



Lunchtime Supervision Policy

AIMS

- To provide the children with a positive dining experience
- To ensure the lunch break runs smoothly for all members of the school team
- To develop social skills
- To encourage healthy eating in line with Healthy Schools guidelines
- To provide a period of exercise and relaxation in preparation for the afternoon session

**some details of this policy may be different than stated due to restrictions during the COVID pandemic. These changes are discussed with relevant members of staff and are temporary whilst restrictions are required.*

Children entitled to a school meal eat their lunch in the hall/dining room. Those having a packed lunch also eat their lunch in the hall/dining room.

Lunchtime Supervisors have a very important role within the school and the contribution they make to the management of the school, and the care and welfare of the children, is valued very highly.

The Role of the Midday Supervisors

- To supervise pupils on the school site, overseeing their care and welfare during the lunch break, in the playground and dining areas
- To encourage healthy eating and the development of social skills
- To be aware of the individual needs of pupils
- To be aware of the emergency procedures
- To deal with minor accidents and incidents
- To oversee activities for pupils during wet lunch breaks
- To report to the Headteacher or Teacher in Charge on issues, concerns and procedures
- To keep records of incidents and accidents
- To undertake training as required

General organisation:

Although the Lunchtime Supervisors work as a team, each has a specific role to play within the general organisation and has a schedule to follow. The lunch break is organised as follows;

- Foundation stage children enter the hall first to have their dinner, at this point all lunchtime supervisors are present in the hall to support the children, encourage them to eat and use their cutlery properly. The lunchtime supervisor responsible for supervising the foundation stage children will take the children out of the hall when the majority of the children have finished eating.
- Key stage one enter the hall next. The class teacher supervises the children entering the hall and guide them to the next free table. As soon as the children have finished eating they go out to play.
- Key stage two come in last, starting with Y3 and moving through to Y6. They are brought down to the hall by a lunchtime supervisor and supervised whilst washing their hands. When they have finished eating they go straight out to play.

Play leaders are allowed to have their dinner first so they are available to support games on the playground.



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There are two members of staff in the hall supervising by the time KS2 come into the hall. They are each responsible for set tables. They should ensure that the tables are clean at all times. They are also responsible for supporting the children on those tables.

Trays should not be cleaned by the lunchtime supervisors and children should be encouraged to clear away their plates, cups and cutlery. The lunchtime supervisor's first consideration must be that the tables are clean and the children supported.

All other lunchtime supervisors are supervising on the playgrounds.

At 12.40pm one member of staff from the hall supports supervision on the KS2 playground as there will be fewer children left in the hall at this point.

At the end of the morning session

- Teachers send the children to use the toilet and wash their hands prior to lunch.
- The children are escorted to the dining room in an orderly manner.
- Children choose a friend or two they would like to sit with, they come into the hall together and sit together, filling up the tables, leaving no gaps between children.

NB. Children may be removed to a different place should they demonstrate consistent inappropriate or challenging behaviour.

Children having school lunch

- At the beginning of term the youngest children are assisted until they become secure in the routine.
- Children are encouraged to eat dinner first before pudding.
- Foundation stage and key Stage 1 children must put their hand up and have a member of staff check they have eaten enough before starting pudding. They must also check before they take the leftovers to the bin and leave the hall.
- Children eat their dinner, their pudding and then clear away their tray.
- The older children will be invited to have seconds but must have eaten a sufficient amount of their first plate before getting seconds. The lunchtime supervisors will monitor this.

Children having packed lunch

- The children set out their lunch and are encouraged to develop a sensible order of eating i.e. sandwiches first.
- All items of litter are kept in their lunch boxes.
- Staff need to check packed lunches to ensure the children have eaten sufficient amount. Not everything has to be eaten as some packed lunches have more than enough in. If dinner staff feel any child has not eaten enough they need to inform the class teacher so they can inform the parents.

When children have finished their lunch

- School dinner children empty any uneaten food into the bin, reporting any spillage.
- They stack trays ready for washing
- Packed lunch children replace their bags in the appropriate places



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When children are in the playground

- Lunchtime supervisors will ensure that appropriate outdoor clothing should be worn. The requirement to wear a jumper and or coat is at the discretion of the teacher/Senior Lunchtime supervisor on duty (sun cream/hats in the summer etc. as applicable). If it is decided that a coat should be worn children should not be allowed out to play until they have their coat
- Playground equipment cupboard is used by the play leaders. All children are responsible for looking after the equipment
- Children must always ask to leave the playground on the grounds of Health and Safety
- Staff must spread out and walk around playground constantly monitoring the children playing. Staff must not stand together and talk when they are supervising the children
- Children are not allowed to play in places that are out of view, they must stay on the playgrounds
- Any children injured after 12.30pm will be sent in for the first aider to deal with and record the incidents on Medical tracker
- Any medical incidents before 12.30pm will be dealt with by a first aider on the playground, a written record is kept which is then given to the school office to record on medical tracker
- Any incidents should be reported to the senior lunchtime supervisor who will record them on CPOMS and alert the appropriate members of staff
- Lunchtime supervisors will pass on any important messages to class teachers verbally (these then also needed to be recorded on CPOMS). Teachers should will also ensure that important messages are passed to Lunchtime supervisors
- Class teachers are responsible for passing any messages on to parents

Wet lunchtimes

- The children have activities such as colouring and a selection of games to play
- A wet lunchtime rota is in place, this is kept by the Senior Lunchtime Supervisor

Nursery Children

- All nursery children staying for dinners are supervised by a separate member of staff and have their playtime in the foundation stage area. The children will be taken outside if the weather is suitable.

Start of afternoon session

- KS1 are collected from the playground at 12.45pm by their teachers and taken into the classrooms.
- KS2 are collected at 1.00pm by their teachers and taken into their classrooms

General duties:

Middy Supervisors are responsible for

- Supervising children eating their lunch
- A class/group of children during lunchbreak when wet
- Managing the children's behaviour, including orderly queuing



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- Monitoring the playground, cloakrooms and classrooms to make sure that children are not in areas they should not be e.g. toilets
- Making sure all the children observe the rules (ready, respectful, safe)
- Dealing with children who break the rules in line with the Behaviour Policy procedures
- Dealing with accidents
- Ensuring classrooms and/or dining room are cleared up after use
- Taking a first Aid kit onto the playground and dealing with minor injuries outside as trained
- Assisting younger children with their meals as necessary
- Ensuring all playground equipment has been put away neatly
- Ensure all children have collected their belonging from the playground such as coats and hats

Appendix I

Guidelines:

General advice for Midday Supervisors

- Do not stay in one place or with one child/ group of children for any length of time unless you are involved in specific play duties
- Make sure that you patrol all areas for which you are responsible
- Follow the School behaviour policy, sanctions and rewards

If a child is unsafe, causing harm to others, rude to a staff member:

- Using a calm voice, ask the child to make the right choices about their behaviour.
- Contact and offer other choice options.
- The Child will be removed from the situation and offered Time Out.
- If the behaviour persists children should be sent to the thinking room, if the behaviour is serious a red card will be used to alert a member of staff who will support the Lunchtime supervisor
- All incidents will be recorded and passed onto the class teacher.
- Any serious incidents or incidents relate to a child currently being monitored for behaviour issues then the class teacher must be informed at the end of lunchtime
- A positive comment about children who are showing good behaviour or improving behaviour as a result of monitoring would be well received from the class teacher. This would also help develop relationships between the Lunchtime Supervisors and the children. Lunchtime supervisors are able to issue right choice cards when a child has displayed the behaviour expected on the playground.

Lunchtime supervisors should have the behaviour policy card with them at all times to refer to when dealing with poor behaviour.

Should an accident occur:

- The child should be sent in to the first aider on duty
- All first aid will be recorded on medical tracker
- If a child has bumped their head or has a cut that is bleeding parents should be informed, the main office will do this.

Playground risk assessment

- A playground risk assessment is in place which all lunchtime supervisors will have to sign to say they have read and understood it.



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- The large play equipment is closed between the beginning of October and the end of March. At all other times it is at the discretion of the senior lunchtime supervisor as to whether the children are allowed to play on it. If it is wet children are not allowed to play on it.

Disclosure:

- Should a child confide in you that they have been abused or you see what you consider as non-accidental injuries, you must inform the child that you have a duty to report it to the designated safeguarding lead or in their absence one of the deputy safeguarding leads. Details of these members of staff are around school in key locations.

Treatment of children/presentation:

- When involved with playground games always be aware of the whole area of play around you.
- Avoid questions that could be interpreted as “prying” into family matters.
- Pass all lunchtime issues to appropriate staff, not directly to parents.
- Treat all children fairly and equally, regardless of prior knowledge or behaviour.
- Be aware of personal space and intimidating behaviour. Midday Supervisors are allowed to intervene in extreme circumstances to restrain or control a child if endangering others. This should not be attempted if the Lunchtime Supervisor has not been trained in the correct response (team teach).

In order for Midday Supervisors to fulfil their role we recognise that they need to be valued, respected and well managed and that their professional development needs are catered for.

We also recognise that they need to uphold the academy's values, be positive about the work of the school and uphold the school ethos. If any lunchtime supervisor has questions about their role or the duties required they should bring these to a member of the SLT in a timely manner.

Children must also be aware that Lunchtime Supervisors have the same level of authority at lunchtime as teachers and should be shown the same respect.

Confidentiality

It is imperative that incidents that happen in school be treated in a confidential manner. No lunchtime supervisor should discuss any children with any parent, even if the parent directly asks them about something. Parents should be directed towards the class teacher/ phase leader/ Deputy Headteacher or Headteacher if they have a question/ concern.

Documentation:

This policy should be read in conjunction with the following documents:

Safeguarding and child protection policy
Health & Safety Policy
Staff Handbook including staff code of conduct
Behaviour Policy
Playground risk assessment



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