

# Highfield CE Primary School

## Lunchtime Supervision Policy

### 2023 - 2025



**Highfield**  
C.E Primary School

<b>Approved by:</b>	The governing body	<b>Date:</b> 31.3.23
<b>Last reviewed on:</b>	30.3.23	
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***Highfield CE Primary School is responsible for the safety and well-being of pupils at lunchtime and the contribution lunchtime supervisors, lunchtime assistants and other staff make to children's care and welfare is valued very highly.***

***\*In this policy, the term lunchtime supervisor refers to any member of staff supporting children at lunchtime.***

## 1. Introduction

This lunchtime supervision policy should be read in conjunction with the school's behaviour and safeguarding policies. Both policies are regularly reviewed and are available to all staff, parents, governors and visitors on the school website and on the shared drive. 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 – be safe, be ready and be respectful

### The Role of the Lunchtime Supervisors and Assistants

#### **The Lunchtime Supervisors should:**

- Oversee the care and welfare of the children during the lunch break, in the playground, field, hall, outside area, classrooms, toilets, 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 department leaders with any issues or concerns.
- Keep records of first aid incidents.
- Oversee activities for the pupils in classrooms during wet lunch breaks.

## 2. General Organisation.

The lunch break at Highfield CE Primary School is from 12.00 to 1.00 pm. All lunch staff must be ready to start their work ahead of the children i.e. on the playground before 1.00pm.

### Infants

At the infants, the youngest children eat their lunch first. Children in year R are escorted to the hall by their teachers, having first visited the toilets and washed their hands. Those who are having hot dinners line up by the serving station whilst those who have a packed lunch choose a table inside the church hall. 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. A member of staff should be positioned near to the steps to ensure safe transitions between the hall and the playground.

### **Juniors**

At the juniors, the year 3 and 4 children are escorted to the hall by their teachers, after washing their hands. The children will then eat their lunch and when finished, go outside to play. At around 12.25pm, the lunch supervisor will blow a whistle and the year 5 and 6 pupils line up to eat their lunch.

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

### **The range of tasks includes:**

- Assisting children in the hall by overseeing self-service of salad items, help children cut up food, clear spillages, puddings, drinks and clearing trays, and cleaning tables for subsequent children
- Supervising the equipment, trim trail, slide and outdoor gym
- Monitoring play outside or if wet in classrooms
- Overseeing behaviour to ensure all children are safe and happy
- Clearing the hall areas, cleaning and mopping surfaces as necessary
- Engaging in games with the children

### **3. Duties**

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.

Staff 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 and be encouraged to have seconds when available and appropriate.

**Staff should be watchful for persistent poor eating habits and report any concerns to the class teacher who can then communicate appropriately with parents and record on CPOMS.**

All children should be encouraged to drink water or an alternative with their meal. 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.

Lunch supervisors should have oversight of food containing allergens or food that should be cut up e.g. grapes.

Teachers will educate children about a healthy lunch box through the science or PSHE 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.

At the infants, teachers will encourage pupils to visit the toilets before their lunchtime meal (while they wash their hands) 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 areas regularly or inside to outside dining areas, for example.

Lunchtime staff should not sit down and must 'be present' as this lowers their ability to monitor the children effectively. They should not eat whilst on duty, chat amongst themselves or use their mobile phones.

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 department leader 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 the library with a friend and supervised regularly by a staff member, in the first instance, their class teacher.

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 behaviour.
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 resolved and independent play resumes.
3. Where children do not follow this though, the incident must be written down on the lunch supervisors ABC chart and reported to the class teacher to follow up appropriately.
4. If the pupil does not amend their behaviour appropriately, the department leader or Headteacher should be requested to attend and will speak to the pupil.

Aggressive play, or failure to follow staff direction should be immediately be reported to the Senior Leadership Team, who will investigate with the children involved and record on CPOMS. 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. Children should play in their own classrooms unless given permission to do otherwise. Computers and iPads must not be used. If the interactive whiteboard is being used, staff should have regard as to what is being played and viewed.

### **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
- Football may only be played on the lower playground or when open, the field (at the juniors)
- Small or medium sized balls may be used
- The field is not to be used if it is considered to be too wet to be safe or too muddy for clothing or grass needs cutting.
- 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 doors.
- 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. Equally, staff should monitor cold weather and ensure children are dressed appropriately.

### **Accidents and first aid**

Outdoor supervisors must ensure that all first aid boxes are on the playground on the table, at the juniors.

All first aid equipment must be stored safely and securely, as per the storage of medicine policy.

The first aid lead (Jeanette White) will ensure that it is kept adequately stocked and replenished as necessary. Top up items are stored in the first aid cupboards in the medical room (at the juniors). Minor injuries should be treated in the chestnut room and the first aid book completed (at the infants). All treatable accidents must be recorded in the Accident Book.

All lunchtime staff have or will complete the two-day full paediatric first aid training whilst other staff are designated first aiders and may be sought if staff are awaiting training (e.g. Mr Lewis, Mrs Lewis, Miss Ellis)

If the accident is a cause for concern lunchtime staff must seek help from a designated first aider. Any child with a head bump should be checked by a designated first aider and the class teacher must be told. The parent must always be phoned and incident recorded on CPoms.

The child should be observed and must wear a 'Head Bump' band.

### **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 safeguarding leads for safeguarding as soon as possible. They are: Rosie Savill (DSL headteacher), Marcus Lewis (DDSL), Beth Lewis (DDSL) and Carl Iszatt (DDSL)

### **End of Lunchtime Play**

Just before 1.00pm the bell is rung, once to stand still, followed by a second whistle or bell, indicating children must come and line up.

### **Support for Lunchtime Supervisors**

All lunchtime staff receive safeguarding training on the first day of each academic year. There will be regular updates throughout the year. Additional training will be given during the remaining 4 INSET days during the school year. Policies will be sent throughout the year to read and sign. This is via the platform Parago.

## 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.