

# Mayfield School



## Lunch Time Support Workers Duties

- To work with class teams to support pupils during Lunchtime.
- To take pupils to collect lunch from servery / canteen.
- To feed (directly) those pupils who cannot feed themselves.
- To follow feeding programmes and record food intake.
- To supervise (under supervision of class staff) pupils eating lunch
- To move and handle pupils with physical needs (using hoists).
- To toilet pupils as requested.
- To clean up / wash up / sweep up after lunch.
- To support the behaviour management programmes.
- To help pupils wash hands and faces.
- To communicate with pupils using different strategies.
- To take small groups of pupils outside to play.
- To listen to pupils read and engage in activities as appropriate.
- To help staff get pupils ready for afternoon activities.



## Policy Document

### Lunchtime Meals Supervisors

1. All lunchtime supervisors work under the overall direction of the Headteacher. The line manager is the School Business Manager.
2. They follow lunchtime routines as directed by the Class Teacher this includes all areas of lunchtime supervision inside the classroom and wider school environment.

Routine preparation for lunch (tables, hygiene, pupils, equipment, preparing specific food, supervising pupils, waiting for their lunch).

Following specific routines and techniques for feeding and behaviour management (feeding programmes, positioning, aspects of communication, behaviour plans etc.)

Assist with personal hygiene and follow specific guidelines (toileting charts, dressing routines, moving and handling).

3. Lunchtime supervisors work alongside the members of staff on duty who are their first call should they need help.
4. Lunchtime supervisors are not expected to supervise a group on their own. In the interest of their own and the pupils safety, lunchtime supervisors should work with another member of staff (eg with a Teacher/Learning Support Assistant or another lunchtime supervisor). Exceptions to this are extreme staff shortage (walkie Talkie radio can be used) or when supervising a very small group.
5. Lunchtime supervisors are valued members of the staff team and area therefore entitled to staff training and regular meetings.

#### **Confidentiality**

- Confidentiality is maintained within school, including social networking sites.
- If a lunch time support team member feels they need to discuss any issue relating to the well being or safeguarding of a pupil, they must speak immediately with the class teacher, deputy or head teacher.