



## **Lunch and Break Supervision Procedures**

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| <b>First approved by Governors</b>                                                                                     | <b>30<sup>th</sup> November 2016</b> |
| <b>Policy to be reviewed September 2018 (or sooner depending on the number of children on roll) and then annually.</b> |                                      |
| <b>Reviewed by Governors</b>                                                                                           | <b>8<sup>th</sup> March 2017</b>     |
| <b>Reviewed by Governors</b>                                                                                           | <b>15<sup>th</sup> November 2017</b> |
| <b>Reviewed by Governors</b>                                                                                           | <b>30<sup>th</sup> January 2019</b>  |
| <b>Reviewed by Governors</b>                                                                                           | <b>15<sup>th</sup> January 2020</b>  |
| <b>Reviewed by Leadership team</b>                                                                                     | <b>10<sup>th</sup> March 2022</b>    |
| <b>Reviewed by Governors</b>                                                                                           | <b>30<sup>th</sup> March 2022</b>    |

Children need supportive and appropriate supervision throughout the school day, including when at rest. They require opportunities to relax, play, develop personal and social skills and partake in physical exercise. At all times, safeguarding is of paramount importance during breaks, as it is during other times in the school day.

We have three breaks within the school day.

### **Nurture Break**

The class teacher/Teaching Assistant supervises this break inside the classroom. It is an opportunity for the children to take a break to recharge and eat a healthy snack to sustain energy and attention levels for the remainder of the morning. For those children in Foundation and KS1 a piece of fruit or vegetables is provided through the Government scheme; KS2 children are encouraged to bring in their own fruit or vegetables.

Nurture break is a time for the children to re-charge not just to eat, the sessions may comprise of different elements which all aim to support mental well-being and giving children the opportunity to take some time before their next learning session. Activities could include: reflection time, mindfulness moments, whole class discussions, sharing of national and international news, circle times regarding the school ethos or behaviour and many others.

### **Outside Breaktime**

This is the second break of the morning. Teachers and Teaching Assistants take it in turns to supervise this break. A duty timetable is issued to all staff and is on display in the staffroom. It is regularly reviewed and updated as the number of children or classes increase or in response to staff changes. There are at least 3 adults on duty on each playground each day. All adults must carry a walkie talkie whilst outside and wear their hi-vis jacket so that they can be easily spotted on the playground.

Staff on duty are active participants in outside break, supporting children where needed to resolve any issues that arise, and encouraging games and play for those that need it. They monitor all of the playground, and should move around to ensure that behaviour reflects our Ermine Street Ethos. They follow our Positive Behaviour Policy and use the school Ethos for rewards and consequences. They will report any issues that have arisen to the class teacher at the end of break and make sure incidents are formally recorded on CPOMS where appropriate.

Staff on duty must ensure that they position themselves so that the whole playground and the door at the end of the rear wing are visible. The member of staff who is observing the door at the end of the rear wing should regularly make brief observations of the corridor. The staff duty rota now includes a map of identified areas where staff should stand to ensure that they whole playground can be seen.

We maintain a register of staff who have emergency First Aid training. We work towards all staff having this training but with new staff joining us this is not always the case. Only trained adults carry out First Aid treatment.

Class bags containing emergency medication (e.g. inhalers and epipens) are taken to the First Aid area (this is usually outside unless weather disrupts. For the key stage one playground its based outside Albatross class and for the Key stage 2 classes it is based outside the library) at the beginning of break; initial and superficial First Aid treatment happens here, as it is easily accessible from the playground. If further treatment or assessment is necessary, children will be escorted to the First Aid room and an additional member of staff will be asked to supervise. All first aid must be recorded on Medi-Tracker.

Children have access to the toilets along the wing closest to their playground and can access these directly from the playground.

At the end of break, class bags are collected and taken back to the classrooms.

Should a supervising adult not be present, and this is known in advance, the duty timetable will be amended. If the absence of an adult is not known in advance, the Leadership team will support in arranging an extra adult to be on duty.

## **Lunchtime**

Lunchtime Company Ltd, our caterers, are responsible for the setup and clearing of tables and chairs.

Lunchtimes are supervised by the Lunchtime Supervisors and the Senior Leadership Team. All supervisors must carry a walkie talkie.

At the beginning of lunchtime, the Foundation and Year 1 children go straight into the hall. Foundation and Year 1 teachers help to settle children in their class. When allocating staff, provision for effective monitoring of the hall and the playground will be carefully considered and scheduled in advance.

The children are then sent to the servery where they present the coloured band linked to the meal they have already ordered. They receive their meal and sit down to eat, asking for permission to 'turn' their trays and eat their desserts. This ensures that pupils are not rushing and are eating a sufficient amount of their meal.

Year 2 join the hall at 12:45 and follow the same process as above.

The Key Stage 2 children go out to play. As the servery becomes available, the Key Stage 2 classes are called into the hall, one at a time.

Lunchtime supervisors stay on the playground and support the children who have left the hall.

Grace is said in the classroom before meeting in the hall for lunch.

At the beginning of lunchtime, all class bags containing emergency medication are taken to the first aid (cooking room) room. If medication is required in the hall it will be requested via walkie talkie.

Children visit the servery to collect their pre-ordered choice, and carry their own lunch to a table. Children return their used plates and cutlery themselves.

Staff on duty must ensure that they position themselves so that the whole playground and the door at the end of the rear wing are visible. The member of staff who is observing the door at the end of the rear wing should regularly make brief observations of the corridor. The staff duty rota now includes a map of identified areas where staff should stand to ensure that they whole playground can be seen. All staff must wear their yellow hi-vis jacket so that they can be easily identified by the children. Staff should be proactive, engaging children in conversation, supporting and moving on play opportunities and implementing our positive behaviour policy. One member of staff is responsible for administering First Aid. This person is identified by a \* next to their name on the rota. If additional support is required, the nominated First Aider will radio their colleagues to ask for assistance.

Should a supervising adult not be present, and this is known in advance, the duty timetable will be amended. If the absence of an adult is not known in advance, leadership team will support in organising an adult to take on this role.

### **Wet Break & Lunchtimes**

When the weather is particularly inclement, we will aim for the children to still have some time outside under the cover of the overhanging roof. If being outside for all or part of a break or lunchtime is not possible then a 'wet play' will take place. The decision on this will be made by the most senior member of staff present.

A wet break or lunchtime should be a calm, positive play opportunity. It must be resourced and organised to make it successful. Class teachers should have an identified box/cupboard of games etc.

A wet break time involves all classes staying in their classrooms. Allocated members of staff will supervise a wet break and if needed additional members of staff will be called upon. This will be planned in advance on the day based on the weather forecast. Each class will have its own supervising adults except for Phantom and Liberator who will have one adult supervising between the two rooms.

A wet lunchtime involves Key Stage 2 classes staying in their classroom with appropriate number of adults (supervising Hercules and the other supervising Phantom and Liberator). As the Key Stage 2 classes are called to the hall, the supervising adults will go with them. The children who finish their lunch first will wait in the hall until adults are available to supervise the classrooms. At the point when adults are needed in classrooms, they will move from the hall to do so, ensuring that sufficient number of staff members are in the hall. It is

likely that additional staff will be required to assist in the hall during the interim period when some children are eating and some have returned to their classroom. When this support is required, a Lunchtime Supervisor should use the walkie talkie to request it. Any available member of staff will offer support.

## **Health & Safety**

The content outlined below relates to daily, operational health and safety checks. Full Health and Safety checks on equipment etc are covered by the Health & Safety Policy and annual servicing schedule.

At the beginning of the first outside break time of the week, the member of staff responsible for first aid will first inspect the Trim Trail for obvious defects. This check and the outcome of it will be recorded in the log which is kept in the first aid room. Any Health & Safety issues will be raised using the school system.

The field and trim trail are checked daily (again by the member of staff responsible for first aid) in order to decide if the children can access it (due to the weather conditions). This is also recorded in the same log.

All supervising staff will monitor the condition of items of play equipment and remove damaged items from circulation.