 minutes)
- **Children taken to class:** 8:30am
- **School day starts:** 8:30 -8.40am

Children arriving after 8:15am will not be able to access breakfast club and should go to their usual door for the normal school start time.

4. Charges

The 30-minute breakfast club is completely free. Parents/carers are not charged for the free 30 minutes.

5. Food Provision and Nutrition Standards

We provide a breakfast that adheres to the school food standards for England.

Our breakfast menu includes:

Food:

- Wholegrain cereals (e.g., Weetabix, porridge, Cheerios, cornflakes)
- Wholemeal toast with butter/margarine, jam, or honey
- Fresh fruit (bananas, apples, satsumas, melon)

Drinks:

- Milk (whole, semi-skimmed)
- Water

Either fruit or vegetables, or both fruit and vegetables, are available at every breakfast session.

Dietary requirements and allergies

We cater for all dietary requirements, including:

- Vegetarian and vegan diets
- Food allergies and intolerances
- Medical dietary needs

Parents/carers must inform us of any allergies or dietary requirements on their academy admission forms. This is essential for keeping your child safe.

Benedict's Law

We comply with Benedict's Law, which is new legislation that requires our school to put safety measures in place to protect pupils with allergies. The requirements were introduced as part of the Children's Wellbeing and Schools Act 2026 and we must comply from September 2026.

We have a dedicated allergy safety policy in place. A named senior leader is responsible for the policy, which is reviewed at least annually and published on our website. Our allergy safety policy sets out how pupils with allergies will be identified and the risks of exposure to known allergens minimised, staff will be trained in allergy awareness and emergency response, individuals at risk of anaphylaxis will access their prescribed adrenaline devices, alongside 'spare' adrenaline devices, pupils with allergy will be able to participate in breakfast club activities, individual healthcare plans (IHPs) will record specific arrangements (including any allergy action plan), and the wellbeing and inclusion of children with allergy will be promoted.

Our allergy lead is: Rebecca Taylor

At breakfast club, we will:

- Display allergen information clearly for all food and drinks served
- Train all staff in allergy awareness and emergency response
- Store and prepare food safely to avoid cross-contamination
- Provide suitable alternatives for children with dietary requirements
- Stock 'spare' adrenaline devices (auto-injector pens) for use in emergency situations
- Keep emergency medication (e.g., EpiPens) accessible and ensure staff know how to use them
- Ensure any pupil who has an allergy that requires our school to put supportive arrangements in place has an individual healthcare plan (IHP), written in collaboration with the pupil and their parents/carers, taking account of advice from healthcare professionals.

Natasha's Law:

We comply with Natasha's Law (The Food Information Amendment 2019), which requires:

- Full ingredient lists on all pre-packaged food for direct sale
- Clear allergen labelling on all pre-packaged food
- The name of the food to be clearly displayed

If we serve any pre-packaged food at breakfast club (e.g., pre-packaged yoghurts, cereal bars), we will ensure:

- Full ingredient lists are available
- The 14 major allergens are clearly highlighted
- Information is easily accessible to staff, parents/carers, and pupils

Recording incidents and near misses

We record any serious incident or near miss relating to allergy safety, and report it to the pupils' parents/carers and our governing board. We learn lessons from a serious incident or near miss and review our relevant policies and procedures.

A serious incident is any event relating directly to a medical condition (including allergy) in which a child is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services. A 'near miss' is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so.

6. Staffing and Supervision

We ensure that pupils are adequately supervised, especially while eating, and staff are deployed to make sure children's needs are met.

Our staffing structure:

- **Breakfast Club Manager:** Headteacher
- **Breakfast Club Assistant(s):** Mrs D Hannan and Mrs D Langston
- **Allergy Lead:** Rebecca Taylor
- **Staff-to-pupil ratios:**
 - Reception children: 1 adult to 8 children (minimum)
 - Year 1 and Year 2: 1 adult to 15 children (minimum)

When pupils in the EYFS (reception) are eating, there is always a member of staff in the room. This member of staff has a valid paediatric first aid certificate for a full course.

Staff qualifications and training

All breakfast club staff:

- Hold enhanced DBS checks
- Have completed safeguarding training
- Receive regular updates on our safeguarding procedures

At least one member of staff supervising reception children holds:

- A valid paediatric first aid certificate (consistent with Annex A of the EYFS statutory framework)

All breakfast club staff complete training in:

- Food hygiene Level 2
- Allergy awareness training (to meet the requirements of Benedict's Law)
- How to administer emergency medication, including adrenaline auto-injectors (AAIs), as any delay in giving adrenaline can be fatal Benedict's Law (allergy safety requirements)
- Behaviour management
- Supporting children with SEND

Emergency medication

In an emergency, anyone – including staff, volunteers or bystanders – can take reasonable action to save a pupil's life. The law recognises that rescuers act under extreme pressure and reassures staff that mistakes, hesitation, or imperfect technique do not amount to serious and wilful misconduct.

All breakfast club staff are trained to recognise the signs of an allergic reaction and anaphylaxis, and know how to respond, including administering adrenaline auto-injectors if necessary.

7. Activities

During the breakfast club, children can choose from a range of calm, age-appropriate activities, including:

- Quiet reading and looking at books
- Drawing, colouring, and creative activities
- Puzzles and board games
- Construction toys (e.g., Lego, building blocks)
- Social time with friends

Activities are optional. The primary purpose of the breakfast club is to provide children with a nutritious breakfast in a safe, calm, and nurturing environment.

8. Behaviour Expectations

We expect all children to follow our school's behaviour policy during breakfast club.

Our breakfast club rules are:

- Be kind and respectful to everyone
- Sit down while eating and drinking
- Use quiet voices
- Tidy up after yourself
- Follow instructions from staff
- Keep hands, feet, and objects to yourself

Managing behaviour

Staff will use positive behaviour management strategies, including:

- Praising good behaviour
- Reminding children of expectations
- Using visual prompts and timers
- Redirecting children to appropriate activities

If a child's behaviour is causing concern, we will:

1. Speak to the child calmly and remind them of expectations
2. Give the child time and space to regulate if needed
3. Contact parents/carers if the behaviour continues or is serious
4. Work with parents/carers to support the child

In serious cases (e.g., persistent poor behaviour, violence, or behaviour that puts others at risk), we may need to exclude a child from the breakfast club temporarily while we work with the family to find a solution.

9. Health, Safety, and Safeguarding

Safeguarding

The safety and wellbeing of our pupils is our top priority.

- All staff follow Sunshine Academy's safeguarding and child protection policy
- Our Designated Safeguarding Lead (DSL) is: Sarah Corkindale
- Our Deputy DSL(s) is/are: Nanette Broadway and Rebecca Taylor
- Any safeguarding concerns are reported immediately to the DSL
- Parents/carers must inform us of any changes to collection arrangements or emergency contacts

Health and safety

First aid:

- At least one member of staff on duty holds a valid paediatric first aid certificate
- A first aid kit is kept in the dining hall on the wall next to the stage
- All accidents and incidents are recorded and parents/carers are informed

Emergency procedures:

- Fire evacuation: Children will follow the school's fire evacuation procedure. The assembly point is onto the carpark and then KS1 playground
- Lockdown: Children will follow the school's lockdown procedure
- Staff are trained in emergency procedures and practice them regularly

If a child is unwell:

- Staff will assess the child and contact parents/carers if necessary
- We cannot administer medication unless it has been prescribed and parents/carers have completed a medication consent form
- If a child becomes seriously unwell, we will call 999 and contact parents/carers immediately

Attendance and registration

- Staff take a register at the start of each breakfast club session
- Parents/carers should notify us by 8:00am if their child will not be attending
- If your child does not attend without prior notice, we will contact you to check they are safe. Repeated no-shows may result in your child's place being offered to another family.

10. Special Educational Needs and Disabilities (SEND)

We make reasonable adjustments for children with disabilities.

We are committed to ensuring that all children can participate fully in breakfast club. We will:

- Work with parents/carers to understand each child's individual needs
- Make reasonable adjustments to our provision (e.g., visual timetables, quiet spaces, adapted seating, communication aids)
- Provide support from familiar staff members where possible
- Liaise with our SENCO to ensure appropriate support is in place

Our SENCO is: Rebecca Taylor

Parents/carers should discuss their child's needs with us at registration so we can make appropriate arrangements.

11. Safeguarding and Safer Recruitment

All breakfast club staff are recruited following safer recruitment procedures, including:

- Enhanced DBS checks
- Reference checks
- Identity checks
- Verification of qualifications
- Interview and selection process

All staff:

- Follow Sunshine Academy's safeguarding and child protection policy
- Receive regular safeguarding training
- Understand their duty to report concerns to the DSL
- Are aware of the signs of abuse and neglect

12. Communication with Parents/Carers

We are committed to working in partnership with parents/carers.

How to contact us:

- ✓ Phone: 01922 710174
- ✓ Email: postbox@sunshine.lhmat.com
- ✓ In person: Speak to breakfast club staff at drop-off

How we communicate with you:

- ✓ School newsletter
- ✓ Text messages
- ✓ Letters home
- ✓ Class Dojo
- ✓ Email updates
- ✓ Notice of any changes or closures

Complaints

If you have a concern or complaint about the breakfast club, please:

1. Speak to the Breakfast Club staff in the first instance
2. If the issue is not resolved, contact the Headteacher
3. If you are still not satisfied, follow the school's complaints procedure (available on our website or from the school office)

13. Policy Review

This policy will be reviewed annually to ensure it remains effective and up to date.

14. Related Policies

This policy should be read in conjunction with:

- **Allergy safety policy** (Benedict's Law compliance)
- Safeguarding and child protection policy
- Behaviour policy
- Health and safety policy
- First aid policy
- Administering medication policy
- SEND policy
- Equality policy
- Complaints policy
- Food policy