

APPENDIX A: OPERATIONAL RISKS

Risks	Impact	Mitigation
Cut off time for admitting pupils.	Timescales for admitting pupils into breakfast club will be tighter, which could result in queues or pupils missing the admission window.	Procedure for admitting pupils to breakfast club to be streamlined to improve efficiency, swift registration and reduced congestion
Timescales for feeding pupils.	Additional pressure on staff to ensure pupils are served and fed within revised timescales without impinging on the start of registration for the school day. Younger pupils or those with Additional Learning Needs may have inadequate time to eat their breakfast.	Appropriate time slots to be considered to support pupils and priority given to those who require some adjustments in the provision.
Attendance registers.	Under the new proposals schools will need to keep two registers; one for attendance in paid additional childcare session and another for attendance at free breakfast session.	A new electronic registration system will need to be designed to record pupil attendance.
Home to school transport.	Some pupils travel to school on home to school transport so the restructured timing of the breakfast club may prohibit the additional childcare element for some pupils.	Adaptations to the timing of the additional childcare element will have to be adjusted within the allocated timeslot.
Staff: pupil ratio.	Additional breakfast club staff may be required to assist with registration for two admission times and this may impact on the capacity to supervise and serve breakfast.	Risk assessment of staff: pupil ratio will need to be undertaken and additional staff appointed if deemed necessary.
Access to school/parking.	In the main, parents/carers are currently dropping off children to breakfast club between 8.00-8.30 a.m. If they do not require childcare and drop off their child(ren) between 8.25-8.40 a.m. this could result in traffic congestion in the school	Encourage parents/carers to park responsibly and walk pupils, where possible, to breakfast club.
Unsupervised drop-off of pupils.	Parents/carers could drop off children to paid additional childcare session without	Parents/carers to register (sign in) each child at the

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	<p>paying the termly charge upfront or children may be dropped off late to the additional childcare/free breakfast session, which would leave them unregistered and unsupervised.</p>	<p>school daily for safeguarding purposes.</p>
<p>Additional administration costs.</p>	<p>Additional workload for existing school-based and Local Authority staff in terms of managing the termly payments.</p>	<p>Payments to be administered online, termly in advance.</p>
<p>Workforce issues.</p>	<p>If the proposed timing of breakfast club changes some staff may no longer want to work for breakfast club due to other work commitments.</p>	<p>Individual risk assessments to be undertaken to ensure appropriate staffing levels and staff commitments to be accommodated, where possible.</p>
<p>Safeguarding.</p>	<p>Additional supervision may be required for the additional childcare element to ensure compliance with safeguarding legislation.</p>	<p>Appointment of new staff, where and when required, following comprehensive risk assessments of pupil numbers and suitable site accommodation.</p>