



# **Barnabas Oley School**

## **Lunchtime Supervision Policy**

Version: 2.2

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Approved: J Hodges (Curriculum Chair)

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## Revision History

<b>Version</b>	<b>Author</b>	<b>Summary</b>	<b>Review Date</b>	<b>Next Review</b>
1.0		Original policy		
2.0	Becky Smith	Updated policy reviewed by staff.	Oct 2013	Oct 2015
2.1	J Hodges	Minor changes – reviewed by Curriculum Committee	Oct 2015	Oct 2017
2.2	J Hodges	Minor changes, plus lockdown procedure added	Oct 2017	Oct 2019

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## 1 Introduction

Barnabas Oley CofE Primary School recognises the importance of a safe, happy and well organised lunchtime for its pupils. The purpose of this policy is to ensure that all personnel work cohesively to ensure best practice takes place. It identifies the responsibilities of lunchtime staff and protocol for dealing with certain situations as they arise.

## 2 Aims of the role of Lunchtime Supervisor

To ensure the security and care of the pupils of the school and to promote their social development during the lunch time period.

## 3 Main duties and responsibilities

### 3.1 General

- To supervise pupils, during the lunch period, in the classroom with the class teacher, in the dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- To report to the Midday Coordinator at beginning of the lunch period and receive any instructions with regard to duties.
- To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Midday Coordinator as appropriate.
- To ensure the safety and well-being of children, providing emotional support where necessary.
- To arrange and supervise appropriate activities under the direction of the Midday coordinator.
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

### 3.2 Dining Hall

- Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands/applied anti-bacterial gel, where appropriate.
- To organise dinner queue and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and calm atmosphere. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents to Midday coordinator.
- To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
- To encourage social skills and good table manners, ensuring safety with knives and forks.
- To clean up spillages of food and to organise clearing cutlery and crockery off tables.

### 3.3 Playground

- Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.

- To supervise and control entrance and exit to school premises by pupils during the lunch break. Check on any strangers who may enter the school grounds and report any concerns to the Midday coordinator.
- To ensure that pupils who leave the school site have permission to do so.
- To supervise pupils on the school premises in the hall, classrooms and through corridors, when they are not allowed outside because of inclement weather.
- To ensure that, when classrooms are used during the midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
- To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Midday coordinator.

## 4 Training

To:

- take part in training appropriate to the job of midday supervisor.
- take part in any performance management arrangement made by the school.
- undertake any other duties consistent with the purpose of the job.

Barnabas Oley CofE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All lunchtime supervisors undertake Child Protection and First Aid training.

## 5 The daily routine of the supervisor

Hours: 12.15pm - 1.15pm

The mid-day supervisors usually meet briefly with the Mid-day Coordinator at the commencement of duties so that any particular points for the day can be given out.

All supervisors must be at their allotted location by 12.15.

Always check that no one has been sent home during the morning.

NEVER send children out without checking there is a supervisor in the playground first. You need to check all areas of the playground are covered at all times.

If someone enters the playground who should not be there, they MUST be approached and taken to the office but never leave the children in the playground alone.

When called into dinner ensure all children use the toilet and wash their hands and line up quietly.

Explain the menu to them covering the different foods that will be available for them to choose from.

Encourage the children to use their knife and fork to cut up their own food whenever possible. They need to scrape their plates and stack them properly.

Usually 2-3 supervisors in the dining hall at any one time.

The whistle will blow at 1.15 pm and you need to supervise the children when lining up and wait with them until the class teacher arrives/ take them back to their class.

Please pass any relevant information to the class teacher.

## 6 Lunchtime Fire Drill

**Children queuing.** Put down plate or cutlery. Turn and file back through Fire Exit in corner of hall. Go immediately to their assembly point. A lunchtime supervisor from the hall to accompany the children.

**Children eating in the hall.** The children are stopped. They stand, put their chairs in. Supervisors ensures the fire exit doors are opened fully. The children file out sensibly and quietly walk to their assembly point. Once the hall is empty the supervisors go to the class assembly point.

**In the playground.** On hearing the Fire Alarm the children are encouraged to walk to their assembly point. One designated supervisors checks the toilets in Holly, Cedar and top of the corridor. The registers are taken to the playground by the Midday coordinator and the box of inhalers. The children are checked off in the registers as soon as possible. THE MIDDAY COORDINATOR OVERSEES THE LARGE PLAYGROUND. If the children have been inside for wet playtime RECEPTION MID-DAY SUPERVISOR WILL NEED TO OVERSEE HOLLY PLAYGROUND. Office staff make a phone call to the Fire Brigade and then bring out visitor's book and check the offices.

Distribute dinner registers ANY MEMBER OF STAFF NEAR HELPS WITH THIS DUTY.

**TEACHING STAFF.** Evacuate by the nearest exit. Help where needed. Assemble on playground.

**KITCHEN STAFF.** Switch off all equipment. Close hatch. Evacuate by nearest exit. Assemble on playground.

## 7 Lockdown Procedure

Should there be any need to send all children immediately back into their classes as a matter of urgency, we have an established protocol for Lockdown.

- An air- horn will sound to indicate that all children and adults should return to their classrooms. Children will enter their classrooms, sit down and wait silently until they are given any further instructions.
- Staff will ensure external doors are locked once all children are in the building.
- Staff will ensure internal doors are shut, window blinds are drawn and they will remain with the children to await further instructions.
- Office staff will call relevant emergency services and locate in the internal office with the doors locked. Telephone contact can be maintained from this office.
- Headteacher will maintain contact with emergency services from her office located in the centre of the school.
- Once emergency services arrive, further instructions given to staff and pupils will be guided by them.

These procedures are practised as 'Lockdown drill' at least once per academic year.

## 8 GUIDELINES – Sickness and First Aid

If a child is sick at a table occupied by others first get assistance from another supervisor. One of you deal with the sick child, the other deal with the table and the rest of children.

### 8.1 Sick child

- Get sick box from corner storage unit in case the child is sick again.
- Take the child out of the hall to their classroom and sit the child down and stay with them to comfort them.
- Arrange for office staff to contact parents and send child home.

### 8.2 Table and other children

- Firstly, remove all other children to another table.
- Take sick plate out of dinner hall, do not go through kitchen go out of main door to back of kitchen. Put plate complete with cup, cutlery and pudding dish in the bin.
- Go back to the hall the way you came; kitchen staff will give you a cloth and paper also some cleaner for the table and floor.
- When clean put table down so it is not used until kitchen staff have had an opportunity to disinfect the table.
- Take cloth, paper and cleaner back to the kitchen as before, put cloth and paper in the skip, leave cleaner outside kitchen.
- Wash your hands thoroughly before going back to the dinner hall.
- Check other supervisor has any assistance she needs with sick child before continuing with your normal duties.

### 8.3 Child wetting on the hall floor

- Firstly, get assistance.
- One supervisor take child away discreetly, remember, accidents do happen.
- The other supervisor to move other children if necessary.
- Get mop and bucket from cleaning cupboard by disabled toilet room. The key is above the door. You will find water and disinfectant in the cupboard. Please note that only green mops are to be used for the floor.
- Mop floor in the hall, return bucket to cupboard rinse bucket and mop out.
- Return to normal duties.

### 8.4 First aid procedures

- Disposable gloves to be worn at ALL times when dealing with a First aid incident.
- All cuts and grazes to be cleaned with cleaning wipes provided in First Aid boxes.
- Only use dressings to cover wounds when really necessary. Check child does not have a plaster allergy.
- Ice packs to be used on swellings of any kind. These are kept in the freezer in the Kitchen.

All Mid-day supervisors have basic First Aid training.

### 8.5 Recording of incidents

**All incidents.** - Letters to be sent home for all children with bumped heads/significant cuts and bruises. All entries must be in INK and must include date, time, place, incident, treatment given and signed by person performing treatment.

For any serious incident please contact lead First Aider. Forms to be filled in for any incident that requires medical treatment or if child is sent to hospital.

## 9 Adventure Trail and Equipment (Including Trees)

The adventure trail is used at lunchtimes. The year group on last sitting can use the trail immediately. All other year groups may use the trail after they have eaten their dinner.

Lunchtime supervisors should ensure that the trail is being used appropriately with children using the trail from left to right.

Tree climbing is permitted, but staff to exercise discretion.

## 10 Play at Lunchtime

All children may use all play areas, including the green when it is open and supervised. Children must ask if they need to use the toilet. Cloakrooms nearest to the playground, at the top of the corridor should be used, with the exception of Holly Class pupils who should use their own facilities in Holly Class. Play Leaders are responsible for getting out and putting away play equipment in the Play shed. At the end of playtime, children using play equipment need to return it to outside the play shed.

## 11 Golden Rules

At Barnabas Oley CofE School we have Golden Rules which we expect the children to follow all the time.

### Golden Rules

In school it is important that.....

- We try our best.
- We listen.
- We are kind and polite.
- We care for others.
- We tell the truth.

These rules are displayed in each classroom and in the school hall. They are the focus for a series of assemblies at the beginning of each academic year and are followed up on a regular basis within the classroom and in assembly.

It is important that Lunchtime Staff are familiar with the Golden Rules so that their expectations can be related to them. If children do not respond to reminders about their behaviour from their lunchtime supervisor, they follow the sanction code below.

1. Give reminder about behaviour related to the Golden Rules. If behaviour is repeated:
2. Ask pupil to play in a restricted play area where they can be seen by assistant. If behaviour is repeated:
3. Time out (for a maximum of 5-10 minutes) standing with a lunchtime supervisor. If behaviour is repeated:
4. Midday coordinator informed. Liaison with class teacher at handover time. If behaviour is repeated:

5. Sent with a red card to office in order to see Headteacher/Deputy Headteacher. (Parent informed by letter from Headteacher).

This sanction code applies to incidents occurring within one lunchtime. Each day will start anew with assistants beginning with positive reinforcements rather than continuing sanction route over a number of days.

The senior Midday Coordinator is responsible for ensuring that lunchtime staff are alerted to potential behaviour problems and that an appropriate course of action is followed. All behaviour incidents should be reported to the class teacher at hand over time. A regular dialogue should develop between teacher and lunchtime assistant about the children in their care. In this way many critical incidents can be avoided.

## 12 Peer Mediators and Restorative Justice

There are 10 peer Mediators trained each year to support low level playground issues. Their work is coordinated by Mrs Miller (Peer Mediator Coordinator). Peer Mediation generally happens in the quiet area. Lunchtime supervisors may refer children for mediation where playground issues are low level. More serious issues need to be dealt with by supervisors following the code above.

When speaking to children about behaviour incidents we follow the Restorative Approach. This involves a series of questions to the harmer and the harmed which include;

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- How have you and others been affected?
- What do you think needs to be done to make things better/right to help you move on?

Cards are available with these questions on to support you.

***This policy should be read in conjunction with;***

*Behaviour and Discipline Policy*

*First Aid Policy*

*Fire Policy*

*Health and Safety Policy*