

All Saints CE (VC) Primary School & Nursery



Lunchtime Supervision Policy

Approved: September 2019
Review date: September 2021

The school has responsibility for the provision of school meals and the supervision of the pupils at lunchtime. Nutritious school meals are prepared onsite; they are provided by City Catering, and served to our children in the school hall during lunch break (12.00pm-1pm).

Those having a packed lunch also eat their lunch in the hall, unless the weather is warm, when they may use the picnic tables in the playground.

The Headteacher, is obliged to ensure there are satisfactory levels of supervision throughout the lunch break. To assist with the supervision, we have appointed a Mid-day Supervisor.

We believe Midday Supervisor has 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. Children who are happy and well cared for at lunch time start the afternoons refreshed and ready to learn.

The Role of the Lunchtime Supervisor

The main aspects of this role are:

- Oversee the care, welfare and supervision of the children during the lunch break, in the playground and dining areas during midday break
- Be aware of the emergency procedures including fire procedures.
- Deal with minor accidents and incidents
- Report directly to the Leading Teacher on issues, concerns and procedures
- Keep records of incidents and accidents
- Undertake training as required
- Supervising children eating their lunch: encouraging children to eat their food, behave politely and respect others within the dining hall; assisting younger children with their meals where necessary
- Managing the children's behaviour, including orderly queuing, where necessary
- Ensuring children do not run into the hall for their meal
- Monitoring the playground, cloakrooms and classrooms to make sure pupils are not in unsupervised areas they should not be
- Monitoring the use of the toilets to ensure they are being used appropriately
- Making sure all children respect themselves and each other, and dealing with any misdemeanours in accordance with the school's Behaviour Policy
- Administering first aid for minor accidents
- Ensuring the dining room is cleared up after use
- Organising and assisting with games and other
- Supervising the use of the play equipment, if the weather is appropriate
- Ring the bell at the end of lunch break and dismissing the children class by class
- Make sure you visit all areas of the school building for which you are responsible to check children are safe
- Do not stand talking to other adults or spend a long time with one group of children – try to talk to and engage with as many children as possible so that they get to know you and you are aware of anything untoward
- Expect children to be polite and responsive – we work by the code of treating others as we would expect to be treated ourselves.
- Avoid confrontation – always treat children with respect and have the expectation of being respected.
- Follow the School Disciplinary Procedures. When dealing with misbehaviour, follow the Behaviour. If it is a minor issue, just remind the children how they should behave.

Record all accidents in the Accident Book and seek help if the accident is a cause for concern

If a child accidentally bumps his/her head, the class teacher must be told. The child should be observed and must take a Head Injury Letter home.

If a child confides in you that they have been abused, or you see what you consider

to be non-accidental injuries, you must inform the child that you have a duty to report it to the DSL (Charlotte Ashton), Mrs. Sarah Shaw, Miss Mangat or Mrs. June Smith who will set the Child Protection Procedures in motion. You must discuss the concern with NO ONE ELSE. **Never tell a child you can keep secrets.**

Relationship to Children

Children respond well to adults who smile a lot and are friendly.

Watch the games the children are playing, but do not get too absorbed, as it might distract you from what is going on elsewhere.

Encourage children not to spend all their time with you, as it can prevent them from mixing with other children and making friends.

Avoid questions to pupils that could be interpreted as 'prying' in to family matters.

Make sure all children are treated fairly and equally, no matter who they are, or what you know about their previous behaviour.

Try to avoid invading a child's space so that they feel intimidated, as this can lead to confrontation

Lunchtime Supervisors are allowed to intervene in extreme circumstances to restrain or control a child. Should this need arise you should report this immediately to the headteacher.

Hugs may be given for comfort.

Confidentiality

Be aware that, as a member of staff, you will be expected to keep all matters relating to the school and the pupils within it confidential. Please pass on all lunchtime issues to appropriate staff – not directly to parents.

Important Documentation

Lunchtime Supervisors should have read the following policies and documents and be familiar with Lunchtime Procedures.

- Health and Safety Policy
- Lunchtime Supervision Policy
- Behaviour and Discipline Policy
- Equal Opportunities Policy
- Child Protection Policy
- Physical Restraint Policy