



## **Winterton Junior School Lunchtime Supervision Policy**

The school has responsibility for the provision of school meals and the supervision of the pupils at lunchtime. At Winterton Junior School, nutritious school meals are served to our children in the canteen during lunch break (12pm to 1pm). Those having a packed lunch eat in the school hall, unless parents request that their child eat in the school canteen. When the weather is warm children have the opportunity to eat in the school playground (this is not compulsory).

At Winterton Junior School we have a Senior Mid-day Supervisor who is assisted by several Mid-day Supervisors. We believe Mid-day Supervisors play a very important role within the school and the contribution they make to the care and welfare of the children is valued highly. Our Mid-day Supervisors promote the school philosophy statement, and are aware of and adhere to the school behaviour policy. Children who are happy and well cared for at lunchtime start the afternoons refreshed and ready to learn.

The SLT and Senior Mid-day Supervisor are responsible for the welfare, management and training of the Mid-day Supervisors.

Teaching/support staff escort all children to the playground at the beginning of lunchtime and collect them at the end of lunchtime, on time. Teaching staff give a child from their class a radio to give to a Midday Supervisor every lunchtime.

There are **6 stations** identified for the supervisors and these are allocated on a rota basis.

### **1. Supervision of children on the way to the canteen**

- Ensure the children line up and proceed to the canteen in a quiet and orderly fashion.
- Ensure all children have had their lunch.

### **2. Supervision in the canteen**

- Manage children's behaviour, including orderly queuing in the main corridor and canteen.
- As children enter the canteen, they must use hand sanitiser.
- Supervise children eating their lunch encouraging them to eat their food with the correct cutlery and using good manners at the table.
- Maintain order in the canteen, keeping noise down to a minimum. Instead of shouting, try and use a hand gesture to gain their attention and then talk to them once they are quiet.
- Encourage children to behave politely and respect others within the dining hall.
- Once all children have left the canteen, make sure all doors are secure and then go to the main playground to assist with the supervision of pupils.

### **3. Supervision in the hall**

- Set up tables and organise access to the sandwich trolleys.
- Children are to use hand sanitiser before they eat their lunch.
- Supervise children eating their lunch encouraging them to eat their food, using good manners.
- Encourage children to behave politely and respect others within the hall.
- Ensure all tables are packed away and sandwich trollies are left tidy.
- Sweep the hall floor and dispose of all rubbish.
- All children need to be out of the hall by 12.30pm and once all children have left the hall, go to the allocated playground to assist with the supervision of pupils.

### **4. Duty in Middle playground**

- General supervision of children in the playground, monitoring the cloakrooms and classrooms to make sure pupils are not in unsupervised areas.
- Organising and assisting with games and other activities.
- Promote children using the playground buddies.
- Administer first aid for minor accidents/injuries.
- Supervise lining up at the end of lunchtime until a member of teaching/support staff collects the children.
- Supervise cloakrooms until all children are in class and make sure all doors are secure.

### **5. Duty in Bottom playground**

- General supervision of children in the playground, monitoring the cloakrooms and classrooms to make sure pupils are not in unsupervised areas.
- Monitoring the use of the toilets to ensure they are being used appropriately.
- Organising and assisting with games and other activities.
- Promote children using the playground buddies.
- Administer first aid for minor accidents/injuries.
- Supervise lining up at the end of lunchtime until a member of teaching/support staff collects the children.
- Supervise cloakrooms until all children are in class and make sure all doors are secure.
- Check boys' and girls' toilets in the outside areas.

### **6. Duty in Year 6 playground**

- General supervision of children in the playground, monitoring the cloakrooms and classrooms to make sure pupils are not in unsupervised areas.
- Monitoring the use of the toilets to ensure they are being used appropriately.
- Organising and assisting with games and other activities.
- Promote children using the playground buddies.
- Administer first aid for minor accidents/injuries.
- The football area must be supervised.
- Supervise lining up at the end of lunchtime until a member of teaching/support staff collects the children.
- Supervise cloakrooms until all children are in class and make sure all doors are secure.
- Check toilets in the year 6 area.

## **Wet Playtimes**

A Mid-day Supervisor will be positioned in each year group in the event of a wet lunchtime. It is the responsibility of the Mid-day Supervisor, to ensure that children are sensibly engaged and that resources are put away properly at the end of the lunchtime.

Each classroom will usually be allocated a buddy.

One supervisor will take children to the canteen.

## **In the event of a Fire Drill**

- Many children will already be in the **playground** and will need to line up under the supervision of the Mid-day Supervisors.

## **Children in the Canteen**

- Should leave all items where they are.
- Stand and push chairs under the table.
- Table by table will be instructed to walk out of the front entrance and into the year 6 playground using the gate on West Street.
- Children making their way towards the canteen will be escorted to the nearest fire exit point.

The Senior Mid-day Supervisor must check the Medical Room and then collect numbers from the staff on duty in the playground – **Year 6 first then Main playground.**

Once in the playground it is the responsibility of **Station 5** and **Station 6** staff to count the children and report the numbers to the **Senior Mid-day Supervisor.**

**All Mid-day Supervisors** must have a daily record of numbers of children in school but it is the responsibility of the Senior Mid-day Supervisor to check the board in the office to account for children leaving the school premises.

It is the responsibility of the **Senior Mid-day Supervisor** to confirm to the Headteacher that all children are accounted for.

We have to accept that because of the nature of our building and the impossibility of knowing who will be in the canteen at the time, we have to rely on numbers to account for the children. The important thing must be to get children out of the building as soon as possible and then embark on the accounting procedure, which may take some time.

## **Serious Accident**

- Send a child for help if alone in an area.
- Clear the area of other children – tell them to line up in the usual place. if possible.
- Injured child should not be moved but made as comfortable as possible
- Senior Mid-day Supervisor is to take control of the situation but the person who dealt initially with the child should stay with them.
- Send for an Ambulance and contact the parents/carers – normally the Headteacher or Senior Mid-day Supervisor would do this but time should not be wasted in an emergency.
- The Senior Mid-day Supervisor ensures that a member of staff is at the gate available to direct the ambulance into the correct area.
- Should the child be taken to hospital, the Senior Mid-day Supervisor, the Headteacher or a member of the SLT, will normally go with them.
- This accident will be recorded on CPOMS.

## **Promoting Good Behaviour**

Each Supervisor has a record book, in which they should record any incident of significance during the lunchtime break. When using this to record incidents of unacceptable behaviour the following procedure must be followed:

- The child is asked to stop their negative behaviour (whatever this is?)
- The child is asked a second time to stop and they will be warned of the consequences.
- The child is warned that if he/she repeats the action then it will be recorded in the book and this will be passed on to the Senior Midday Supervisor. The class teacher should be informed of this. A phone call home to parent/carer will be made, judging on the seriousness of the incident.

Incidents of serious unacceptable behaviour are immediately reported to the Senior Supervisor or Senior Leader for more immediate action. They will often consult with the Headteacher on a course of action, which in extreme cases may lead to exclusion of a pupil from attendance at lunchtime. These incidents are recorded on CPOMS.

## **Promoting Positive Experiences at Lunchtime**

At Winterton Junior School, we promote healthy play with the additional play resources we have in school. A major part of the role of lunchtime staff is to promote positive play and attitudes for the children in the school. It is expected that all lunchtime staff will make this a priority.

## **Guidelines**

Guidelines for good relationships between children and lunchtime supervisors (This has been taken from "Positive Playtimes – exciting ideas for a calmer school" by Jenny Mosley and Georgia Thorp)

- Treat all children fairly and equally - It's all too easy to jump to wrong conclusions about a situation. The children must be given an opportunity to explain their behaviour. Don't act on hearsay, only act on what you are sure you saw.
- Be friendly and approachable - Children need to see you as someone who is open and ready to listen to them. A cold or distant manner will stop them from approaching you.
- Give gentle reminders - Children often simply forget some rules; for example, not running in the dining hall. A gentle reminder may be all that is needed.
- Stay calm - Try to stay calm at all times. This will help you to remain in authority and be effective. If you shout or boss the children about, they may think you're losing control.
- Smile - Try to remember to smile at the children. They will then see you as someone warm and friendly.
- Try to chat - Be willing to chat to the children about their news, interests and activities.
- Give praise - Praise is more effective than criticism, so try to praise frequently.
- Give incentives - Use any special stickers or incentives that the school has.
- Be polite - Set a good example to the children by speaking politely to them.
- Avoid getting into a confrontation - Don't argue with a child; that undermines your authority. Repeat your request calmly and then use your sanctions system. Don't become involved in slanging matches with a child. If you have to deal with bad behaviour, take the child/children to one side, away from others who might encourage them.
- Help a child 'back out' of an awkward situation - If a child is deliberately rude, ask them politely to repeat what they said. This allows the child to retract the statement or apologise.

- Don't shout - Avoid shouting at all times. Shouting at children can have a negative effect on their behaviour and make some children very defensive. It will make your job much more difficult.
- Speak to other members of staff - observe and learn from the other staff who use ways other than shouting to achieve quiet.
- Don't use sarcasm - Don't belittle children by using sarcasm – this leads to resentment.
- Don't use labels - Don't give children negative labels such as 'naughty', 'rude' or 'stupid'. Tell the child their behaviour is unacceptable.
- Watch out for loners - Watch out for lonely or isolated children. Talk to them and try to involve them in games with other children. Direct them to a 'Playground Buddy' who will help them find someone to play with.
- Personal remarks - Don't make a negative personal remark to a child. You will never make a relationship with that child if you do.

### **Confidentiality**

All members of staff at Winterton Junior School are expected to keep all matters relating to the school and the pupils within it, confidential. All lunchtime issues should be passed onto the appropriate member of staff (usually the Senior Mid-day Supervisor or Pastoral Manager) not directly to the parents.

If a child confides in you or you witness what is considered to be a non-accidental injury, you must inform the child that you have a duty to report this to the Child Protection Officer (Pastoral Manager, Headteacher or Deputy Headteacher). Concerns should not be discussed with anyone else. Staff should **never promise a child that they can keep a secret.**

### **Support for Mid-day Supervisors**

- In order for Mid-day Supervisors to fulfil their crucial role at Winterton Junior School, we believe it is vital that they are respected, valued and that their professional development needs are catered for. The children are taught that Mid-day Supervisors have the same authority as all other members of Staff and should be shown the same respect. Training such as First Aid and Team Teach will be provided as deemed appropriate.

To enable Mid-day Supervisors to make a significant contribution to the development of the school, the following procedures are in place:

- All Mid-day Supervisors are monitored by Mrs Nicky West, (Senior Mid-day Supervisor), who is their Line Manager.
- All the Mid-day Supervisors meet at the end of lunchtime every day to discuss important issues, share information and concerns.
- Each Supervisor's record book should be kept in the lunchtime staff cupboard, as information held is considered confidential and may need to be accessed in the event of a query or complaint from a parent.
- Any incidents are recorded on CPOMS.
- Support is always available from the Headteacher; Deputy Headteacher; Pastoral Manager or class teachers who can help determine the appropriate action for serious misdemeanours.
- The Headteacher meets with the Mid-day Supervisors at least once a term to discuss matters of concern or new initiatives.
- New Mid-day Supervisors are supported by an experienced member of staff and by the Senior Mid-day Supervisor. They are given a copy of this policy for their personal use.

## **Important Documentation**

All Mid-day Supervisors should have read the following policies and documents and be familiar with Lunchtime procedures:

- Lunchtime Supervision Policy
- Safeguarding and Child Protection Policy
- Fire Evacuation Policy
- Behaviour Policy
- School Philosophy Statement

***Lunchtime Supervision Policy Reviewed by Dawn Lovatt and Cheryl Baxter: September 2018***

***Lunchtime Supervision Policy accepted by Staff: Autumn 2018***

***Lunchtime Supervision Policy adopted by Governors: Autumn 2018***

***Lunchtime Supervision Policy review date: Autumn 2021***