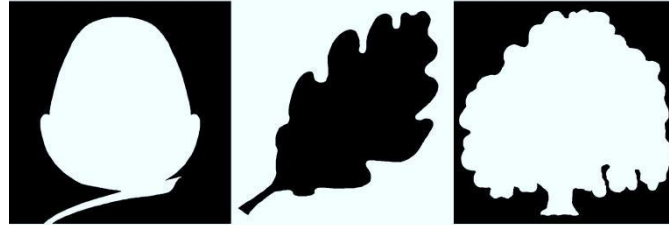


SIBFORD GOWER Endowed Primary School



From little acorns..... mighty oaks do grow

LUNCHTIME SUPERVISION POLICY & GUIDANCE



Sibford Gower Endowed Primary School Policy for Lunchtime Supervision

The school has responsibility for the supervision of the pupils at lunchtime. The Head Teacher is obliged to ensure there are satisfactory levels of supervision throughout the lunch break. To assist with the supervision, the school has appointed a number of Lunchtime Supervisors. We consider Lunchtime Supervisors 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.

1. Introduction

This lunchtime handbook is an integral part of the School Positive Behaviour Policy. It is available to all lunchtime staff, teaching staff, teaching assistants, admin staff, parents, governors and visitors to the school. It will form the basis of the induction of new lunchtime staff as well as clarifying the procedures for existing staff. This handbook will be reviewed regularly by the lunchtime staff and leadership team. Playtimes and lunchtimes should be an enjoyable and valuable experience for children where through play they can discover, explore and develop the understanding of the environment 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 and show consideration for others.

2. The Role of the Lunchtime Supervisors

The Lunchtime Supervisors should:

- oversee the care and welfare of the children during the lunch break, in the playground and in classrooms where dining takes place.
- supervise the pupils during the midday break.
- deal with minor accidents and incidents.
- report directly to the Head Teacher on issues, concerns and procedures.
- keep records of incidents and accidents
- organise activities for the pupils during wet lunch breaks.

2. General Organisation

The lunch break at **Sibford Gower Endowed Primary School** is from 12.00 to 1.00 pm.

The youngest children eat their lunch first.

Children from Reception and KS1:

Those who are having hot dinners line up by the serving hatch by 12 o'clock. After completing their first course, the children remain seated until their table is invited to line up for their desert.

Those who are having packed lunch go straight to the designated tables. Once the children have finished eating, they are allowed to go out to play.

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Children from KS2:

KS2 children having a packed lunch eat either on the lower old school playground or in the school hall, depending on the weather.

Unless it is warm enough to eat outside, the children from Willow Class who are having sandwiches go directly to the designated tables in the hall.

The rest of the children go out to the playground where they are met by a dinner supervisor.

Willow class will be called to line up for dinner first. They enter the hall by the door near the steps.

As the youngest children complete their lunch and go out to play, the tables are wiped and reset by the dinner supervisors.

Once the majority of the younger children have finished eating and there is sufficient room to seat the two older classes they are called, in turn, to line up. They enter the hall by the door near the steps. Those having sandwiches go directly to the designated tables.

Once the children have finished eating, they are allowed to go out to play.

Each member of the Lunch Break Supervisory Team has a specific role within the general organisation. The lunch break is divided into two, with staff supervising children while they are eating their lunch and when they are in the playground.

The range of tasks includes supervision of:

- Reception & Key Stage 1 eating packed lunches in the hall and Key Stage 2 pupils eating packed lunches in the hall or on the lower playground.
- Children in the playground.
- a class/group of children during lunch break when wet.

4. General Duties

Lunchtime supervisors must follow the timetable for duties displayed on the board in the hall.

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

- supervising children as they eat their lunch.
- managing the children's behaviour.
- monitoring the playground, cloakrooms and classrooms.
- making sure all children observe the code of conduct/behaviour code.
- dealing with accidents.
- ensuring areas are cleared up after use.
- assisting younger children with their meals as necessary.
- basic first aid.

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5. Guidelines

General advice for supervisors:

- At the beginning of lunchtime, **always ensure that a supervisor is in attendance outside. No children or groups of children should be left unaccompanied at any time.**
- Make sure you patrol all areas for which you are responsible.
- Be vigilant at all times.
- Follow the School Disciplinary Procedures. If it is a minor issue, remind the children how they should behave.
- Aggressive play, bullying or rudeness should be dealt with immediately and reported to the head teacher.
- Ensure KS2 gates are closed and secured at all times **once Beech Class have come over for lunch.**
- Ensure children are playing safely and within designated areas.

Routines around eating.

6.1. In the Hall

On arrival, set tables with cutlery for KS1 and Reception and pour lunchtime drinks.

Help the younger children cut their food.

Help serve salads (KS1 only).

Help scrape trays (KS1 only).

Support good table manners.

Make sure all children sit down to eat, filling up the tables.

Ensure children exit to the playground with their coats when finished eating.

Report any habitual poor appetites to the child's class teacher.

For safety and effective supervision, once the majority of children have finished eating and are outside, supervisors should be outside. Please check the rota to see whether you should be the first indoor supervisor to move to the playground.

6.2.Packed Lunch

Eating in the Hall

Children should:

- stay sitting until they have finished their lunch.
- talk quietly.
- keep the food within their lunchboxes and not on the floor.
- only touch their own food.
- take any rubbish home.

Eating in the Lower playground (only in fine weather)

Children should:

- stay sitting until they have finished their lunch.
- talk quietly.
- keep the food within their lunchboxes and not on the floor.
- only touch their own food.
- take any rubbish home or compost any fruit and vegetable waste.

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Wet Playtimes

Ensure all pupils are quiet and sensible and stay in their own classrooms. Wet play equipment is available in each class. In the interests of health and safety, children are not allowed to use scissors, glue or staplers.

Lunch rota continues as timetabled with all packed lunches being eaten in the hall.

7. Health and Safety

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

- Children's feet should be kept on the ground at all times unless they are using the apparatus. This means no climbing on trees, hedges, benches, fences, walls.
- Children should be visible at all times.
- Children should **walk** up and down the steps between the lower and upper playgrounds.
- Children's shoes should be kept on their feet at all times.
- Children should report any broken glass, sharp objects or dead animals/birds to the lunchtime supervisors and not pick them up themselves.
- Children may only use balls, skipping ropes and other outside toys when it is dry, and should follow the equipment rota which is displayed in the upper playground.
- Use of this equipment should be confined to the upper playground and, for safety reasons, football may only be played on the upper playground when pupils are allowed on the grassy area.
- The decision as to whether the grassy area is safe to use on any given day should be made by the supervisor on outdoor duty from 12 o'clock. On those occasions where there is uncertainty about whether this is safe, the supervisors should seek the advice of the headteacher or other senior member of staff.
- The lower playground is assigned as a Quiet Zone for any children wishing to take part in quieter/calmer activities.
- Children must not play games that involve physical contact i.e. play fighting games.
- Children do not need to be accompanied to the toilet, but must ask a supervisor before they enter the building. They should enter and exit through the hall door near the steps. **The door by Oak cloakroom should be locked.** Supervisors must remain vigilant to ensure that children are not absent from the playground for a prolonged time.
- Children must always ask an adult before coming back into school.
- Children should follow the Sun Policy during hot sunny weather – wear a hat and sun screen and drink plenty of water.

7.1. Accidents and first aid.

Outdoor supervisors are to take First Aid packs (belt bags) onto the playground. (These are stored in the hall stationery cupboard alongside the Accident Folder for recording accidents. Please ensure that these are kept adequately stocked and are replenished as resources are used – top up items are currently stored in the school office).

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- Minor injuries should be treated outside and an accident slip completed.
- If an injury is more serious and it is necessary to treat a child inside, one member of lunchtime staff must attend to the injury, one member of staff to remain outside.
- If an injury occurs whilst only one supervisor is outside (between 12 – 12:30) the supervisor should ask one of the older children to accompany the child inside, where an indoor supervisor will attend to the injury.
- All treatable accidents must be recorded in the Accident Book.
- Supervisors must seek help from a designated first aider if the accident is a cause for concern.
- **If a child bumps his/her head, the child should be checked by a designated first aider and the class teacher must be told. A call should be made to parents. The child should be observed and must take a 'Head Bump' letter home.**

Some of our children have **serious allergies** and in extreme circumstances may need **EpiPens**. Staff members are trained in the use of these and it is essential that a trained member of staff is sent for **immediately**. In old school, the EpiPens are stored on **the top shelf of the hall stationery cupboard**. In lower school, they are stored in the **medicine cabinet in Acorns office**.

(Lists of those staff trained to use EpiPens can be found where they are stored **and** on the Dinner supervisor 'board' in the hall. A list of those staff with paediatric first aid training is also on the supervisor 'board'.

All supervisors should familiarise themselves with these names.

8. 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 Child Protection** as soon as possible. They are **Jane O'Sullivan** (head teacher) and **Rachel Blake** (Acting Assistant head teacher).

9. End of Lunchtime Play

At 12.55pm, lunchtime supervisors will choose one of the older children to ring the school bell.

On hearing the bell, all children are expected to line up quickly in their class groups, collecting any equipment on their way to the line and placing it in the equipment box. Once in line, they should wait in an orderly fashion and await the signal for their class to go into school.

Class teachers or another designated adult are expected to arrive in the playground to collect their class by 1pm. If the teachers are late, an older child should be sent to classrooms to alert them.

10. New school field

If the weather is fine, the children may be taken over to the field in New School.

- This will happen after all children have finished eating and are outside.
- All the children must be gathered first, to travel together with adult supervision.
- A supervisor must stand in the road to alert oncoming traffic and ensure safe passage across the road. **Once the traffic has stopped and the supervisor**

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is confident that drivers are aware children are about to cross, he/she will give the signal that it is safe to cross. Only then may children step from the kerb. Crossing should continue until all the children are safely over.

- Once the children are within the fenced area, it is essential that the gate for new school is locked so that they can travel to the washroom securely. Groups of the youngest children needing the washroom should be accompanied/supervised by an adult.
- First aid packs must be taken up to the field so that minor injuries can be treated immediately (**these must be returned to the hall stationary cupboard at the end of lunchtime.**) A spare first aid pack is stored in the staff room in New School.
- A whistle will be blown at 12.55 when children will line up in their class groups on the playground.
- Reception and KS1 pupils should be escorted to the new school building where they must be handed to the care of a teacher/TA.
- Dinner supervisors/class teachers will then accompany the older children back to old school.

11. Expectations of Behaviour

- Children should listen to and follow instructions.
- Politeness from all (this includes staff as well as children).
- Respect for each other and the environment.
- To use the toilets sensibly.
- If a child is unhappy or has a problem, see an adult..
- Honesty by all.

7.1. How we encourage and promote good behaviour:

- Treat the children fairly and equally, no matter who they are, or what you know about their previous behaviour.
- Treat each child with respect.
- Show an interest and listen to the children.
- Give gentle reminders about rules, routines and expectations.
- Encourage children to take responsibility for their actions and for rules and routines..
- Adults should stay calm. This will help you to remain in authority and be effective.
- Recognise and acknowledge good behaviour - give praise frequently
- Encourage children to apologise and be considerate and caring of other people's feelings.

8. Support for Lunchtime Supervisors

In order for Lunchtime Supervisors to fulfil their vital role at Sibford Gower Primary 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 should be aware that Lunchtime Supervisors have the same authority as the teachers and should be shown the same respect.

Support is given by the Head Teacher, who determines the appropriate action in the event of a serious misdemeanour.

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8. Important Documentation

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

- Health & Safety Policy
- Lunchtime Supervisor's Handbook
- Behaviour Policy
- Anti-bullying Policy
- Equal Opportunities Policy
- Child Protection/Safeguarding Policy
- Use of Force and Constraint Policy
- Critical Incident Policy
- Fire Alarm Procedures