



Southfields Primary School

Hot Drinks Policy

Date agreed: September 2024

Review Date: September 2026

This policy, having been presented to, and agreed upon by the whole staff and Governors, will be distributed to:

- All teaching staff
- School governors

A copy of the policy will also be available in:

- The Staffroom
- The Head's office
- School web site

This will ensure that the policy is readily available to visiting teachers, support staff and parents.

Southfields Primary is totally committed to social justice and improving life chances for potentially vulnerable children. It is dedicated to sharing its work and findings beyond the school to improve outcomes for as many children as it can reach and has a particular specialism in Speech and Language development.

Aim

Hot drinks pose a potentially serious risk to children. Our priority is to ensure that no child is at risk of injury from spillage of a hot drink.

At the same time, there are times when adults (staff, parents, children and other visitors) enjoy hot drinks and their wellbeing is improved by having them.

In addition, staff often provide hot chocolate for children as part of outdoor play and forest schools practice.

This policy aims to lay down guidelines to ensure that the preparation and consumption of hot drinks at or away from the school site poses no risk to children.

1. Staff Drinks

- A hot water boiler is provided in the Staff Kitchen.
- Staff should make all drinks in the kitchen.
- Under no circumstances should a kettle be used in a classroom.
- Particular care must be taken if transporting drinks down the corridor.
- All cups must have lids - both pop on and screw on lids are available.

1.1 Mornings

Classroom staff who wish to have a hot drink before the school opens in the morning must ensure that they allow themselves enough time to prepare and consume the drink before any children enter the classroom and must also have pop on lids.

1.2 During the school day

Hot drinks must not be left in any other spaces accessible to children (e.g. library, corridor etc.) Staff preparing drinks during the day (e.g. Admin, Head, non-contact or for visitors etc.) must take care not to transport, consume or leave drinks anywhere where children are present. Particular care must be taken in the corridor, turning corners etc. Staff moving around at Lunchtimes should also be mindful of children and those on duty with drinks must have screw on lids not pop on lids.

1.3 After hours

Staff working after the end of the School session must be aware that it is possible that there may still be children in the building (e.g. in Explorer Club, Special Events, Residentials and Trips returning beyond the school day). All staff must remain vigilant and take care not to transport, consume or leave drinks anywhere without being mindful of children around them and potential hazards. Particular care must be taken in the corridor, turning corners, doors and blind spots.

2. Hot Drinks at Events

At some events involving parents (e.g. Coffee Mornings, workshops, PTA events and also school parent cafe), staff or those leading the event may wish to serve hot drinks. When planning an activity, a Risk Assessment must be undertaken to ensure that there is no risk of children being injured by hot drinks. It may be possible to serve drinks safely to adults, for example in a separate room from children is best, but where family events are taking place use lids on cups.

Children will need to be supervised at all times. Classroom staff should be informed of the use of this space in advance so that they do not bring children to the area being used.

Subject to a risk assessment, preparation of drinks for special events may take place in the staff kitchen or the main kitchen, whichever poses less risk to children depending on the event. Staff responsible for organising or supporting parent events, or hosting visitors, must ensure that parents and visitors understand and follow guidance on hot drinks to ensure children's safety.

3. Children's Drinks

Children are not permitted have hot drinks at any time - not in school, on Residential, or on trips.