



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

MUNICIPAL YEAR 2021/2022

CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE

16TH FEBRUARY 2022

REVIEW OF BREAKFAST CLUB PROVISION

REPORT OF THE DIRECTOR OF EDUCATION AND INCLUSION SERVICES

**Author(s): Gaynor Davies, Director of Education and Inclusion Services
Andrea Richards, Service Director of 21st Century Schools and
Transformation**

1. PURPOSE OF THE REPORT

- 1.1 This report provides Members with an update and the opportunity to scrutinise the current provision of breakfast clubs and the service provided during the COVID pandemic.

2. RECOMMENDATIONS

It is recommended that Members:

- 2.1 Scrutinise and comment on the information provided within the report.
- 2.2 Consider whether they wish to receive further detail on any matters considered in the report.

3. BACKGROUND INFORMATION

- 3.1 The Welsh Government introduced the Primary School Free Breakfast Club Initiative in September 2004. The aim of the initiative was to help improve the health and concentration of children and to assist in the raising of standards of learning and attainment. It was intended to ensure that children of primary school age in maintained primary schools who, for any reason, had not received breakfast, had a free healthy breakfast at school each day. The Free Breakfast Initiative in primary schools was subsequently rolled out across all local authorities in Wales and was administered via a specific grant. Following the successful establishment of the initiative, it was considered appropriate to

transfer the specific grant funding to the Revenue Support Grant (RSG) from April 2013 as part of the Local Government Settlement; and to protect free breakfast provision via legislation. The current statutory guidance was issued in 2014 under section 88 of the School Standards and Organisation (Wales) Act 2013 which states that local authorities and school governing bodies of maintained primary schools must take into account the guidance and, if they decide to depart from it, have clear and justifiable reasons for doing so. The guidance states that breakfast provided by local authorities must be:

- provided free of charge;
- available on school premises; and
- available before the start of the school day.

3.2 At the start of the 2019/20 academic year, breakfast clubs were operational in 100 primaries, all through and special schools in RCT. The service employs 514 staff on a 38-week term time only contract. Staffing ratios vary in each school and are determined by attendance numbers, specific 'one to one' support for pupils with additional needs and the layout of school buildings. The majority of breakfast clubs are facilitated in school halls and outside play areas are utilised.

4. UPDATE/CURRENT POSITION OF THE BREAKFAST CLUB PROVISION

4.1 Breakfast clubs operated as 'normal' until March 2020 when the UK entered into a period of lockdown and home learning. Pupils returned to school on a phased basis to check in and catch up during July and breakfast clubs recommenced in all primary, all-through and special schools on Monday 28th September 2020.

4.2 In order to estimate the demand for pupil spaces during the autumn term an online application form was created and made available to parents on the 1st September 2020. A very high number of applications were received and, following a comprehensive risk assessment by officers of the floor area available in each school hall, it became evident that pupil contact groups could not be maintained in line with WG COVID guidance to schools. At this juncture of the pandemic the Council's priority was to ensure that the provision of education was not compromised by potentially having large numbers of children needing to self-isolate due to any potential breakfast club COVID positive contacts.

4.3 An options appraisal was completed, which can be seen in Appendix 1, and it concluded that Option 1 - operating with a reduced pupil capacity, was the most effective way of re-establishing a breakfast club provision whilst maintaining pupil contact groups. Places were allocated using the date and time order of the submitted applications and unsuccessful applicants were notified via email on 18th September 2020.

4.4 At the start of the September term, members of the Education 21st Century team visited all schools to discuss pupil capacity calculations with Headteachers. Headteachers were asked to support and encourage their vulnerable families

to apply and, along with governing bodies, complete the breakfast club risk assessment which can be seen in Appendix 2.

- 4.5 Following the closure of the application process and discussions with Headteachers, Catering Services created breakfast club registers for every school. Pupils were seated with their peers in contact groups, which facilitated close contact tracing. Pupil reserve lists and allergen information were also provided to each school and breakfast club.
- 4.6 A non-attendance policy ensured that places were reallocated to pupils on the schools reserve list.
- 4.7 The requirement to maintain pupil contact groups and limit pupil numbers continued during the spring and summer terms and online applications were made available in November 2020 and March 2021 respectively.
- 4.8 Initial technical issues occurred with the online application due to the sheer volume of applications. These were investigated immediately by technical officers in ICT and website stress testing was completed and a revised process was created which staggered the school applications opening over 5 days, with 20 schools opening per day to avoid a further system crash.
- 4.9 As illustrated in the table below the applications received were greater than actual pupil attendance prior to the pandemic. However, attendance at breakfast clubs throughout the pandemic was well below the allocated places. This may be for a number of reasons including parents' home working arrangements, furlough or through pupil absence, illness and self-isolation.

Table 1: Breakfast Club Application and Attendance Numbers 2020/21

Term	Number of Places Available	Number of Applications	Number of Successful Applications	Number of Unsuccessful Applications	Average Daily Attendance
Autumn Term 19/20	unlimited	n/a	n/a	n/a	5,060
Autumn Term 20/21	3,525	5,434	3,322	2,112	1,690
Spring Term 20/21	3,525	3,822	3,025	797	1,373
Summer Term 20/21	3,563*	3,913	3,137	776	1,462
Autumn Term 21/22	unlimited	4,176	n/a	n/a	3,406

*Includes a new breakfast Club in Tonysguboriau Primary School which is now delivered by Catering Services which had previously been run by an external body commissioned by the school (additional 38 pupils).

- 4.10 During the autumn term 2020, RCT was the only Council in Wales to provide a full safe comprehensive breakfast club provision to support families and

vulnerable children during the pandemic. Breakfast clubs in the majority of schools in other local authorities did not recommence until the autumn term 2021.

5. EQUALITY AND DIVERSITY IMPLICATIONS/SOCIO-ECONOMIC DUTY

- 5.1 Equality and Community Impact Assessments were prepared in respect of this report and can be seen in Appendix 3.
- 5.2 There are no negative or adverse equality or diversity implications associated with this report.

6. CONSULTATION

- 6.1 There are no consultation requirements emanating from the information set out in the report.

7. FINANCIAL IMPLICATION(S)

- 7.1 Breakfast club expenditure is mainly comprised of employee costs and supplies, i.e. food and milk. Table 2 illustrates the 3-year budget and actual costs incurred. The employee costs have decreased due to lower pupil attendance which has reduced the requirement for staff sickness cover. Food costs have also reduced due to lower pupil attendance.

Table 2: Breakfast Club 3 Year Expenditure Analysis

Description	2021/22		2020/21		2019/20	
	Budget Full Year	Actual P1 - 9	Budget Full Year	Actual Full Year	Budget Full Year	Actual Full Year
Employees	1,357,872	878,561	1,149,822	1,205,765	1,158,023	1,239,844
Premises	0	0	0	0	0	325
Transport	0	60	0	0	0	0
Supplies & Services	204,786	114,636	207,286	66,875	207,286	307,563
Totals	1,562,658	993,257	1,357,108	1,272,640	1,365,309	1,547,732

8. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

- 8.1 Breakfast clubs are legislated under Section 88 of the School Standards and Organisation (Wales) Act 2013 and the Free Breakfast in Primary School (2014) statutory guidance.

9. LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT

- 9.1 There are links to RCTCBC's Corporate Plan for the period between 2020 to 2024, specifically the priority:

People – Breakfast clubs enable primary and special school pupils to have a free healthy, nutritious breakfast before the start of the school day. Research suggests that children who have the opportunity to eat breakfast are more likely to achieve their full educational potential.

- 9.2 Due regard has been made to all seven well-being goals and the Five Ways of Working as contained within the Wellbeing of Future Generations (Wales) Act 2015, which requires the Council to think about the long-term impact of decisions on communities to prevent consistent issues such as poverty, health inequalities and climate change.

The breakfast club service contributes to achieving the wellbeing goals by:

- Assisting towards a healthier Wales by allowing pupils access to a free healthy breakfast before the start of the school day.
- Ensuring that pupils with dietary requirements are treated equally and have access to a breakfast provision.
- Assisting parents to achieve a more prosperous Wales by providing free childcare before the start of the school day.

10. CONCLUSION

- 10.1 Breakfast clubs are a well utilised and valued service within communities of RCT and parents rely on them for before school childcare. They provide much needed support to vulnerable families and pupils to ensure all pupils receive a healthy start to the day, are able to meet their friends and improve their social interactions and, importantly, attend school on time. Unfortunately, the Council had to make a difficult decision following comprehensive risk assessments, to cap attendance numbers during the COVID pandemic in order to follow Welsh Government guidance and to enable schools to protect and maintain pupil safety and contact groups. However, breakfast clubs continued to provide an essential service to support working families, critical workers and NHS workers who in the majority were the users of the service who applied for a place and today continue to utilise the service.
- 10.2 The online application process has now bedded in, enabling pupil registers to be created for schools, and pupil allergen information is now easily disseminated to schools and breakfast club staff. An application process is being considered for the academic year 2022/23.
- 10.3 Breakfast clubs are currently operating as 'normal' and all pupils are able to attend. We anticipate that pupil attendance will continue to increase to pre-COVID levels during the 2022/23 academic year, enabling all pupils access to a high quality, healthy, nutritious breakfast. However, officers are continuing to collaborate with Headteachers to continually review risk assessments in line with current WG Guidance and the local rate of COVID infections.

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

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16TH FEBRUARY 2022

REVIEW OF BREAKFAST CLUB PROVISION

Officer to contact:

Lisa Gorringe, Catering Services Business Manager
01443 744371

Appendix 1: Option Appraisal for Breakfast Club Provision Autumn Term 20/21

Autumn Term 20/21

Option	Description	Requirements	Advantages	Disadvantages	Financial Implications
1	Restrict Pupil Numbers - by hall area calculation	School halls will need to be assessed and require distance markings	A breakfast service can be facilitated in a safe environment that maintains pupil contact groups	Breakfast Clubs will not be accessible to all pupils	None
		Space dividers may need to be purchased	No staffing implications	Parental objections	
		An E Form booking system will need to be developed by ICT	Pupil contact groups can be maintained and evidenced	Restricting access will require legal advice	
		A risk assessment will be required for each school		Staff sickness may cause BC's to close at short notice	
		An E Form will need to be developed by ICT to assess the demand for each breakfast club			

Option	Description	Requirements	Advantages	Disadvantages	Financial Implications
2	Remain Open Access - Segregate year groups into pods in the hall	School halls will need to be assessed and require distance markings	Follows breakfast club legislation and guidance	Additional staff will be required if all pupils are unable to fit into one hall using the pod system	TBC
		Space dividers may need to be purchased	Breakfast clubs will remain accessible to all pupils	This can only be achieved in year group contact groups (not class contact groups)	
		A risk assessment will be required for each school		Social distancing between groups may not be able to be maintained - Not a COVID safe option	
		An E Form booking system will need to be developed by ICT		Staff sickness may cause BC's to close at short notice	

Option	Description	Requirements	Advantages	Disadvantages	Financial Implications
3	Remain Open Access - segregate year groups in separate classrooms	Will require an additional 495 staff based on the following pupil ratios: 0 to 75 pupils - 9 staff 76 to 100 pupils - 11 staff 101 to 125 pupils - 13 staff	Breakfast Clubs will remain accessible to all pupils	Staff recruitment not achievable in a short period of time	495 additional staff would be required est £28k per week
		A Health and Safety Risk Assessment will be required for each school.		Staff sickness may cause BC's to close at short notice	
		A Health and Safety Risk Assessment will be required for each school. If social distancing cannot be maintained by year group and puts pupils and staff at risk then under statutory guidance we are advised to remove the provision			
4	Cease Breakfast Club Provision	Compliance with Schools Standards and Organisation (Wales) Act 2013.	Ensures pupil and staff safety and prevention of transmitting COVID infection.	Ceases to provide a healthy breakfast for pupils and before school childcare to parents.	TBC - sickness cover costs will not be incurred and savings on food costs will be made

Option	Description	Requirements	Advantages	Disadvantages	Financial Implications
		<p>When does the duty not apply? Where a local authority's duty to provide free breakfast will not apply if :</p> <ul style="list-style-type: none"> • availability/suitability of facilities within the school to provide the provision cannot be maintained • availability/suitability of staff to supervise the breakfast provision cannot be maintained. 	<p>Ensures the outcome of the robust risk assessments to manage all identified risks, in terms of suitability and availability of staff to supervise due to staff sickness is in order to maintain safety to all staff and pupils attending breakfast clubs.</p>	<p>Parental/carer objections. Vulnerable children who attend breakfast clubs will not receive a nutritious breakfast to start the day.</p>	<p>Revenue Savings in terms of food costs only</p>
				<p>Existing salary costs will still be incurred.</p>	

Appendix 2 - Breakfast Club Risk Assessment

Subject: COVID 19 Breakfast Club Risk Assessment

Date of Assessment:

School Name:

Total no of pupils attending:

Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
School drop off	All persons	<ul style="list-style-type: none"> • Parent/carer drop off protocols have been considered to minimise adult to adult contact and avoid gatherings e.g. at the school gates (signs and floor markings made available from RCT) • Arrangements in place to supervise pupils arriving to ensure social distancing. • One parent encouraged to drop off. • Parents/carers instructed not to attend school if symptomatic. • Handwashing/hand sanitiser available at the entrance. • Register is taken on arrival before pupils are taken to their designated area. • Parents to be notified and reminded that no child will be accepted into breakfast club unless they have pre-applied and they are on the register. • Each pupil will be allocated a designated area within the breakfast club setting identified with their class name, which will ensure that pupils remain within their breakfast club contact groups 	<p>Schools will provide breakfast club staff with a printed list of the pupils who will attend breakfast club. This will be provided by Catering Services.</p> <p>Parents informed of drop off arrangements. Staff to monitor to ensure social distancing. Regular communication with staff and parents through texting service and school website to ensure all are aware and updated.</p> <p>Parents to be reminded to queue using 2m social distancing, following floor marking.</p> <p>Parents reminded for only one parent to accompany their child to school.</p>

Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
			<p>Parents to be reminded regularly not to attend school if showing symptoms. All adults and children to use hand sanitiser on entry to school.</p> <p>No child to be accepted if applications have not been received.</p> <p>All children will be collected by their class teacher and escorted into their classroom at the end of breakfast club.</p>
<p>Circulation Routes – Infection control</p>	<p>All Persons</p>	<ul style="list-style-type: none"> Floor markings and signage is provided to assist with social distancing. 	<p>Parents will drop off from designated points ensuring one-way system is not needed.</p> <p>Signings and markings in place both internally and externally.</p>
<p>Breakfast Club area(s) – Infection control</p>	<p>All Persons</p>	<ul style="list-style-type: none"> For Welsh Government Guidance on control measures within the classroom for the various settings, use the link below: https://gov.wales/sites/default/files/publications/2020-07/operational-guidance-for-schools-and-settings-from-the-autumn-term.pdf Pupils will stay in their school contact groups. 	<p>Wherever possible, furniture will be arranged to ensure pupils have more space.</p> <p>Children to remain in the same contact groups throughout breakfast club.</p>

Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
		<ul style="list-style-type: none"> • The number of pupils in attendance will be capped to ensure that there is adequate space for social distancing between contact groups. • Rooms have been organised to encourage social distancing, tables and chairs arranged to enable sitting side to side facing forward and not face to face. • Arrangements put in place to avoid mixing with other contact groups. • Arrangements are also in place for social distancing in staff rooms and kitchens. • No pupil will be allowed into breakfast club if they have not on the register. 	<p>Areas have been organised to ensure distance between tables.</p>
<p>Pupil and Staff Toileting – Infection control</p>		<ul style="list-style-type: none"> • Pupils to use hand sanitiser before entering the toilet and toilets are cleaned regularly. • Signage is in place in each toilet to encourage adequate hand washing takes place. • Similar arrangements are also in place for staff toilets. 	<p>A one in/one out policy introduced for the toilets. If there is a queue, pupils are reminded about standing 2m apart.</p> <p>Signage placed in each toilet to encourage adequate handwashing – in pupil and staff toilets.</p>
<p>Spread of COVID - 19/Social Distancing Infection Control (General)</p>	<p>All Persons</p>	<ul style="list-style-type: none"> • Windows and doors are open to increase ventilation (where safe to do so and not compromising fire safety or safeguarding). • Appropriate signage is in place in the breakfast club areas. 	<p>Windows and doors to be open wherever possible.</p> <p>Children to remain within breakfast club contact groups.</p> <p>Appropriate signage to be used to remind pupils and staff to socially distance.</p>
<p>Staffing</p>		<ul style="list-style-type: none"> • Staff who are clinically vulnerable have been assessed and suitable measures have been put in place to 	<p>Clinically vulnerable staff have completed the risk assessment,</p>

Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
		<p>manage the risk e.g. ensure extra care is taken in observing social distancing. Refer to the Council guidance ‘Update for Chairs of Governors, Headteachers, Managers & Staff – Shielding and Childcare Responsibilities’ & Staff COVID19 Risk Assessment Tool.</p>	<p>this has been undertaken by the Local Authority for breakfast club staff (LA).</p> <p>Staffing to be reviewed daily by the LA to ensure appropriate staffing levels for each contact group.</p>
<p>Breakfast Arrangements – Infection control</p>		<ul style="list-style-type: none"> • Groups of children eat breakfast within their own contact groups. • Time/resource provision for cleaning surfaces after breakfast club. • Hand sanitizer gel is provided for pupils and staff to use immediately before collecting their breakfast. • Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful). 	<p>Pupils will eat their breakfast at their own tables in their school groups.</p> <p>All children and staff to use hand sanitiser immediately before collecting breakfast.</p> <p>Tables to be wiped and cleaned, prior to and after eating, by breakfast club staff.</p>
<p>Pupils/Staff displaying symptoms whilst at breakfast club</p>		<ul style="list-style-type: none"> • Arrangements in place to deal with pupil/staff who develop symptoms whilst at breakfast club – Follow the WG guidance • https://gov.wales/sites/default/files/publications/2020-07/operational-guidance-for-schools-and-settings-from-the-autumn-term.pdf • An isolation room is available for pupils/staff. 	<p>Isolation room available for pupils/staff displaying symptoms.</p> <p>Staff to wear PPE if needed.</p> <p>Parents to be called immediately.</p> <p>Staff to be sent home immediately. Welsh Government and LA guidance to be followed.</p>
<p>Cleaning/Waste Disposal</p>		<ul style="list-style-type: none"> • All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment. 	<p>All contact surfaces identified to be cleaned daily.</p> <p>All rubbish removed daily.</p>

Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
		<ul style="list-style-type: none"> Enhanced cleaning regime in place across the setting. Adequate cleaning supplies and facilities around the school are in place. Tissues should be placed in a separate waste bin and disposed of safely. All rubbish should be removed daily. <p>If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed of as other waste is.</p>	
Personal Protective Equipment (PPE)		<ul style="list-style-type: none"> PPE is not required for routine breakfast club sessions. For further guidance on PPE requirements refer to the RCT Schools COVID 19 PPE Guidance Matrix and associated links within the document. 	PPE available to be used when necessary. All staff aware of where PPE is located and when it needs to be used.
Fire Safety		<ul style="list-style-type: none"> Fire safety arrangements and evacuation procedures have been reviewed to take account of the new COVID measures at the site, including the layout and possible changes in staff. Procedures have been reviewed to include hygiene and distancing at assembly points. Any new fire safety arrangements and procedures have been communicated with all staff and pupils (including new pupils and staff). <p>See link below for specific fire safety advice for specific advice during the outbreak. https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf</p>	All staff are made aware of the arrangements and any changes that have been made in team briefing and provided with copies of procedures and assembly points which will also be placed around the school. This includes copies of registers and any new processes that have to be introduced and maintained.

Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
		<p>register</p> <ul style="list-style-type: none"> • Breakfast school staff to ensure a Register is taken on arrival before pupils are taken to their designated areas. 	
Training		<ul style="list-style-type: none"> • Staff have been instructed on the nature of COVID-19 and its transmission. • The risk assessment together with any COVID-19 control measures have been brought to the attention of all staff. • Any staff briefings are also conducted with social distancing considerations. 	<p>All staff to be reminded of the nature of transmission. This will be undertaken by the LA.</p> <p>All staff to be made aware of this risk assessments.</p>

EQUALITY IMPACT ASSESSMENT FORM INCLUDING SOCIO-ECONOMIC DUTY

(Revised March 2021)

Please refer to the current Equality Impact Assessment guidance when completing this document. If you would like further guidance please contact the Diversity and Inclusion Team on 01443 444529.

An equality impact assessment **must** be undertaken at the outset of any proposal to ensure robust evidence is considered in decision making. This documentation will support the Council in making informed, effective and fair decisions whilst ensuring compliance with a range of relevant legislation, including:

- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010.

This document will also contribute towards our duties to create a More Equal Wales within the

- Well-being of Future Generation (Wales) Act 2015.

The [‘A More Equal Wales – Mapping Duties’](#) guide highlights the alignment of our duties in respect of the above-mentioned legislation.

SECTION 1 – PROPOSAL DETAILS

Lead Officer: Lisa Gorringe

Service Director: Andrea Richards

Service Area: Education and Inclusion Services, 21st Century Schools

Date: 08/11/21

1.a) What are you assessing for impact?

Strategy/Plan	Service Re-Model/Discontinuation of Service	Policy/Procedure	Practice	Information/Position Statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1.b) What is the name of the proposal?

Breakfast Club Scrutiny Update

1.c) Please provide an overview of the proposal providing any supporting links to reports or documents.

The purpose of the report is to provide Members with an update on breakfast club provision.

1.d) Please outline where delivery of this proposal is affected by legislation or other drivers such as code of practice.

Section 88 of the School Standards and Organisation (Wales) Act 2013

1.e) Please outline who this proposal affects:

- Service users
- Employees
- Wider community

SECTION 2 – SCREENING TEST – IS A FULL EQUALITY IMPACT ASSESSMENT REQUIRED?

Screening is used to determine whether the initiative has positive, negative or neutral impacts upon protected groups. Where negative impacts are identified for protected groups then a full Equality Impact Assessment is required.

Please provide as much detail as possible of how the proposal will impact on the following groups, this may not necessarily be negative, but may impact on a group with a particular characteristic in a specific way.

Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

The Public Sector Equality Duty requires the Council to have “due regard” to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups; and foster good relations between different groups. Please take an intersectional approach in recognising an individual may have more than one protected characteristic.

<u>Protected Characteristics</u>	Does the proposal have any positive, negative or neutral impacts	Provide detail of the impact	What evidence has been used to support this view?
Age (<i>Specific age groups i.e. young people or older people</i>)	Neutral	There is no change to the existing service standard, the report is for members information only	The Free Breakfast in Primary School statutory guidance (June 2014) is adhered to when providing the breakfast club service to pupils in RCT
Disability (<i>people with visible and non-visible disabilities or long-term health conditions</i>)	Neutral	There is no change to the existing service standard, the report is for members information only	The Free Breakfast in Primary School statutory guidance (June 2014) is adhered to when providing the breakfast club service to pupils in RCT

<u>Protected Characteristics</u>	Does the proposal have any positive, negative or neutral impacts	Provide detail of the impact	What evidence has been used to support this view?
Gender Reassignment <i>(anybody who's gender identity or gender expression is different to the sex they were assigned at birth including non-binary identities)</i>	Neutral	N/A	There is no evidence to suggest that the information contained in the report will have an impact on people that share this characteristic
Marriage or Civil Partnership <i>(people who are married or in a civil partnership)</i>	Neutral	N/A	There is no evidence to suggest that the information contained in the report will have an impact on people that share this characteristic
Pregnancy and Maternity <i>(women who are pregnant/on maternity leave)</i>	Neutral	N/A	There is no evidence to suggest that the information contained in the report will have an impact on people that share this characteristic
Race <i>(ethnic and racial groups i.e. minority ethnic groups, Gypsy, Roma and Travellers)</i>	Neutral	N/A	There is no evidence to suggest that the information contained in the report will have an impact on people that share this characteristic
Religion or Belief <i>(people with different religions and philosophical beliefs)</i>	Neutral	N/A	There is no evidence to suggest that the information contained in the report will

<u>Protected Characteristics</u>	Does the proposal have any positive, negative or neutral impacts	Provide detail of the impact	What evidence has been used to support this view?
<i>including people with no beliefs)</i>			have an impact on people that share this characteristic
Sex <i>(women and men, girls and boys)</i>	Neutral	N/A	There is no evidence to suggest that the proposal will have an impact on people that share this characteristic
Sexual Orientation <i>(bisexual, gay, lesbian, straight)</i>	Neutral	N/A	There is no evidence to suggest that the proposal will have an impact on people that share this characteristic

In addition, due to Council commitments made to the following groups of people we would like you to consider impacts upon them:

	Does the proposal have any positive, negative or neutral impacts	Provide detail of the impact	What evidence has been used to support this view?
Armed Forces Community <i>(anyone who is serving, has served, family members and the bereaved)</i>	Neutral	N/A	There is no evidence to suggest that the proposal will have an impact on people that share this characteristic
Carers	Neutral	N/A	There is no evidence to suggest that the proposal will

<i>(anyone of any age who provides unpaid care)</i>			have an impact on people that share this characteristic
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If the initial screening test has identified negative impacts then a full equality impact assessment (section 4) **must** be undertaken. However, if after undertaking the above screening test you determine a full equality impact assessment is not relevant please provide an adequate explanation below:

No negative impacts have been identified for protected groups. All impacts on protected groups will be either neutral or positive.

Are you happy you have sufficient evidence to justify your decision? Yes No

Name: Lisa Gorringe

Position: Business Manager Catering Services

Date: 13/08/21

Please forward a copy of this completed screening form to the Diversity and Inclusion Team.

PLEASE NOTE – there is a separate impact assessment for Welsh Language. This must also be completed for proposals. Section 3 Socio-economic Duty needs only to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. Definition of a ‘strategic nature’ is available on page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.

SECTION 3 – SOCIO-ECONOMIC DUTY (STRATEGIC DECISIONS ONLY)

The Socio-economic Duty gives us an opportunity to do things differently and put tackling inequality genuinely at the heart of key decision making. Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, leading to greater material deprivation, restricting the ability to access basic goods and services.

Please consider these additional vulnerable groups and the impact your proposal may or may not have on them:

- Single parents and vulnerable families
- Pensioners
- Looked after children
- Homeless people
- Students
- Single adult households

- People living in the most deprived areas in Wales
- People with low literacy and numeracy
- People who have experienced the asylum system
- People misusing substances
- People of all ages leaving a care setting
- People involved in the criminal justice system

<u>Socio-economic disadvantage</u>	Does the proposal have any positive, negative or neutral impacts	Provide detail of the impact	What evidence has been used to support this view?
<u>Low Income/Income Poverty</u> <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i>	Select from the following:		
<u>Low and / or No Wealth</u> <i>(enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future)</i>	Select from the following:		
<u>Material Deprivation</u> <i>(unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.)</i>	Select from the following:		

<u>Socio-economic disadvantage</u>	Does the proposal have any positive, negative or neutral impacts	Provide detail of the impact	What evidence has been used to support this view?
<u>Area Deprivation</u> <i>(where you live (rural areas), where you work (accessibility of public transport))</i>	Select from the following:		
Socio-economic background <i>(social class i.e. parents education, employment and income)</i>	Select from the following:		
Socio-economic disadvantage <i>(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)</i>	Select from the following:		

SECTION 4 – FULL EQUALITY IMPACT ASSESSMENT

You should use the information gathered at the screening stage to assist you in identifying possible negative/adverse impacts and clearly identify which groups are affected.

- 4.a) In terms of disproportionate/negative/adverse impacts that the proposal may have on a protected group, outline the steps that will be taken to reduce or mitigate the impact for each group identified. **Attach a separate action plan where impacts are substantial.**

There is no evidence to suggest that the proposal will have a disproportionate / negative / adverse impact on a protected group.

- 4.b) If ways of reducing the impact have been identified but are not possible, please explain why they are not possible.

There is no evidence to suggest that the proposal will have a disproportionate / negative / adverse impact on a protected group

- 4.c) Give sufficient detail of data or research that has led to your reasoning, in particular, the sources used for establishing the demographics of service users/staff.

There is no evidence to suggest that the proposal will have a disproportionate / negative / adverse impact on a protected group

- 4.d) Give details of how you engaged with service users/staff on the proposals and the steps taken to avoid any disproportionate impact on a protected group. Explain how you have used feedback to influence your decision.

There is no evidence to suggest that the proposal will have a disproportionate / negative / adverse impact on a protected group

- 4.e) Are you satisfied that the engagement process complies with the requirements of the Statutory Equality and Socio-economic Duties?

Yes

No

SECTION 5 – MONITORING AND REVIEW

5a) Please outline below how the implementation of the proposal will be monitored:

Officers from the Council's Catering Services Team within Education and Inclusion Services will monitor and quality assure that school based catering staff are adhering to the new procedures.

5b) When is the evaluation of the proposal due to be reviewed?

An initial review meeting will be held with service managers at the end of September and then termly thereafter.

5c) Who is responsible for the monitoring and review of the proposal?

Officers from the Council's Catering Services Central Team within Education and Inclusion Services will monitor operational process.

5d) How will the results of the monitoring be used to develop future proposals?

Feedback from a 'Lessons Learnt' review at the end of the trial period (September) will determine if processes require amending and will drive future allergen information developments.

SECTION 6 – REVIEW

As part of the Impact Assessment process all proposals that fall within the definition of ‘Key Decisions’ must be submitted to the Review Panel. This panel is made up of officers from across Council Services and acts as a critical friend before your proposal is finalised and published for SLT/Cabinet approval.

If this proposal is a Key Decision please forward your impact assessment to Councilbusiness@rctcbc.gov.uk for a Review Panel to be organised to discuss your proposal. The EqlA guidance document provides more information on what a Key Decision is.

It is important to keep a record of this process so that you can demonstrate how you have considered equality and socio-economic outcomes. Please ensure you update the relevant sections below

Officer Review Panel Comments	Date Considered	Brief description of any amendments made following Officer Review Panel considerations
Consultation Comments	Date Considered	Brief description of any amendments made following consultation

SECTION 6 – SUMMARY OF IMPACTS FOR THE PROPOSAL

Provide below a summary of the impact assessment. This summary should be included in the equality and socio-economic impact section of the Cabinet report template. The impact assessment should be published alongside the report.

In summary, the Equality Impact Assessment identifies positive and neutral impacts, and no negative impacts upon the protected characteristics.

- The impact on age (particularly the younger generation) is positive as it has been identified that younger people are more likely to have a food allergy. They will have the benefit of additional information being more accessible and readily available to them to enable them to make more informed choices.

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SECTION 7 – AUTHORISATIONS

Lead Officer:

Name: Lisa Gorringe

Position: Catering Services Business Manager

Date: 13/08/21

I recommend that the proposal:

- Is implemented with no amendments
- Is implemented taking into account the mitigating actions outlined
- Is rejected due to disproportionate negative impacts on protected groups or socio-economic disadvantage

Head of Service/Director Approval:

Name: Gaynor Davies

Position: Director of Education and Inclusion Services

Date:

Please submit this impact assessment with any SLT/Cabinet Reports.