



**Newall Green  
Primary School**

*Aiming High To Reach Our Goals*

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## Lunch Time Supervision Policy

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Amendments	
Related Policies/Guidance	<ul style="list-style-type: none"><li>• Health &amp; Safety Policy</li><li>• Whistleblowing</li><li>• Staff Handbook</li><li>• Behaviour Policy</li><li>• Anti – Bullying Policy</li><li>• Equal Opportunities Policy</li><li>• SEN Policy</li><li>• Safeguarding Policy</li><li>• Physical Intervention Policy</li><li>• Inclusion Policy</li><li>• Food Policy</li></ul>
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## 1. Principles

At Newall Green Primary School, we recognise our responsibility to ensure that our children enjoy their lunchtime feeling safe and secure. We want them to experience an environment which:

- a) Develops how to interact with others at meal times and improve their social skills
- b) Provides a pleasant eating experience where they learn how to use a knife and fork
- c) Gives them time to play with friends.
- d) Is inclusive so all children have access to high quality provision that meets their medical or cultural needs.

It is the school's policy to provide an adequate level of supervision to all children during the lunch period. Lunchtime Supervisors play a large part in ensuring the environment meets the needs of the children.

## 2. Aims

At lunchtimes we aim to:

- Ensure that all children feel safe and valued
- Treat everyone fairly, equally and with respect (Peace Mala commitments)
- Create an enjoyable and calm lunchtime environment
- Help children develop the skills of using a knife and fork
- Reinforce table manners
- Provide activities to improve children's understanding of leading a healthy life style by promoting the schools PSHE and Healthy Schools programme through the attitude and behaviours of children and staff.

## 3. Lunchtime Ratios

For Nursery:

The DfE explained that, during breaks and lunchtimes, the minimum ratio (1 member of staff for every 13 children) must be maintained, but teachers are not necessarily required to be present. Head teachers should exercise their professional judgement in determining what cover is required.

Reception to year 6:

The supervision levels are determined off the risk assessment undertaken by the Head Teacher. We aim to have one LO per class of children where possible.

#### 4. Routines

Nursery	11.30-12.30
Reception	11.30-12.30
KS1	12.30-1.30
KS2 Lower	12-12.45
KS2 Upper	12.45-1.30

#### 5. Supervision

All Lunchtime Supervisors in the dining hall need to ensure:

- children are seated in the appropriate area
- they assist children with their meals where needed
- they encourage independence
- proper order in the dining hall by an insistence on orderly queuing
- children make proper use of knives and forks
- supervise behaviour so children do not throw food or prevent others from enjoying their meals

Playground supervision

Lunchtime Supervisors ensure the safety of all children in the playgrounds or on the field at all times. This involves the following:

- prevention of rough play which might lead to injury or incite fear in other children – log any incidents on CPOMs.
- stopping children from playing in any area that could present danger.
- removing any items from children which could be dangerous to themselves or others.
- during hot weather, encouraging children to wear a hat, sun cream and take their water bottles outside.
- during cold weather, encouraging children to wear a coat, hat, scarf and gloves and take their water bottles outside.
- keeping a close eye on as many groups as possible and reporting any suspicion of bullying to the Senior Lunchtime Organisers.
- if an accident occurs resulting in injury to a child, send the child to the first aid station. Minor cuts and bruises are treated by a First Aider.
- all injuries are recorded using the carbon copied forms so that the child is able to take a copy of the incident home. More serious injuries may need a phone call home.
- If the injury is serious, a member of staff on duty will send for assistance, whilst remaining with the injured child to give comfort until first aid/ ambulance arrives. In this case, the Head teacher must be informed. If the accident is major and an ambulance is required, then the emergency 999 service will be used. (all procedures can be found in the First Aid policy – which also has a list of first aiders.

Wet play:

At certain times during the lunchtime period, it may be necessary to supervise children in other areas of the school such as classrooms or the library. Children should:

- never run around the classrooms / corridors
- be prevented from handling dangerous materials or implements such as scissors etc.
- be prevented from disturbing things on the teacher's desk or other materials or equipment in the room.

- no child has the right to touch any other child's property without permission from the owner or teacher.
- not be allowed to climb on desks or chairs, nor should they be permitted to open windows or doors without supervision. Such activities are dangerous and appropriate steps should be taken to prevent such behaviour.
- if a child is found defacing or damaging school property or the property of another, this needs to be reported immediately to the Head teacher.
- whilst in the classroom they are permitted to read or play games in a calm manner as quietly as possible.

## 6. Behaviour Management

The Lunchtime Supervisors sensitively manage low-level inappropriate behaviour in a firm but fair manner. Children are reminded of the School rules and appropriate consequences may be given. This may include 'Time Out' for short periods of time, being asked to sit or stand in a designated place or being asked to accompany the member of staff to a more senior member of staff.

In the event of more serious breaches of the Code of Conduct, the member of staff should accompany the child to the Headteacher / Deputy Headteacher. Some lunchtime Supervisors have been trained in Team Teach and in extreme circumstances may use the techniques learned to positively handle a child. The Headteacher should be informed immediately and the matter will be dealt with in accordance with the schools behaviour policy.

## 7. Special Needs Children

Some children with special needs may be supervised individually by Teaching assistants. It is the prime responsibility of these assistants to ensure those children's safety however they may need assistance from the Lunch Time Organisers or Lunch Time Organisers may be assigned specific duties, these will be outlined on the child's Health Care Plan. The special needs assistants may also assist with general supervision at lunch time. Those children with allergies or specific medical needs are identified on the information board near the LO desk.

### **Lunchtime Organiser (LO)** Education/School Based Staff

The post holder reports to the Senior Lunchtime Organiser, other main contacts are the Head Teacher, Assistant Head and pupils.

#### **Purpose**

Lunch Time Organiser In accordance with Children, Family and Adult Services Job Profile and as a member of a team led by the Senior Midday Supervisor under the direction of the Headteacher, to be responsible for ensuring the safety, welfare and good conduct of pupils during the midday break.

#### **Main duties and responsibilities (abridged from the Lunch Time Supervision Policy)**

- To maintain order and the safe transfer of pupils to and from the dining area
- To actively supervise the dining room procedures.
- Cleaning up food and water spillages on tables and floors.
- To supervise pupils so they remain safe in the dining area/s and elsewhere as required by the Head teacher. (Use own initiative – eg. modelling use of knife & fork, cutting up children's food, serving drinks)
- Organise games and activities on the playground for children to engage with and supervise these activities.
- Administering first aid (if trained in administering First Aid) to pupils who have minor accidents and completing the required documentation as outlined in the Lunch Time Supervision Policy.
- To report any safeguarding concerns to the DSL (safeguarding training will be provided annually)
- Where the need arises, for instance with young children, or children with special needs, attending to their physical needs such as hand washing, feeding, toileting or giving children medication such as 'Creons'.
- To report to the Head teacher in the case of absence due to illness.
- To contribute as a member of a team to the ethos and environment of the school.

- To adhere to need for confidentiality at all times.
- To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility
- To undertake annual appraisal meetings to develop skills and practices within school.

Please Note:

- a) Mobile phones are not to be used whilst staff are on duty, unless by prior arrangement with the SLO.
- b) DBS checks will be carried out prior to appointment.
- c) Lunchtime Organisers should make medical appointments outside their working hours as an authorised absence.
- d) If you have children of school age who is ill then you will need to ring school and up to 3 days may be given as an authorised at the discretion of the Head Teacher.
- e) Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however, a certain task proves to be unachievable job redesign will be pursued.
- f) The following policies need to be read by the Post Holder:
  - Health & Safety Policy
  - Staff Handbook
  - Behaviour Policy
  - Anti – Bullying Policy
  - Equal Opportunities Policy
  - SEN Policy
  - Safeguarding Policy
  - Physical Intervention Policy
  - Inclusion Policy
  - Food Policy