

POLICY FOR LUNCHTIME SUPERVISION

This policy should be read in conjunction with the Lunchtime Supervisors' Handbook, which contains information on rotas, duties and ideas for activities.

The school has responsibility for the provision of school meals and the supervision of the pupils at lunchtime.

The school meals at St John Bosco Catholic Primary School are prepared on the premises by Sandwell Fresh Meals Service, who has full responsibility for providing the meals.

The lunch break at St John Bosco Catholic Primary School is from 12.05 to 1.00. All children eat in the school hall.

The Headteacher is obliged to ensure there are satisfactory levels of supervision throughout the lunch break. To assist with the supervision we have 7 supervisors. We consider that these adults as having 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 Headteacher is responsible for the management, training and welfare of the supervisors in school.

The Role of the Lunchtime Supervisors

The Lunchtime Supervisors are responsible for:

- ◆ supervising pupils on the school site as required by the Headteacher
- ◆ dealing with minor incidents and accidents
- ◆ First Aid: Carol Riley has official training
- ◆ organising activities for the pupils during wet lunch breaks
- ◆ overseeing pupils' care and welfare during the lunch break, especially in the playground
- ◆ undertaking training as required.

General organisation

Each member of the Lunchtime Supervisory Team has a specific role to play within the general organisation and is given a schedule to follow. The tasks are timed and staff should keep to the schedule. The lunch break is divided into two, with staff supervising children while they are eating their lunch and afterwards when they are in the playground.

The range of tasks includes supervision of:

- ◆ Reception, Key Stage 1 and Key Stage 2 pupils eating packed lunches
- ◆ The hall, stairs, playgrounds, field
- ◆ a class/group of children during lunch break when wet
- ◆ first aid.

General Duties

Each member of the Lunch Break Supervisory Team is responsible for:

- ◆ supervising children eating their lunch
- ◆ managing the children's behaviour, including orderly queuing
- ◆ monitoring the playground, cloakrooms and classrooms to make sure pupils are not in areas they should not be, for example, toilets or shower rooms
- ◆ making sure all children observe the code of conduct
- ◆ dealing with children who break the rules, (in accordance with the School Behaviour Procedures)
- ◆ dealing with accidents
- ◆ ensuring classrooms and the Dining Room are cleared up after use
- ◆ assisting younger children with their meals as necessary.

Guidelines

General advice for supervisors

- ◆ Do not stay in one place for any length of time.
- ◆ Make sure you patrol all areas of the school building for which you are responsible.
- ◆ Do not stand talking to other supervisors or spend a long time with one group of children.
- ◆ Do not let the children think they can misbehave because you are not watching them.
- ◆ Avoid the attitude 'I must be obeyed'.
- ◆ Follow the School Disciplinary Procedures.
- ◆ Aggressive play, bullying or rudeness should be reported to the teacher on duty.
- ◆ Record all accidents in the Accident Book and seek help if the accident is a cause for concern.
- ◆ Read the Health and Safety Manual for advice.
- ◆ If a child accidentally bumps his/her head, the duty teacher must be told. The child should be observed and must take an accident form home.

Presentation

- ◆ Smile a lot at the children.
- ◆ If pupils approach you, be friendly.
- ◆ Watch the games the children are playing, but do not get too absorbed, as it might distract you from what is going on elsewhere.
- ◆ Do not let children spend all their time with you, as it can prevent them from mixing with other children.
- ◆ Avoid questions to pupils that could be interpreted as 'prying' into family matters.
- ◆ Pass all lunchtime issues to appropriate staff – not directly to parents.
- ◆ Avoid gossip!

Treatment of Children

- ◆ Treat the children fairly and equally, no matter who they are, or what you know about their previous behaviour.
- ◆ Treat each child with respect. Do not make degrading comments about them or use unkind labels to describe them.
- ◆ Never strike a child. Do not threaten them physically or invade their space so that they feel intimidated.

Support for Lunchtime Supervisors

In order for Lunchtime Supervisors to fulfil their vital role at St John Bosco Catholic Primary School we believe it is crucial that they are valued, respected and well managed, and that their professional development needs catered for. The children should also be aware that Lunchtime Supervisors have the same authority as the teachers and should be shown the same respect.

To enable the lunchtime supervisors to make a significant contribution the following occurs.

- ◆ All Lunchtime Supervisors are monitored by the Headteacher.
- ◆ All the lunchtime supervisors meet school staff to discuss any important issues, share information and concerns.
- ◆ Support is given by the Head teacher and deputy Head teacher, who determine the appropriate action after a serious misdemeanour. Help is also given if there is a serious accident.

Important Documentation

Lunchtime Supervisors should have read the following policies and document and be familiar with Lunchtime Procedures.

- ◆ Health & Safety Policy
- ◆ Lunchtime Supervisor's Handbook
- ◆ Staff Handbook
- ◆ Behaviour Policy
- ◆ Equal Opportunities Policy
- ◆ Child Protection Policy
- ◆ Use of Force and Constraint Policy
- ◆ School Security Policy
- ◆ Critical Incident Policy

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