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Astley School is 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.

## 1. Introduction

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 an 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

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## 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, field, hall, outside dining area classrooms, cloakrooms and corridors.
- Monitor the conduct 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 Head Teacher any issues or concerns
- Keep records of first aid incidents via Scholar Pack
- Oversee activities for the pupils in classrooms during wet lunch breaks.

## 2. General Organisation.

The lunch break at Astley C.E. 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 hall by their teacher having first visited the toilets and washed their hands. They sit to say grace together and then those who are having hot dinners are invited to line up by the serving hatch whilst those who have a packed lunch begin eating. 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- 6:

Children in these year groups change into outdoor shoes and say grace in their classrooms. Year 5 and 6 go directly out to play on the top playground whereas the other year groups enter the hall for lunch. Once Reception have completed their meal, and there is space for the older children, a lunchtime supervisor calls in the hall sends a message to the playground for these children to wash their hands and visit the toilets and proceed to lunch independently.

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Each member of the lunchtime team has a specific role on a daily timetable ensuring variety for staff and that each job is well known to all should cover be required.

The range of tasks includes:


- Supervising the serving hot lunches from the trolley
- Assisting children in the hall by overseeing self-service of salad items, puddings, drinks and clearing trays/plates, and cleaning tables for subsequent children
- Supervising the outside dining area
- 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
- Packing up the food boxes onto the trolley for collection
- Emptying the bins after service

### 3. Duties

Two lunchtime staff begin work at 11.45am turning on the hot trolley and setting up the dining tables, serving tables and clearing bins/box for plates. The service provider will serve the food and check temperatures, ensuring food is served safely. All staff should ensure their hair is securely tied back and an apron is worn in the dining and kitchen areas. Set up staff decide whether it is warm enough to eat outside and set up accordingly, ensuring supervision when children are eating.

At the beginning of lunchtime, one lunchtime supervisor is outside and two share the hall and outside dining area. By the end of lunchtime, two staff remain the hall and kitchen areas to clear and tidy with two supervising play outside. All surfaces should be wiped down and be free of food debris.

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School will provide an apron but staff are responsible for the laundry of their own apron on a weekly basis.

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 (knife and fork used, close mouth when eating, talking quietly, sitting on bottoms).

Staff supervising the serving food will ensure that the children have the complete menu they ordered to encourage a balanced and healthy diet and a healthy attitude towards trying new food. Children should help themselves to food items on the serving table.

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 or an alternative with their meal (no fizzy drinks).

Children eating packed lunches should eat from their boxes, eating only their own food and not any hot dinner items. **They should take uneaten items or rubbish home, allowing parents to monitor food intake.**

Teachers will educate children about a healthy lunch box through Team Captain meetings and the science or PSHEC 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.

If the heating is on in school, the doors should be closed. Staff should have their key fobs available if children need to re-enter the building. Children should be

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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 field and playground regularly or inside to outside dining areas, for example. **There must be a lunchtime supervisor by the public footpath at all times when children at outside playing.** 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 in any way.


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 Office Manager and headteacher 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 Ash with a friend and supervised by Early Years staff until another staff member can be alerted.

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 behavior.
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

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beside the adult for 2 to 4 minutes before being reminded again of the behavior required.

- If the pupil does not amend their behaviour appropriately, the class teacher or Headteacher 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 Headteacher, who will investigate with the children involved and record the incident on Scholar Pack. 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 classrooms. Wet play equipment is available in each class and the class teacher will have discussed the rules and expectations with their class. During the first sitting Oak, Elm and Willow classrooms are monitored by two lunchtime supervisors who will need to move regularly between the classes. Children should play in their own classrooms unless given permission to do otherwise. Computers, iPads or scissors are NOT to be used during wet play.


### 7. 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
- Children’s shoes should be securely on their feet at all times.
- Skipping ropes and other toys should only be used for their designated purpose and returned to storage after use
- Football may only be played on the lower playground or when open, the field within the coned area. Small or medium sized balls may be used on the top

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- playground by groups of two or three children.
- 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. They should enter and exit through the main pupil door. 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 bag onto the playground. This is stored in fridge. Please ensure that it is kept adequately stocked and replenished as necessary. Top up items are stored in the first aid cupboard.

Minor injuries should be treated outside and scholar pack log completed. If an injury is more serious and it is necessary to treat a child inside, they should be brought in by an older child to lunchtime staff working inside to ensure outside levels of supervision remain in place. All treatable accidents must be recorded on scholar pack for individual children.

All lunchtime staff have or will complete the one day first aid training whilst other staff are designated first aiders and hold the longer first aid qualification (Mrs Payton & Mrs Mallen Freeman). If the accident is a cause for concern lunchtime staff must seek help from a designated first aider or senior staff member.


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 a 'Head Bump' letter sent home via email (office staff will organise this but must be instructed).

Some pupils have additional medical needs that are clearly described in the 'Personal Care Plans' booklet. 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

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staffroom or classroom noticeboards. Staff should have signed to say they have read this document during induction and when it is revised.

### **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 Tracie Langfield, Bronwen Wilcox, Dee Creig or Laura Robertson.

### **End of Lunchtime Play**

At 1.00pm, the bell is rung, once to stand still. Children are asked to pack away any equipment they have used and then join their class for clam down activity. Lunchtime staff supervise these activities to support the class and then ensure all equipment is away, then ensure the pupil door is closed.

### **Support for Lunchtime Supervisors**

All lunchtime staff receive safeguarding training on the first day of each academic year. They take part in the School Development Plan in conjunction with all staff and governors each year and their input is both vital and valued. Staff receive first aid, food hygiene and positive handling training over a three year basis.

### **8. Important Documentation**

Lunchtime Supervisors should have regard to the following policies and documents: Health & Safety policy, Behaviour policy, Safeguarding policy, Fire Alarm Procedures, Staff Handbook and Staff Code of Conduct.

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