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Signed/...../.....
Paul Leeson, Chair of Governors



Lunchtime Supervision Policy & Procedures

Resilience Cooperation Kindness Respect Empathy

Introduction

At Longford CofE Primary School, we are responsible for the safety and well-being of pupils at lunchtime and the contribution lunchtime supervisors make to children's care and welfare is valued very highly. The happiness and productivity of many classrooms and playgrounds is dependent upon the energy and enthusiasm of lunchtime supervisors, and they can have a profound effect on individual children's lives.

This lunchtime supervision policy should be read in conjunction with the school behaviour and safeguarding policies. Both policies are regularly reviewed and are available to all staff, parents, governors and visitors on the school website and the staffroom noticeboard. These policies should be well known and regularly revisited by all staff to ensure a consistent and positive approach.

Playtimes and lunchtimes should be a positive, enjoyable and valuable experience for children where, through play, they can discover, explore and develop their understanding of the world around them. Whilst children can and should be able to play without being organised by adults, they need adults to provide a secure environment.

Children have the right to:

- Feel safe
- Be treated fairly
- Be listened to and heard
- Have consideration shown to them
- Make choices about their free time

Children have the responsibility to:

- Act safely to avoid unnecessary accidents
- Treat others fairly
- Listen to each other and to the adults helping them
- Be considerate to all people at all times
- Respect the rules and organisation of the school

The Role of the Lunchtime Supervisors

The Lunchtime Supervisors should:

- Oversee the health, safety and welfare of the children during the lunch break, in the playground, field, dining room, outside dining area classrooms and corridors
- Have the highest expectations and standards in relation to the behaviour of pupils during the midday break, ensuring it is in line with the behaviour policy
- Deal with minor incidents in line with the behaviour, health and safety and first aid policies.
- Report directly to the Elise Piper or Rebecca Whitney (Senior Leadership Team) any significant issues or concerns
- Complete an 'Expression of Concern' form in line with the Safeguarding Policy
- Keep records of first aid incidents
- Oversee activities for the pupils in classrooms during wet lunch breaks.

General Organisation.

The lunch break at Longford CofE Primary School is from 12.00 to 1.00 pm. The youngest children eat their lunch first.

Children in Reception:

These year groups are escorted to the lunch corridor by their teachers, having first visited the toilets and washed their hands. Those who are having hot dinners line up by the serving hatch whilst those who have a packed lunch choose a table inside the Owls classroom. Once the children have finished eating, they scrape their plates and go out to play. This should be achieved with increasing independence as the children are inducted into the school.

Children in Year 1 and above:

Children in these year groups go out to the playground where a lunchtime supervisor is waiting for them. The lunchtime supervisor in the hall sends a message to the playground to call subsequent year groups. A bell is rung by the lunchtime supervisor outside and the year group to go in is announced. They visit the toilets and proceed to lunch independently.

The range of tasks includes:

- Oversee the three Lunch Bunch children supporting the Robins class
- Assisting children in the hall by overseeing self-service of salad items, puddings, drinks and clearing trays, and cleaning tables for subsequent children
- Monitoring play outside or if wet in classrooms
- Overseeing behaviour to ensure all children are safe and happy
- Clearing the kitchen and hall areas, cleaning and mopping surfaces as necessary

Duties

At the beginning of lunchtime, two lunchtime supervisors are outside, and one is in the dining room (Owls' classroom). By the end of lunchtime, one staff will remain in the dining room and clear and tidy, with two supervising the play outside. All surfaces should be wiped down and be free of food debris, and the floor hoovered. Lunch Bunch can help with this. Lunchtime staff in the dining areas should ensure children are seated as they eat and that good table manners and healthy eating principles are encouraged. Children should ensure that the area around them is kept tidy, and that any undue mess is cleared up before they leave. Children are expected to talk quietly amongst themselves as they eat.

Lunchtime monitors (Lunch Bunch) from Owls Class are appointed on a half-term rota to assist the staff with the children in Robins. They help children on the early sittings to cut up food and scrape their own plates. The Lunch Bunch and Playground monitors are listed on the noticeboard inside the Owls classroom.

Staff should be watchful for persistent poor eating habits and report any concerns to the class teacher who can then communicate appropriately with parents. All children should be encouraged to drink water with their meal. Children eating packed lunches should eat from their boxes, eating only their own food and not any hot dinner items.

Teachers will educate children about a healthy lunch box through Team Council meetings and the science or PSHE curriculum each year to ensure children have the relevant understanding to make good choices and to be increasingly well informed about a healthy lifestyle. No child will be stopped from eating any item in their lunchbox or receive adverse comments about unhealthy food items. Where inappropriate items are consistently brought into school, such as chocolate, sweets or fizzy drinks, lunchtime staff will report this to the class teacher to allow for a conversation with parents to take place.

Children should be encouraged to visit the toilets before and after their lunchtime meal reducing the need to interrupt their playtime. However, they may access the toilets if needed and do not need to be accompanied into school as two staff must stay on duty outside.

Lunchtime staff should ensure they patrol the areas for which they are responsible, moving between the areas regularly. Lunchtime staff should not sit down or remain playing with one group of children as this lowers their ability to monitor the children effectively. They should not eat whilst on duty, chat amongst themselves or use their mobile phone.

Lunchtime staff should be vigilant and pro-active at all times, ensuring that incidents are anticipated and children are given appropriate, calm reminders to avoid physical or wild play, for example. This level of anticipation and advice can ensure over time that children gain self-control and avoid escalation of minor incidents.

Lunchtime staff should have the health and safety of pupils in mind at all times and report any dangers around the grounds to the SLT so that these issues can be swiftly rectified.

No children should be in school unattended. Where children need to remain inside due to ill health or injury, they should be placed in the reception area and a member of teaching staff must be informed.

Lunchtime staff should follow the steps in the behaviour policy at all times, using these steps regularly and consistently.

1. Where inappropriate play or behaviour is observed, children are reminded clearly and calmly of the behaviour that is required, giving the positive not the negative form of this behaviour. Children should be reprimanded privately.
2. The lunchtime supervisor should then watch to see that the advice has been followed through, giving praise when this has been achieved. The matter is then forgotten and independent play resumes.
3. Where children do not follow this though, the child should be asked to stand beside the adult for 2 to 4 minutes before being reminded again of the behaviour required.
4. If the pupil does not amend their behaviour appropriately, the class teacher should be requested to attend and will speak to the pupil.

Aggressive play, or failure to follow staff direction should be immediately reported to the Class teacher, who will investigate with the children involved and log the incident on My Concern if appropriate. This ensures that the pupils involved have time to agree on what has happened, to explore what went wrong and to consider how to avoid similar situations in the future.

Wet Playtimes

The organisation of lunch and staffing remains the same with those allocated to outside now supervising play in the Robins classroom. Wet play equipment is available in the black boxes in the Nest and the class teacher will have discussed the rules and expectations with their class.

Only Year 6 children are allowed to use the tablets during wet playtimes and they are responsible for looking after the equipment and returning it to the tablet trolley afterwards. Staff will need to oversee that this is done and ask the children to put the equipment away 5 minutes before the end of lunchtime. If tablets are being used, staff should have regard as to what is being played and viewed.

Health and Safety

Lunchtime supervisors have a responsibility to ensure the health and safety of the children in their charge at all times.

- Play should be calm, avoiding rough physical contact or lifting each other up
- Children should move around the grounds safely considering smaller children
- Skipping ropes and other toys should be used appropriately
- Football may only be played on the designated area of the playground or field.
- Small or medium sized balls may be used on other areas of the playground
- The field is not to be used if it is considered to be too wet to be safe or too muddy for clothing.
- Children do not need to be accompanied to the toilet, but must ask staff before they enter school. Supervisors should remain vigilant to ensure that children are not absent from the playground for a prolonged time.
- Staff will monitor the situation when the weather is very hot and ensure hats are worn or children are moved to the shade where necessary.

Accidents and first aid.

Outdoor supervisors are to take the First Aid lunch bag onto the playground (collected from the staff toilet). Please ensure that it is kept adequately stocked and replenished as necessary. Top up items are stored in the store cupboard.

Minor injuries should be treated outside and the first aid book completed. If an injury is more serious and it is necessary to treat a child inside, the child should be brought in to the main reception area and a member of teaching staff notified to ensure outside levels of supervision remain in place. All treatable accidents must be recorded in the Accident Book. If the accident is a cause for concern lunchtime staff must seek help from a designated first aider.

Any child with a head bump should be checked by a designated first aider and the class teacher must be told. The child should be observed and must take an Accident Report slip home, which is dated.

Some pupils have additional medical needs that you will be made aware of if appropriate. All staff should have due regard to the needs of the children as described and refer to the information which can be found on the staffroom or classroom noticeboards.

Safeguarding

If a child says or does anything that makes you feel concerned for their welfare or well-being, follow the procedures set out in our Safeguarding Policy and notify one of the designated people for safeguarding as soon as possible. They are Elise Piper (Head Teacher) and Rebecca Whitney (SLT).

End of Lunchtime Play

At 12.55pm, the bell is rung, once to stand still. Children are then instructed one-by-one to put equipment away e.g. 'Tyres away please' etc. A second bell is then rung, once, to instruct children to line up quietly – a gentle reminder may be necessary before the bell is rung. One lunchtime staff member needs to supervise the Woodpeckers/Robins gated area, with another remaining outside, ensuring all children have returned inside before closing the doors and gates.

Support for Lunchtime Supervisors

All lunchtime staff receive safeguarding training on the first day of each academic year.

Important Documentation

Lunchtime Supervisors should have regard to the following policies and documents:

- Health & Safety policy,
- Behaviour policy,
- Safeguarding policy,
- Staff Handbook and Staff Code of Conduct
- Child-friendly anti-bullying leaflet

Advice for Colleagues

- Be pro-active.
- Have high expectations.
- Promote a positive attitude, awarding positive behaviour choices with stickers and praise.
- Be consistent.
- Be aware at all times, there are many situations that can occur during the lunchtime period.
- Respond to situations appropriately, being fair and giving support to the child. This helps them to develop positive attitudes and behaviour.
- Do not judge any situation, listen to all sides and respond fairly.
- Talk through any ideas, worries and problems with the SLT