



1. Aims and objectives:

The aims and objectives of our breakfast session are to:

- Promote the importance of breakfast and highlight its benefits
- Provide children with a good start to the school day
- Provide an opportunity for all children to access a breakfast that meets the Appetite for Life food standards
- Promote healthier diets by encouraging healthier eating
- Help to raise achievement, concentration, attendance and punctuality, attitudes to learning and personal and social skills
- Promote positive relationships with parents and carers.

2. Links to national guidance:

This policy has been developed with reference to the following Welsh Government documents:

- Primary School Free Breakfast Initiative Guidance. Circular 021/2008 (Welsh Government, 2008)
- Appetite for Life Guidelines (Welsh Government, 2012)
- Healthy Eating in Schools (Wales) Measure (2009)

3. Rationale:

Breakfast has long been recognised as the most important meal of the day and evidence suggests that children who have the opportunity to eat a healthy and nutritious breakfast prior to the start of the school day are more likely to achieve their full educational potential. Experience has also shown that successful breakfast schemes in schools have led to positive attitudinal changes - improved attendance, improved behaviour, fewer discipline problems and greater sustained concentration.

OPERATION OF THE BREAKFAST SESSION

Ysgol Carreg Emllyn is responsible for providing this facility and all existing school policies, including Health and Safety, are followed.

4. Opening times:

- The breakfast session operates during term-time only and does not operate on staff training days.
- Pupils can access a free breakfast between 7.45 am and 8.15am. There will be a charge of 50p for looking after the children for the rest of the session.

	Time
Monday	7.45 am - 8.50am
Tuesday	7.45 am - 8.50am
Wednesday	7.45 am - 8.50am
Thursday	7.45 am - 8.50am

- Breakfast is only ever cancelled in cases of adverse weather or problems with the school premises. Parents are advised in accordance with the school closure policy.

5. Number of places available and admissions:

- The breakfast session can accommodate 24 children.
- The session is fully inclusive for children from Nursery to Year 6.
- Any parent/guardian with a child that has any additional or special needs are asked to inform the school prior to starting in Breakfast Club. This is so that any child can be appropriately welcomed into the session.

6. Booking and Payment Arrangements:

- Parents must book a place for their children in Breakfast Club at least a week beforehand by filling in the booking form or contacting the school.
- Places are allocated on a first come first served basis.
- The cost for attending the breakfast session is: 50p per day.
- Parents can pay this by cash or cheque weekly or monthly in advance.
- A member of the breakfast session keeps an accurate record of attendance and payment and this is given to the school secretary.
- A record will be kept of any parents who pay in advance so that this is credited for the child's next attendance.
- The school secretary will contact parents who have not paid each week requesting payment.

7. Location of Breakfast Session:

- The breakfast session is held:
Cyffylliog Site - lunch room
Clocaenog Site - Yr 3 and 4 classroom
- The playground area is used on both sites when weather permits.
- The breakfast session food is prepared in:
Cyffylliog Site- the school kitchen
Clocaenog Site - Yr 3 and 4 classroom
- On occasions the breakfast session location may change due to other activities that are taking place in the school.

8. Behaviour:

- The school behaviour and anti bullying policy are followed with regard to behaviour to ensure consistency for the children at the breakfast session.
- If a child continually behaves badly the school reserves the right to withdraw the place.

9. Communication with Parents:

- The breakfast session is promoted through the following: prospectus, email, newsletters and Twitter.
- Any changes are also communicated to parents via the above

10. Staffing and supervision ratios:

- The head teacher is responsible for the internal organisation and day to day management and control of our school (Regulation 6(1) of The School Government (Terms Of Reference)(Wales) Regulations 2000 (as amended by the 2002 Regulations).
- This refers and this applies to the breakfast session.
- This does not mean that our head teacher needs to be on the school premises during the breakfast session, but the breakfast session staff have clearly defined roles and responsibilities and know whom to contact in case of an emergency.

10.1 Staffing

- As the school operates the breakfast session, all staff are employed through Denbighshire County and work to their policies and the schools.

10.2 Training

- Our breakfast session staff have appropriate qualifications to work in the breakfast session. This helps to ensure consistent messages regarding our health and educational practices.
- When new staff are appointed, we ensure that they attend relevant training.
- The breakfast session staff preparing food have a current Level 2 Food Safety Certificate.

10.3 Supervision

- Our supervision ratio is 1 staff to 12 children.
- Staff levels may fluctuate to meet current needs.
- If a member of staff is absent, they contact the head teacher who will arrange any necessary cover.
- If a child's statement of Special Educational Needs identifies additional support for that child this is considered when recruiting supervisory staff for the breakfast session.
- All breakfast session staff are DBS checked and are committed to the promoting the health and well being of the children.

The Breakfast Session is supervised by:
Cyffylliog Site:

Name	Position	Duties	Qualifications
Jill Lewis	Supervisor	Set up Prepare food Serve food Clear away Wash up	NVQ level 2 in Food Production and Cooking NVQ level 2 in Food Safety in Catering
Rhiannon Edmunds	Supervisor	Take register Set up Serve food Clear away Organise games / DVD	
Delyth Jones Einir Jones	Supply supervisors		

Clocaenog Site:

Name	Position	Duties	Qualifications
Heather Jones	Supervisor	Prepare and serve food Set up Clear away Wash up	NVQ level in Hospitality NVQ level 2 in Food Safety in Catering
Kaya Ross	Supervisor	Take register Set up Serve food Clear away	

		Organise games / DVD	
Bethan Petrie Einir Jones	Supply supervisors		

11. Routine:

- The main entrance is used. The door will be kept locked, to prevent unauthorized access in to the building.
- Registration procedures; Rhiannon Edmunds/Kaya Ross will take the register.
- Jill Lewis/Heather Jones prepares the breakfast and serves.
- Pupils do assist and clear up the dishes
- After eating breakfast children play games/draw/colour /watch DVD.
- Pupils assist in clearing the play/drawing equipment.
- Pupils are allowed to go outside to play 8.35am - 8.50am

12. Pupil involvement:

- We encourage children to be involved in the running of the breakfast session through clearing away their own dishes and play equipment.

13. Evaluation:

- The parents and children receive an annual school questionnaire and this is a chance for them to make any comments about the Breakfast Club.

14. Food items and portion sizes:

14.1 Food provision:

- Our school is committed to the Healthy Schools Scheme and our food is compliant with the Appetite for Life guidelines.
- Children have the choice whether to have food or not, although they are encouraged to do so.
- The registration form details any specific dietary requirements or allergies a child has.
- From time to time for special occasions and events, the school may deviate from the above menu.
- The food we provide is based on 4 food groups -
 - Milk based drinks or products;
 - Cereals - not sugar coated;
 - Fruit;
 - Breads.
- Each child attending the breakfast session is provided with the option of having one item from each of the four food groups (see table).
- Water is always available.

Food Group	Suggested Portion Size	Suggested standard items
Milk based drinks and products	125ml or small carton	Semi-skimmed milk
Cereals - not sugar coated*	30g	Whole-wheat biscuits (1 biscuit) Cornflakes Rice based cereal Shredded wholegrain wheat biscuits Malted wheat squares Bran flakes Porridge <i>*To avoid adding sugar, children should be encouraged to use fresh fruit and dried fruit as sweeteners.</i>
Fruit	With fruit this is determined by what a child could hold in the palm of their hand or 100-125ml of juice	A selection of chopped fresh fruit or dried fruit to add to the cereals. Fruit canned in natural fruit juice. Unsweetened fruit juices.
Breads	1 slice or small roll/ bun 25g	Toast - toppings optional Note: where required a low fat polyunsaturated spread should be used and similarly a reduced sugar jam.

14.2 Food storage:

- Food stored in a designated breakfast session cupboard and fridge.
- Stock is rotated.

15. Play/educational activities:

- Pupils watch Welsh Children's TV programmes - CYW on the interactive whiteboard and also have a choice of games and drawing/colouring activities.
- Pupils are allowed to go out and play on the front yard between 8.35am and 8.50am.

16. Health and safety:

16.1 Health and safety law:

- The breakfast session comes under the requirements of the Health and Safety at Work etc Act 1974 and as such there is a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of employees and of non employees, in this case children, parents and visitors who attend the session.

16.2 Risk assessment:

- In keeping with the Health and Safety etc Act 1974 and to comply with the requirements of the Management of Health and safety at Work Regulations 1999, a risk assessment for the operation of the breakfast session has been carried out and recorded in writing in order to identify the risks to health and safety.
- Any significant risks are evaluated and decisions are taken to manage those risks to an acceptable level (any actions required or implemented are proportionate to the degree of risk that is presented).
- The risk assessment is reviewed annually or as and when the need arises.

16.3 School Crossing Patrols:

- No crossing patrols are needed

16.4 Food Safety:

- Under the 1995 Food safety act the breakfast session premises are inspected the local environmental health department. This act covers quality of premises, safety of equipment, food storage and preparation, the provision of fresh water and the disposal of waste.
- All staff preparing or handling food are trained in the Level 2 Food Safety Award.

16.5 Insurance:

- All insurance will be covered by the general school policies.

16.6 Fire safety and drills:

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit.
- They will congregate on the school's playground in a line.
- The session's register for the day will be called and all names will be checked.
- The staff signing in book will also be checked to ensure that all staff are safe.
- There will be a fire practice in accordance with the School's emergency fire and evacuation policy.

16.7 Emergencies:

- A registration form is completed for each child. These contain emergency contact details.

16.8 First aid:

- In the event that first aid treatment is required, we follow the normal school procedures.
- All accidents will be recorded following school procedure.

16.9 Medication:

- Medication will be administered according to the existing school policy on medication.

17. Funding:

- The Breakfast club is run free of charge during the hours 7.45 am to 8.15am Any child may attend during this time and receive a free breakfast.
- Parents may also choose to bring their children to the extended out of school club between 8.15am and 8.50am for which there will be a charge of £0.50
- The breakfast club is funded in full by the schools delegated budget from monies provided by the Local Authority

18. Complaints procedure:

- Any complaints about the breakfast session or this policy should be made to the head teacher.

19. Monitoring and evaluation:

- This policy will be reviewed every two years by the head teacher or sooner if the need arises.
- Consultations will be undertaken with the breakfast session staff, school staff, pupils, parents and governors.

Denbighshire Primary Schools

Breakfast Menu

Each child attending the breakfast session should be provided with the option of having one item from each of the four food groups shown below



Cereals

(Non sugar coated)

Weetabix

Cornflakes

Rice Krispies

Shreddies

Shredded Wheat

Bran flakes

Porridge

Raisin Wheats



Fruit

Selection of fresh fruit
(Child's portion = Child's handful)

OR

100-125ml of fruit juice



Bread

1 slice/small roll (preferably wholemeal)
with a low fat polyunsaturated spread

If jam is used it must be reduced sugar and not used everyday



Milk Based Products

Semi skimmed milk

Drinking water should be available throughout



For variety

Other food items could be introduced one or two days a week.

For example: -

Yoghurts

Muffins; crumpets; hot cross buns; tea cakes

Smoothies





Registration Form YSGOL CARREG EMLYN BREAKFAST CLUB

Please complete and return to the school if your child attends Breakfast Club

Child's Name:		
Special dietary requirements		
Does your child have any food allergies/intolerances/religious requirements/observances? (Please tick)	Yes	No
If yes, please provide details		
Other information		
Please provide details of any other information you feel relevant to your child's attendance at the breakfast sessions.		
Contact details in case of an emergency		
Name:	Phone number:	
Relationship to child:		
Name:	Phone number:	
Relationship to child:		
Signature of Parent/Carer:	Date:	



Asesiad Risg – Clwb Brecwast

Breakfast Club - Risk Assessment

Asesiad Risg <i>Risk Assessment</i>	Dyddiad cwblhawyd <i>Date completed</i>	Gan bwy (person cyfrifol) Who By (responsible person)	Dyddiad Ailedrych Review Date
Digwyddiadau pob dydd yn Y Clwb Brecwast <i>Everyday occurrences in Breakfast Club</i>	Medi 2015	Einir Jones	Medi 2016

Peryglon a niwed posib a all ddigwydd Significant hazards and harm which may occur	Pwy fedrith gael eu niweidio? Who might be harmed?	Mesurau Diogelwch/ Safety measures: Mesurau sydd mewn lle ac a fydd yn cael eu cymeryd i leihau risg i lefel goddefol. <i>Measures that are in place and/or will be taken to reduce the risk to a tolerable level</i>
Diogelwch adeiladau'r ysgol yn wael Trais yn y gwaith <i>Poor security of school buildings</i> <i>Violence at work</i>	Plant/ Oedolion <i>Pupils/ staff</i>	<ul style="list-style-type: none"> • Dylid trefnu mynediad i'r sesiynau brecwast trwy brif fynedfa'r ysgol, gan y darperir system reoli mynediad er diogelwch yno. • Access to free breakfast sessions should be from the school's main entrance, as a security access control system is provided at this location.

<p>Rheolaeth diogelwch tân yn wael <i>Poor fire safety management</i></p>	<p>Plant/ Oedolion <i>Pupils/ staff</i></p>	<ul style="list-style-type: none"> • Mae asesiadau risg tân presennol yr ysgol wedi eu hadolygu mewn cysylltiad â gweithredu'r sesiwn brecwast am ddim. • <i>Existing school fire risk assessment has been reviewed in respect of the operation of the free breakfast session.</i> • Arddangosir hysbysiadau gweithdrefn tân yr ysgol ym mhob pwynt galwad larwm tân, ac y mhob ystafell a ddefnyddir ar gyfer gweithgareddau sesiwn brecwast. • <i>School fire action notices are displayed at all alarm call points and in all rooms used for free breakfast session activities.</i> • Mae'r staff brecwast am ddim yn gyfarwydd â'r gweithdrefnau ar gyfer gwacáu'r ysgol mewn argyfwng, ac wedi cael gwybodaeth â chyfarwyddyd ynglŷn â'r gweithdrefnau. • <i>Free breakfast staff are familiar with and have been given information and instruction of the schools evacuation procedures.</i> • Cynhelir ymarferiadau gwacáu mewn argyfwng yn gyson. Cofnodir pob ymarferiad yn llyfr log diogelwch tân yr ysgol. • <i>Emergency evacuation drill exercises are carried out regularly. All evacuation drills are recorded in the school fire safety log book</i> • Defnyddir y gofrestr o'r dysgwyr sy'n bresennol ar gyfer y sesiwn brecwast am ddim at y diben o gyfrif pennau yn yr ymarferiad. • <i>The register of pupil attendees at the free breakfast session is used at evacuation for the purposes of conducting a head count</i>
<p>Y ddarpariaeth Cymorth Cyntaf yn amhriodol <i>Inappropriate First Aid provision</i></p>	<p>Plant/ Oedolion <i>Pupils/ staff</i></p>	<ul style="list-style-type: none"> • Mae pob un o'r staff brecwast am ddim yn gwybod lle mae'r cyfarpar cymorth cyntaf. • <i>All free breakfast staff are aware of location of the first aid kit</i> • Mae nifer digonol ac addas o'r staff brecwast am ddim wedi cael hyfforddiant priodol mewn cymhwyster cymorth cyntaf. • <i>Suitable and sufficient numbers of free breakfast staff trained in appropriate first aid.</i> • Mae llinell gyfathrebu allanol/ffôn yn y man lle cynhelir y sesiwn brecwast am ddim neu gerllaw, ac ar gael i gysylltu â'r gwasanaethau brys (h.y. ambiwlans) pe bai angen. • <i>An external communication link/phone is provided within or near free breakfast session area which is available for contacting the emergency services if needed (i.e. ambulance).</i>
<p>Dewis ystafelloedd amhriodol ar gyfer gweithgareddau brecwast am ddim <i>Inappropriate selection of rooms for free breakfast activities</i></p>	<p>Plant/ Oedolion <i>Pupils/ staff</i></p>	<ul style="list-style-type: none"> • Mae pob ystafell a ddefnyddir ar gyfer y gweithgareddau wedi eu hystyried yn rhesymol o ran ei maint, gosodiad y dodrefn, ac ati, ar gyfer y nifer mwyaf posibl o ddysgwyr a all fod yn bresennol. • <i>All rooms used for activities have been considered in terms of size and layout, etc., to be reasonable for the maximum possible number of learner attendees.</i>
<p>Defnyddio a dod i gyffyrddiad â sylweddau sy'n beryglus i iechyd. <i>Use of and exposure to substances hazardous to health</i></p>	<p>Plant / <i>pupils</i></p>	<ul style="list-style-type: none"> • Mae'r holl gynhyrchion a ystyrir yn beryglus i iechyd yn cael eu storio'n ddiogel, ac nid ydynt o fewn cyrraedd i ddysgwyr nac i unrhyw bersonau eraill. • <i>All products classified as being hazardous to health are stored securely and are not physically accessible to pupils and/or any other persons.</i>

<p>Defnyddio cyfarpar trydanol <i>Use of electrical equipment</i></p>	<p>Oedolion / <i>Staff</i></p>	<ul style="list-style-type: none"> • Mae gweithdrefnau wedi eu sefydlu yn yr ysgol (yn flynyddol ar hyn o bryd) ar gyfer profi a chynnal yr holl offer trydanol cludadwy yn gyfnodol (gan berson cymwys) • <i>School procedures are in place for the periodic (currently annual) testing and maintenance of all portable electrical appliances (by a competent person).</i> • Bydd unrhyw offer trydanol a brynir o'r newydd yn cael ei ychwanegu at restr offer yr ysgol, er mwyn sicrhau y caiff ei brofi ar yr achlysur rheolaidd nesaf. • <i>Any newly purchased electrical equipment is added to the schools inventory to ensure it is subject to testing at the next scheduled occasion.</i> • Mae gweithdrefnau wedi eu sefydlu yn yr ysgol ar gyfer profi a chynnal yr holl osodiadau trydanol sefydlog fesul cyfnod o ddim mwy na pum mlynedd (gan berson cymwys). • <i>School procedures are in place for the testing and maintenance of fixed electrical installations at periods not exceeding five years (by a competent person).</i>
<p>Defnyddio cegin yr ysgol (a'r cyfarpar) i baratoi bwyd <i>Use of school kitchen (and equipment) for food preparation</i></p>	<p>Oedolion / <i>staff</i></p>	<ul style="list-style-type: none"> • Hysbysir y staff brecwast am ddim nad oes hawl ganddynt i ddefnyddio'r cyfarpar cegin (h.y. cymysgwyr bwyd, offer ffrio dwfn, offer sleisio) ac mai offer brecwast am ddim (h.y. tostwyr) yn unig y caniateir iddynt eu defnyddio. • <i>Free breakfast staff are informed that they are not permitted to use kitchen equipment (i.e. food mixers, deep fat fryers, food slicers) and must only use free breakfast equipment (i.e. toasters).</i>
<p>Dim darpariaeth ar gyfer goruchwyllo rhwng diwedd y sesiwn brecwast a dechrau'r diwrnod ysgol <i>No provision for supervision between close of free breakfast session and start of the school day</i></p>	<p>Plant / <i>pupils</i></p>	<ul style="list-style-type: none"> • Trwy dderbyn dysgwyr i'r sesiynau brecwast, mae'r ysgol yn ymgymryd â'r ddyletswydd sifil o fod <i>in loco parentis</i> (sef o ymddwyn fel rhiant rhesymol) a'r ddyletswydd o ofal mewn cyfraith gyffredin, yn ogystal â'r ddyletswydd gyfreithiol o sicrhau iechyd, diogelwch a lles personau ac eithrio cyflogeion (sef, yn yr achos hwn, y dysgwyr), i'r graddau y mae hynny'n rhesymol ymarferol. Oherwydd hyn, bydd angen darparu lefel briodol o oruchwyliaeth. • <i>On accepting pupils into free breakfast sessions the school assumes the civil duty of being in loco parentis (acting as a reasonable parent) as well as the common law duty of care and the legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of persons other than employees (in this case pupils). As such supervision will need to be provided at appropriate levels.</i> • Pan fo'r sesiynau brecwast yn dod i ben cyn dechrau'r diwrnod ysgol, rhaid i'r dysgwyr barhau i gael eu goruchwyllo gan nifer priodol o staff hyd nes bo'r diwrnod ysgol arferol yn cychwyn. • <i>Where free breakfast sessions finish before the start of the school day pupils must continue to be supervised by an appropriate number of staff until the normal school day commences.</i>

<p>Materion/amodau anniogel yn y gweithle, gan gynnwys:</p> <ul style="list-style-type: none"> - llithr, baglu, cwmpo - storfeydd - lleoedd cadw bwyd - gwydro - bysedd yn sownd - mynd i leoedd heb awdurdod (cypyrddau glanhawyr, storfeydd bwyd, ceginau) <p><i>Unsafe workplace issues/conditions including:</i></p> <ul style="list-style-type: none"> - slips, trips and falls - storage - food storage areas - glazing - finger trapping - access to unauthorised areas (cleaners cupboards, food stores, kitchen areas) 	<p>Plant/ Oedolion <i>Pupils/ staff</i></p>	<ul style="list-style-type: none"> • Yn ychwanegol at arsylwi dyddiol gan staff yr ysgol, defnyddir rhestr gyfeirio i gynnal asesiad risg o adeilad a safle'r ysgol unwaith bob tymor, gan uwch-aelod o'r staff a'r llywodraethwyr. • <i>In addition to the daily observations of school staff a school building/site risk assessment checklist is completed termly by senior staff.</i> • Cynhwysir ystyriaeth o'r rhannau o'r ysgol a ddefnyddir ar gyfer sesiynau brecwast. Cymerir camau priodol os canfyddir bod angen gwneud gwaith cywiro/gwella. • <i>This exercise considers areas of the school used for free breakfast sessions. Action is taken as appropriate where remedial work/improvement is required.</i> • Y meysydd a gynhwysir yn benodol yn yr ymarferiad hwn yw: <ul style="list-style-type: none"> - grisiau, coridorau, llwybrau y mae angen eu cadw mewn cyflwr diogel - ystafelloedd dosbarth, storfeydd a choridorau, y mae angen eu cadw'n lân a threfnus - goleuadau digonol, gan gynnwys yn y manau allanol sy'n arwain at y fynedfa i'r sesiynau brecwast, - gwydr mewn manau risg uchel naill ai o safon diogelwch neu wedi ei orchuddio â ffilm rhag chwilfriwio - gosod gardiau bysedd ar mylon mewnol colfachau'r drysau lle mae'r risg o achosi niwed trwy ddal bysedd yn uchel (e.e. drysau toiledau a mynedfeydd) - cypyrddau glanhawyr/storfeydd bwyd, ac ati, i'w cadw dan glo - atal neu gyfyngu ar fynediad dysgwyr i'r manau lle paratoir/trinnir bwyd. • <i>Areas specifically covered in this exercise are:</i> <ul style="list-style-type: none"> - stairs, corridors, paths which need to be maintained in a safe condition - classroom and storage areas and corridors which need to be kept clean and in an orderly manner - adequate lighting is provided which needs to include external areas leading to the free breakfast session entrance, corridors and stairwells as well as in areas used - glazing in higher risk areas, which need to be filmed or be of safety standard to prevent shattering upon contact - inner hinge edges of doors which present higher risks of finger trapping which need to be fitted with 'Finger guard' products to reduce the risks of injury (i.e. toilet and access doors) - cleaners cupboards/food stores, etc., to be kept locked shut - pupil access to food handling/preparation areas is prevented or restricted.
<p>Staff brecwast am ddim heb gliriad gan y Gwasanaeth Datgelu a Gwahardd <i>Breakfast staff not cleared through Disclosure and Barring Service</i></p>	<p>Plant / <i>pupils</i></p>	<ul style="list-style-type: none"> • Mynnir bod gan bob oedolyn gliriad gan y Gwasanaeth Datgelu a Gwahardd cyn y caiff gychwyn gweithio. • <i>All adults are subject to clearance through Disclosure and Barring Service checks prior to commencement of work.</i>

<p>Staff brecwast yn anghyfarwydd â gweithdrefnau perthnasol yr ysgol <i>Breakfast staff unaware of applicable school procedures</i></p>	<p>Plant / <i>pupils</i></p>	<ul style="list-style-type: none"> • Diweddarwyd polisi iechyd a diogelwch yr ysgol i adlewyrchu'r cyfrifoldebau a'r trefniadau manwl ar gyfer gweithredu sesiynau brecwast. • <i>The school health and safety policy was updated to reflect the detailed responsibilities and arrangements for operating free breakfast sessions.</i> • Mae polisi'r ysgol wedi ei egluro i bob aelod o'r staff, gan gynnwys y rhai sy'n goruchwylio'r sesiynau brecwast. • <i>The school policy has been communicated to all staff, including those supervising free breakfast sessions.</i> • Darparwyd menyg tafladwy di-latecs i'r staff brecwast ar gyfer glanhau unrhyw ollyngiadau o hylifau corff. • <i>Breakfast staff are provided with latex-free disposable type gloves for cleaning up spillages of body fluids.</i> • Darperir gwybodaeth i'r staff brecwast am bolisi'r ysgol ynglŷn â cheisiadau gan rieni/gofalwyr am iddynt roi meddyginiaethau i blant. • <i>Breakfast staff are provided with information on local school policy regarding requests for administration of medication for learners from parents/carers.</i> • Mae gan y staff brecwast fanylion cyswllt ar gyfer rheini/gofalwyr, er mwyn cysylltu pe bai plentyn yn mynd yn sâl, ac ati, yn ystod sesiwn brecwast am ddim • <i>Breakfast staff are aware of contact information for parents/carers in order for communication to take place where pupils become unwell, etc., during free breakfast session activities.</i>
<p>Y modd y cyfathrebir gwybodaeth am ddysgwyr yn wael <i>Poor communication of pupil information</i></p>	<p>Plant / <i>pupils</i></p>	<ul style="list-style-type: none"> • Cyflogir nifer o'r staff brecwast yn ystod y diwrnod ysgol hefyd, ac felly maent yn adnabod y dysgwyr yn dda. • <i>A number of free breakfast staff are also employed during the school day and have a good knowledge of the pupils.</i> • Mae pob un o'r staff brecwast yn gyfarwydd ag anghenion meddygol, dietegol ac ymddygiadol y dysgwyr, yn ogystal ag unrhyw anghenion arbennig eraill neu alergeddau. • <i>All free breakfast staff are aware of pupil medical, dietary, behavioural or other special needs, allergies.</i>
<p>Safonau gwael o ran hylendid bwyd <i>Poor food hygiene standards</i></p>	<p>Plant / <i>pupils</i></p>	<ul style="list-style-type: none"> • Rhaid i'r staff brecwast am ddim sy'n paratoi neu'n trin bwyd yn y categori risg isel (e.e. tost, grawnfwyd) weithredu'r egwyddorion diogelwch bwyd sylfaenol/hanfodol fel a ganlyn; a dylent hefyd gwblhau Tystysgrif Sylfaen y Sefydliad Siartredig Iechyd Amgylcheddol (CIEH) mewn Hylendid Bwyd o fewn 3 mis ar ôl cychwyn. - Sicrhau nad yw cynhyrchion wedi mynd heibio'u dyddiad. - Golchi'r dwylo cyn paratoi/trin bwyd, ac yn rheolaidd yn ôl yr angen. - Gwisgo dillad addas. - Gwallt hir wedi ei glymu yn ôl. - Gosod gorchudd addas (o liw glas) ar unrhyw doriadau neu friwiau. - Dim ysmygu nac yfed wrth drin/paratoi bwyd. • <i>Breakfast staff who prepare or handle food categorised as lower risk (i.e. toast, cereals) must apply basic/essential food safety principles as follows and should also undertake the Chartered Institute of Environmental Health (CIEH) Foundation Certificate in Food Hygiene within three months of commencement.</i> - <i>Making sure products are within date.</i> - <i>Washing of hands prior to preparing/handling food and regularly as and when necessary.</i> - <i>Wearing of appropriate clothing.</i> - <i>Long hair tied back.</i> - <i>Covering of cuts and sores with suitable dressings (blue in colour).</i> - <i>No smoking or drinking during food handling/preparation.</i>

