



Breakaway

Rest breaks and meal times

Policy Owner:	Ranbir Sidhu (Registered Manager)
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Purpose:

- This policy will provide staff with established guidelines concerning their rest breaks and meal times during their working hours.
- The purpose of a rest break is to ensure staff have adequate time out from their working day to help manage potential stress and to give them time to refocus.
- This policy applies to staff that work for six hours or more at any one given time.
- This policy applies to all members of staff, to include Residential Childcare Officers (Day), As and When workers, Waking Night staff, Business Support Officer and the Management team.

References:

- Working Time Regulations 1998

Procedure:

All staff, other than care staff, are to take an uninterrupted twenty/thirty minute rest break each day as follows:

- The Management team who work office hours will take an unpaid thirty minute daily lunch break in addition to twenty minutes throughout the day for tea/coffee breaks.
- The Business Support Officer and staff working 0900 - 1630 will take a twenty minute uninterrupted rest break daily/split to accommodate their needs. It will be their responsibility to ensure that they plan for this rest break and take this rest break. The staff will be expected to have their lunch during this break, not take the break and then have their lunch at their workstation. If for whatever reason it is not possible for them to take this rest break, they will need to consult the Management team.

Taking an uninterrupted twenty minute rest break during a shift (as required by the Working Time Regulations 1998) for all care staff, when the children are in the building, would make it impossible to provide continuity of service. Therefore, the following applies:

Residential Child Care Officers and As and When staff working on a morning shift, during term time will:-

- Have a working breakfast on return from the school run during the allocation of duties meeting. This will not exceed fifteen minutes.
- Staff are entitled to a further fifteen minutes throughout the remainder of their shift. In agreement with the shift leader, staff can have one fifteen minute break for lunch or divide the twenty minutes to accommodate their needs.
- Lunch is not provided, however, if there are leftovers from the previous evening/s meal staff may have this.
- Staff are not permitted to use stock to prepare their own lunch.
- Shift leader to ensure that not all staff are on a break at the same time, there needs to be staff available to answer the telephone/door.

Residential Childcare Officers and As and When staff, during term time and during an afternoon shift will:

- Have a working dinner with the children and young people.
- Their fifteen minute break in which staff can take these breaks will be discussed and planned for during hand-over. Sometimes these may have to be adjusted to suit the needs of the shift. Staff needs to remain on-call during these rest breaks so that if another member of staff calls for help then they will respond immediately by leaving their rest break and attending to the member of staff.
- No staff members are to leave the premises/grounds of Breakaway for their short breaks.
- Staff may only take their break if it is safe for them to do so.
- Staff must ensure that the child they were allocated at hand over is supervised whilst they are on their break.

- Staff must notify the shift leader and their colleagues before going on a break.

During school holidays and during a morning shift at weekends Staff will:

- Have a working breakfast with the children
- Have a working lunch with the children.
- Sometimes these may have to be adjusted to accommodate the needs of the shift.
- No staff members are to leave the premises/grounds of Breakaway for their short breaks.
- Staff may only take their rest break if it is safe for them to do so.
- Staff must ensure that the child they were allocated at hand over is supervised whilst they are on their break.
- Staff must notify the shift leader and their colleagues before going on a break.

During school holidays and during an afternoon shift Staff will:

- Have a working dinner with the children.
- Have their twenty minute rest break divided (as above), whilst remaining on-call. These are to be discussed and planned for during afternoon handover. Sometimes these may have to be adjusted to accommodate the needs of the shift.
- No staff members are to leave the premises/grounds of Breakaway for their short breaks.
- Staff may only take their rest break if it is safe for them to do so.
- Staff must ensure that the child they were allocated at hand over is supervised whilst they are on their break.
- Staff must notify the shift leader and their colleagues before going on a break.

Waking Night staff will be able to take a thirty minute rest break throughout the course of the night. However, they will remain on site and on-call at all times.

Once the building has been secured and the sleeping-in staff member has gone to bed, the Waking Night staff will be unable to take a break outside of the premises until the morning, when the morning staff have arrived on shift. This is due to building security and the safety of the children and young people.

Breaks during long hours shift:

All staff (including permanent, as and when and agency) are entitled to have breaks during which they can go offsite. Staff to take 30 mins break (for shift hours between 8.5-10hrs) and 1 hours break (for any shift longer than 10 hrs). Details in the rota guidelines. These breaks times must be mutually agreed by the staff and shift leader for that shift.

Process:

- It is Management's responsibility to ensure that staff can take their rest breaks in accordance with the Working Time Regulations, 1998.
- It is each individual staff member's responsibility to ensure that they do take their rest breaks.