St Leonard's CE(A) First School

Policy for Lunchtime Supervision

Responsibility of:

Developed in consultation with:

The school council

Lunchtime supervisory staff

Teaching staff

Adopted by the Governing Bard:

Jan 2022

Date for review: Jan 2024

Date of last policy reviewed	Changes made
May 2017	Changes made: Additional items included, the daily mile and organisational changes on PE club day.
May 2019	Daily mile now moved to a different time in the day. Dates changed.
Jan 2022	Safeguarding added: My concern portal for recording. The recording of any incidents of peer on peer abuse. Whistleblowing and peer on peer abuse policies added to the list to be read by lunchtime supervisors. Addition of risk assessment for play equipment in light of new playground.

POLICY FOR LUNCHTIME SUPERVISION

The school has responsibility for the provision of school meals and the supervision of the pupils at lunchtime.
At St Leonard's CE (A) First School, nutritious school meals are made on the school premises by our cook and served to our children in the school hall during lunch break (12pm-1pm). Those having a packed lunch also eat their lunch in the hall.
The Head Teacher, or senior member of staff in their absence, is obliged to ensure there are satisfactory levels of supervision throughout the lunch break. To assist with the supervision, St Leonard's CE (A) First School has appointed a number of Lunchtime Supervisors. We believe these members of staff 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. Children who are happy and well cared for at lunch time start the afternoons refreshed and ready to learn. The Head Teacher is responsible for the management, training and welfare of the Lunchtime Supervisors in school.

The Role of the Lunchtime Supervisors

The Headteacher organises the Lunchtime supervision team. 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.
• Manage the supervisors.
• Arrange the timetable and tasks for each supervisor (which may change from day to day).
• Review and monitor performance of the supervisors.
• Be aware of, and inform the supervisors of, the emergency procedures.
• Deal with and keep records of accidents and incidents.
• To be aware of the school's responsibility to safeguard children and to be fluent with the Safeguarding policy.

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• Be aware of equality issues including gender, race and sexual orientation and know what the correct procedures are for dealing with such issues.

The main aspects of the Lunchtime supervisor's role are:

• Supervising pupils on the school site as required by the Head Teacher.
• Dealing with minor incidents and accidents.
• Organising activities for the pupils during breaks (both during good weather and 'wet breaks').
• Overseeing pupils' care and welfare during the lunch break, in the playground and elsewhere on the school site.
• Undertaking training as required

General organisation

Each member of the Lunch Time Supervisory Team has a specific role to play within the general organisation and is given a schedule to follow; this should be kept to, so that all aspects of the children's care are provided for. The lunch break is divided into two, with staff supervising children while they are eating their lunch and afterwards when they are in the playground, but there is some overlap between these sections due to the staggered serving of lunches. The Headteacher deploys staff to ensure that children are well cared for and there is always someone available in each area where children are present.

General duties

Each member of the Lunch Break Supervisory Team is responsible for:

• 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 enter the hall in a calm and orderly manner and walk in the hall at all times.
• 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 Discipline and Behaviour Policy.
• Administering first aid for minor accidents and reporting these as appropriate.
• Ensuring classrooms and the dining room are cleared up after use.
• Organising and assisting with games and other activities (such as football, gardening etc).
• Supervising the use of the toy shed, ensuring the weather is appropriate for the toys.

• Ringing the bell at the end of lunch break and dismissing the children class by class, ensuring that they enter school in a calm and orderly manner.
• Undertaking any reasonable duties assigned to them by the Headteacher to facilitate a calm and positive atmosphere within school.

Lunchtime procedures
In the dinner hall:
Lunch begins at 12pm.

- Lunchtime to begin with a prayer.
- Packed lunch children to be told to start eating whilst a member of staff chooses groups of 4 or 5 children at a time to line up after collecting their own trays and cutlery.
- Children to line up behind the 'magic key' hole in the hall floor to ensure they do not get near to the hot serving trolley.
- After receiving their lunch children to move across to the salad bar and serve themselves if capable.
- From 12.20pm when children have finished their lunch they should sit smartly until chosen by the supervisors to bring up their tray to the collection table.
- All children to remain in the hall until 12.30pm to encourage steady and healthy eating. At 12.30pm one member of staff to go onto the playground to supervise the children who have finished. The other member of staff should remain in the hall to finish the collection of the trays before going out onto the playground.

On the playground:

- Member of staff on duty should decide which equipment is safe for use dependant on the weather that day. Paying close attention to the risk assessment for this area.
- Monitors should fetch the shed key from the office. The member of staff on duty should open the shed and ensure the door is fastened back. The monitors can then give out the daily toys as detailed on the weekly rota. At the end of lunchtime the same procedure should be followed in reverse.

If the weather is not suitable for outdoor play:

- Children should go to their individual classrooms. A member of staff may be needed to supervise one of the classrooms until the trays are collected in the hall.
- Sparks class can play with the activities that are out for that days teaching as long as they are kept in the appropriate areas of the classroom. Additional toys can be put out if necessary.
- Flames class are able to do colouring or drawing, use the computers or play board games. Teacher whiteboards are not to be used by the children.

- Children should be asked to tidy up just before the end of lunchtime and be sat back on the carpet area for 1pm.

Guidelines
General advice for supervisors

• Try to move regularly from place to place.
• 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 supervisors 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.
• Have high expectations of children's behaviour. Expect children to be polite and responsive – we encourage children to treat others as we would expect to be treated ourselves.
• Avoid confrontation – always treat children with respect and have the expectation of being respected. If a child does not show respect to a Lunchtime supervisor they should be asked to go and speak with a member of senior staff.
• Follow the School Disciplinary Procedures. When dealing with misbehaviour, follow the Behaviour and Discipline Policy. If it is a minor issue, just remind the children how they should behave by having a quiet word with them. If up to three reminders are needed children should be sent into school to speak with a member of staff. Another child should accompany them to alert that member of staff to their presence within school.
• Aggressive play, bullying or rudeness should be reported to the Head Teacher straight away and an entry placed in the Incident Book, if necessary as should any incidence of peer on peer abuse that should be recorded on the Myconcern portal.
• Record all accidents in the Accident Book and seek help if the accident is a cause for concern.
• Read the Health and Safety Manual for advice.
• If a child accidentally bumps his/her head, the class teacher must be told. The child should be observed and a copy of the accident form must be emailed to the parent.
• 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 designated Safeguarding Lead who will set the Safeguarding Procedures in motion. You must also record this incident on Myconcern. 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 and encourage the games the children are playing, however remain alert, as it may 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. Encourage them to join in with other children, or ask the playground buddies to help.
• 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. Where children are prone to these types of incidents. Staff will be given training and a risk assessment will be completed. Lunchtime Supervisors are expected to be aware of the restrictive physical intervention policy.
• Hugs may be given for comfort and reward.

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 – never directly to parents.

Support for Lunchtime Supervisors
In order for Lunchtime Supervisors to fulfil their vital role at St Leonard's CE (A) First School, we believe it is crucial that they are valued, respected and well managed, and that their professional development needs are catered for. The children are taught that Lunchtime Supervisors have the same authority as the teachers and should be shown the same respect.
To enable the lunchtime supervisors to make a significant contribution to the school, the following procedures are in place:

• All Lunchtime Supervisors are monitored by the Headteacher who is their Line Manager.
• All the lunchtime Supervisors discuss issues informally with the Headteacher on a day to day basis.
• Support is always available from the Headteacher and class teacher(s), who determine the appropriate action after a serious misdemeanour. Help is also given if there is a serious accident.
• The Headteacher meets with the mid-day supervisory team at least once every term to discuss matters of concern and new initiatives.
• Training – such as from the Healthy Schools initiative, for First Aid and so on will be provided as appropriate.

• Lunchtime Supervisors will receive updated Safeguarding training in accordance with statutory requirements.

Important Documentation

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

- Aspects of the Health and Safety Policy
- Lunchtime Supervision Policy
- Behaviour and Discipline Policy
- Equal Opportunities Policy
- Safeguarding Policy
- Staff behaviour policy / code of conduct
- Whistleblowing Policy
- Peer on peer abuse policy
- Restrictive physical intervention policy
- Critical Incident Policy

These relevant documents are available on the school website for all Lunchtime Supervisors as a reference tool.

When first in post they will be supported by more experienced colleagues and by the Headteacher.

They will be given a copy of this policy for their own personal use.