

ST JAMES' RC PRIMARY SCHOOL LUNCHTIME SUPERVISION POLICY

This policy has the School's Motto at its heart.

Faith in action,

Growing together,

Walking in the footsteps of Christ

The school has responsibility for the provision of school meals and the supervision of the pupils at lunchtimes. Nourish Catering are responsible for supplying the school meals and nutritional standards. The Head teacher is obliged to ensure there are satisfactory levels of supervision throughout the lunch break. Midday Supervisors (MDS) 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. The school has achieved Healthy Schools status and actively encourages healthy nutritional content of packed lunches. In order for MDS to fulfil their role we recognise that they need to be valued, respected and well managed and that their professional development needs are catered for. Children are aware that MDS have the same level of authority as teachers and should be shown the same respect.

Aims

- To provide the children with a positive dining experience
- To ensure that lunchtime runs smoothly for all members of the school team
- To develop social skills
- To encourage healthy eating in line with Healthy Schools guidelines
- To provide a period of exercise and relaxation in preparation for the afternoon session

The Role of the MDS:

- To supervise pupils on the school site, overseeing their care and welfare during the lunch break, in the playground and dining areas;
- To encourage healthy eating and the development of social skills;
- To be aware of the individual needs of pupils;
- To be aware of the emergency procedures;
- To deal with minor accidents and incidents;
- To oversee activities for pupils during wet lunch breaks;
- To report to the Head teacher or Deputy Head teacher on issues, concerns and procedures;
- To undertake training as required;
- To monitoring the playground, cloakrooms, toilets and classrooms to make sure that children are not in areas they should not be;
- To ensure that The Behaviour Policy is followed;
- To ensure that classrooms and/or dining room are cleared up after use;
- To assisting younger children with their meals as necessary;
- To ensuring that all playground equipment has been put away neatly;
- To ensure all children have collected their belonging from the playground such as coats and hats.

General advice for Midday Supervisors

- MDS are asked not to stay in one place for any length of time unless they are involved in specific play duties or supervising a zone of play and should make sure that they patrol all areas for which they are responsible.

- When involved with playground games always be aware of the whole area of play around you.
- Pass all lunchtime issues to appropriate staff, not directly to parents.
- Treat all children fairly and equally, regardless of prior knowledge or behaviour.
- Be aware of personal space and intimidating behaviour. MDS are allowed to intervene in extreme circumstances to restrain or control a child if the child is endangering others. This should not be attempted if the MDS has not been trained in the correct response.

If a child is unsafe, causing harm to others or rude to a staff member:

- Using a calm voice, ask the child to make the right choices about their behaviour.
- The child can be removed from the situation and offered Time Out.
- If there is intentional physical contact the MDS should contact a teacher.
- Any minor behaviour incidents can be dealt with appropriately by speaking to the children involved.
- In KS2, any serious behaviour incidents that the MDS feels a teacher needs to know about should be recorded in the Behaviour Lunchtime Log Book giving the clear facts surrounding the issue. The class teacher will then address the issue and add actions to the book.
- In KS1, any serious behaviour incidents that the MDS feels a teacher needs to know about should be dealt with immediately by the class teacher.

General Organisation:

The lunch break is from 12.05 to 13.15. Although the MDS work as a team, each has a specific role to play within the general organisation and has a schedule to follow. Children entitled to a school meal eat their lunch in the hall. Those having a packed lunch eat their lunch in the hall, the classroom or occasionally, in fine weather, outside. Nourish staff serves the hot dinners in the hall. At least one MDS will be on the KS1 and KS2 playground at 12:05pm to receive and supervise the children. There is a MDS supervising in the hall from 12.05pm. A MDS will accompany Year 2 into the hall. For the remainder of lunch there are always two MDS in the hall. As soon as the children having a hot dinner have finished, they go out to play in their playground. When all the children have finished their dinner, there will be three staff members in each playground supervising the pupils. At 1.00pm one MDS continues to tidy the dining area. When this is completed they return to supervise the children in the KS2 playground. Children must ask permission from a MDS to use the toilet. A MDS should regularly check all the toilets and any damage/blockages should be reported immediately to a senior member of staff. Children should use the toilet and wash their hands prior to lunch.

Rewards

In KS1, Reward Lunchtime stickers can be given to the children.

In KS2, Raffle tickets can be issued to any child who has shown particular kindness or helpfulness during lunch break. Their name and class is written on the stub and they are issued with a ticket. A draw is held at the end of every term and a small prize is awarded.

Children having school lunch

In KS1 the youngest children are served first and assisted with this until they become secure in the routine. This gives them extra time to enjoy their food and builds self-confidence and independence. Children are encouraged to eat their dinner first before pudding. Children must put their hand up and have a MDS check they have eaten enough before starting pudding. They must also check with a MDS before they take the leftovers to the bin and leave the hall. Children empty any uneaten food into the bin, reporting any spillage. They stack trays ready for washing.

In Reception Class, MDS should support the children's fine motor skills and the correct use of cutlery by hand-on-hand assistance. MDS should talk to the children about how to cut and encourage a correct hold with index fingers pointing along the knife blade and towards the prongs of the fork.

Children having packed lunch

The children are encouraged to develop a sensible order of eating i.e. sandwiches first. All items of litter are kept until the end of the meal. MDS need to check packed lunches to ensure the children have eaten sufficient amount. Not everything has to be eaten as some packed lunches have more than enough in. Packed lunch children take their rubbish home in the lunch boxes. If MDS staff feel any child has not eaten enough they need to inform the class teacher so they can inform the parents. Any children who have not finished their packed lunch have the opportunity to finish their lunch outside on the bench if needed.

When children are in the playground

Appropriate outdoor clothing is worn. The requirement to wear a jumper and or coat is at the discretion of the MDS on duty. (sun cream/hats in the summer etc as applicable). The playground equipment cupboard is opened by the MDS. All children are responsible for putting away their play equipment. Playground monitors ensure it is tidy before it is locked by a MDS. Children must always ask if they need to leave the playground. MDS must spread out and walk around the playground constantly monitoring the children playing. Children are not allowed to go out of view.

Sickness/Injury

- All MDS should familiarise themselves with any children with asthma/allergies/medical issues and the medicine location (see sheet in MDS folder)
- A First Aid Box is situated by the playground door and contains antiseptic wipes, plasters and gloves – If a shortage occurs the MDS should inform the office. MDS may use the First Aid equipment for minor incidents. These should be recorded in the folder provided.
- Any serious injuries, including head bumps, should be dealt with by the school office. The child can be sent to the office with another child.
- Sick bowls are located in the school office. The office will contact the caretaker to clear any vomit from the playground or floor.

Any first aid required for Reception children should be dealt with by the office. Any child can be sent to the office with another child, unless the incident is deemed serious enough for the child to be accompanied by an adult.

Disclosure:

- Should a child confide in you about issues that make them feel unsafe you must inform the child that you have a duty to report it to the Designated Safeguarding Lead.

KS1 Lunch Duty

- The first MDS to arrive on the playground will decide if the children are allowed to play on the apparatus and the grassy bank area.
- All drink bottle boxes are brought onto the playground by the drink monitors. The boxes are to be placed in a shaded area during the hot weather.
- A runner from the hall will inform the playground MDS as to when the children will be called in for school dinners. (Reception, Clubs, Year 1 and then Year 2)
- Children attending clubs should be sent straight into the hall by their teacher.
- The children need to ask permission to use the toilet and to enter the school.

Equipment

Children will need to be reminded to use the equipment properly. The boxes should be kept in the cupboard and not used as equipment. There is a KS1 Playground Tules Poster that should be referred to.

- Use of equipment is weather dependent and can only be used at 12.30 and when there are 2 MDS on the playground.
- The children can use hoops, balance boards, stilt cups, cricket bats, scoops, skittles, dominoes.
- Each class has its own football for which they are responsible for keeping in their class. If the ball goes over the fence the children can retrieve it under supervision. The football rota for all classes can be found on the cloakroom door.
- At 1:05pm the bell will be rung for all of the equipment to be put away in the shed, this will be supervised.

Wet play

- One MDS will supervise each class.
- Children will read quietly or watch a DVD before they have their lunch.
- The children can play with suitable equipment such as Lego, Knex or draw after they have eaten.
- NO scissors or glue is to be used during wet play.
- Reception Class – Children can play with construction toys on the floor or watch a DVD. They are not to use or play with equipment on the tables.

End of play

The bell will be rung at 1:05 for equipment to be put away and again at 1.10 when the children will be asked to have a drink of water and encouraged to use the toilets. At 1.12 the bell will be rung for the end of play. The drink monitors will be asked to take in the drink boxes. The colours will be called out (red, blue, green and yellow) and the children will file in and be ready for the teacher when the ripple is sounded at 1.15.

KS2 Lunch Duty

- One MDS to supervise packed lunches (during winter months) in Year 4 classroom and one in Year 5. Any children still eating at 12.30pm should be asked to finish eating outside. MDS to ensure desks and floor are clean of food in the Year 4 and Year 5 classroom.
- At 12.15 MDS should ring the bell for any children attending clubs to go into the dinner hall.
- Dinner Hall MDS to inform the outside MDS as to when children may be called in to the dinner hall. MDS to ring the bell for each class accordingly (see rota) and the children are to line up and go in to the hall half a class at a time and in groups according to their band colour.

Equipment

- The first MDS on the playground should undertake a risk assessment of the climbing equipment and a decision should be made as to whether it is safe for the children to play on it from 12.30 when 3 MDS are on the playground. 1 MDS must be present by the climbing equipment area.
- The end of the playground is to be marked out and used as a small football pitch daily (weather permitting). Please refer to class days.
- What equipment to be used, i.e. footballs/basketballs is weather dependent. Please refer to class days.

Wet Break

Children will eat their packed lunches in their individual classrooms. One MDS to supervise Year 3, one to supervise Year 4 and one to supervise both Year 5 and 6, moving between the two classrooms.

End of Play

- At 1pm the bell is rung to signal that all equipment is to be tidied away and children must come onto the tarmac area.
- Play equipment monitors must ensure that all equipment is tidied away properly – see daily rota
- Between 1pm and 1.10pm MDS's will call the children by colour groups to change in to school shoes from trainers – if required (weather dependant)
- At 1.10pm 2 children must be sent in to the school office to alert 'ten past'.
- MDS will ring the bell at 1.10pm to announce the end of play. A prayer will be said and the children will then be sent in according to colour groups.
- MDS must supervise the children in the classrooms until 1.15 and the class TA or teacher is present.

Please refer to the following policies:

- Health and Safety Policy
- Code of Conduct Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Equal Opportunities Policy

Monitoring and Evaluation

This policy will be updated in line with any new developments in the school and/or any new government guidance.

It was last reviewed in: spring 2022, It will next be reviewed in: spring 2025

This statement of policy was approved by the Governing Body at their meeting on: -

Date: _____ 1st March _____

Signed:

Mary Hutchinson _____ (Chairperson)

L Weeks _____ (Head teacher)