



MANAGEMENT CIRCULAR

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Education Services, City Chambers, 40 John Street, Glasgow G1 1JL

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Management Circular No. 96

To Heads of all educational establishments

Dear Colleague

Breakfast Clubs

Glasgow's Big Breakfast service offers primary school pupils breakfast prior to the start of the school day. The aim of the service is to offer a quality nutritious breakfast served in a relaxed and supervised school environment.

Glasgow's Big Breakfast is a partnership between Education Services and Catering and Facilities Management (CFM). Education Services, through the headteacher, fulfils an overview role with regard to pupil supervision, health and safety and pupil discipline. CFM has the responsibility for all aspects of service delivery. This includes staff management, food production, food service, food safety, health and safety, budget control, service monitoring and frontline pupil supervision.

Service Delivery

A service delivery plan is in place for each school and is tailored to suit the needs of the school and will place an emphasis on taking reasonable steps to keep pupils safe and free from health and safety risks. All aspects of the service delivery are designed to allow the breakfast to run smoothly and safely in the absence of the headteacher and teaching staff. A copy of the plan will be left in school for audit purposes.

The start and finish time of the service is between 8 a.m. to 9 a.m. daily for each school. CFM presence at the door will cease at 8.20 a.m. and last service will be no later than 8.50 a.m. Some schools may have agreed local arrangements with CFM in respect of opening times.

Method of access/egress to the Breakfast Club has been designed to minimise the impact on school security and to restrict pupil access to areas of the school outwith the dining area including access to the toilets.

Catering staff take a daily register for entering and leaving the service. Pupils will make their own way into the playground. If the headteacher requests that the pupils go out to the playground when they are finished this should be recorded on the site audit.

Menu

A choice of cereals or porridge (where popular) per day served with milk followed by toast with a low-fat spread, whole fresh fruit and a drink (water or milk). Breakfast is served in the same manner as lunch at the counter.

For those pupils with medical diets, the policy for the Big Breakfast Service will be in line with that applicable to the school meals service, guidance for this can be found on the fuel zone website on www.fuelzoneprimary.co.uk

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Breakfast charges

Free breakfasts - will continue to be offered to all children whose parents/carers are in receipt of qualifying benefits.

Paying customers - where there is more than one child from the same family attending breakfast club, a discount will be offered to the second child and other siblings.

Payment for breakfast is through ParentPay. The income generated from Breakfast Club is accrued by Education Services. Any debt arising from Breakfast Club will be dealt with in the same manner as lunch arrears.

Staffing

CFM breakfast staff will supervise pupils attending the service. No less than 2 staff are employed at each school for the Big Breakfast. All staff are employed by CFM.

Where schools have production kitchens the staff are managed directly by the on-site Catering Manager. For schools with no onsite catering manager a Breakfast Service Supervisor will be appointed to oversee and take frontline responsibility for the service. All staff recruited for the breakfast service undertake a PVG check.

The CFM area manager for the school acts as the external line manager with responsibility for all aspects of operational service delivery including personnel, quality, food safety and administration.

CFM staff receive standard operational training as well as training on food safety and first aid. Staff will also be provided with guidelines for effective pupil supervision.

In the event of a reduced number of catering staff reporting for duty, a contingency plan is in place to supervise and feed pupils. This will be agreed on a school-by-school basis as part of the service delivery plan.

Health and Safety

Glasgow's Big Breakfast is deemed to be a core service offered by Glasgow City Council to the pupils and parents of the city. As the service is provided in Council schools by Council employees thereby health and safety with regard to pupils, parents and employees is covered by Council policy. Robust health and safety policies verify the measures taken by the Council to take reasonable steps to keep pupils safe whilst attending Glasgow's Big Breakfast.

Should any pupil require to have first aid when they are at the Big Breakfast then a copy of the completed incident form will be passed to the headteacher for information and to notify parent/carer if the headteacher deems it necessary.

CFM staff **cannot administer any medication** to pupils. If a parent/carer wishes to send their child to the Big Breakfast and they need medication (or require emergency medication for allergies) then it must be agreed in advance with the school as to who will administer this.

It is the responsibility of the school to ensure that there is appropriate support available to pupils with additional needs attending breakfast club. CFM staff are not trained to assist those pupils with additional needs.

The catering manager or breakfast service supervisor will report all accidents/near miss incidents to the headteacher for inclusion in the school's accident book. Education Service's Health and Safety Officers will lead accident investigations.

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CFM breakfast staff are responsible for fire evacuation and also calling the fire brigade between 8.00 a.m. and 9.00 a.m.

The catering manager or breakfast service supervisor will report major incidents of indiscipline to the headteacher. The headteacher in line with the school discipline policy should manage reported incidents and co-ordinate the reporting of accidents and to retrospectively manage pupil behavioural/disciplinary incidents arising from the breakfast service.

Each school has its cleaning schedule programmed to allow safe access to and use of the breakfast area. All multi-purpose dining halls will be reinstated for 9 a.m.

Marketing and Parent Information

A leaflet is designed for parents to promote the service and give key information details. The school's assistance is required to distribute the leaflet to parents via pupils and at pupil induction. There are three important safety messages which will be reinforced in the parent's leaflet:

- road crossing patrols do not start early to accommodate children attending the breakfast club
- it is the responsibility of the parent to get children to school safely
- CFM supervision responsibility ends when the pupil leaves the dining hall to go into the playground

Douglas Hutchison
Executive Director of Education

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