

## **St Michael's Catholic Primary School and Nursery**

### **Lunchtime Supervisor policy**

#### **Mission statement**

**St Michael's Catholic Primary School and Nursery is a Catholic family of faith following the teachings of Christ. We strive to create an environment where all members of our school community respect the values of: Church, Independence, Resilience, Caring, Learning and Enjoyment for all. Belief in these values will nurture all as individuals and instil in them the confidence to meet their full potential, providing them with the best grounding for their future place in an ever changing world.**

#### **Rationale**

At St Michael's we recognise our responsibility to ensure that our children enjoy their lunchtime feeling safe, secure and experience a social and pleasant eating experience. As a school community we recognise the important role Lunchtime Supervisors contribute to our children's welfare, enjoyment and reinforcement of positive behaviour management.

#### **Aims**

At lunchtimes we aim to:

- ensure that all children feel safe and valued.
- create an enjoyable and calm lunchtime environment.
- promote the schools PSHE and Healthy Schools programme through the attitude and behaviours of children and staff.

#### **Lunchtime Supervisors**

It is the school's policy to provide an adequate level of supervision to all children during the lunch period. The school employs 22 Lunchtime Supervisors for supervision of all children in the school during the lunch period from 12:00 noon. to 1.30 pm

#### **Lunchtime Routine**

The lunch break at St Michael's is from 12.00 noon - 1.00pm for KS1 children and from 12.30 – 1.30pm for KS2 children. All children eat their school hot dinner in the main hall, the majority of children will eat their packed lunch in the classrooms with the exception of Y5 and Y6 who eat in the hall. When the children are not dining in the hall, they are supervised on the KS1 or KS2 playground or the school field.

#### **Supervision in the hall**

All Lunchtime Supervisors who are on duty in the hall ensure that children are seated in the appropriate area and assist them with their meals where needed, whilst encouraging independence. They ensure proper order in the dining hall by an insistence on orderly queuing for service and that

children make proper use of knives and forks, treat theirs and others food appropriately and don't prevent others from enjoying their meals. This may at times mean teaching the younger children how to use cutlery and making sure that all children are aware of the dangers of misuse of cutlery or other items.

### **Playground Supervision**

Lunchtime Supervisors ensure the safety of all children in the playgrounds or on the field at all times. This involves the following:

- prevention of rough play which might lead to injury or incite fear in other children
- stopping children from playing in any area that could present danger
- removing any items from children which could be dangerous to themselves or others
- during hot weather, encouraging children to wear a hat, sun cream and take their water bottles outside
- during cold weather, encouraging children to wear a coat, hat, scarf and gloves
- keeping a close eye on as many groups as possible and reporting any suspicion of bullying to the Headteacher
- after the bell has been rung, children stand still and then proceed to their classes in a very orderly fashion, one class at a time, as instructed by the class teachers who will go out to the playground to collect their classes.

### **Accidents and other lunch time occurrences**

If an accident occurs, minor cuts and bruises should be treated at the scene by qualified first aiders who will have first aid equipment on their person. A list of qualified first aiders is on display at the front office. Head bumps are recorded in the first aid book, the child will be issued with a sticker that states the date, time and first aid administered i.e. cold compress. The child's teacher will be informed and they will tell the parent at the end of the day at collection- if it is not the parent collecting, then the office staff will inform the parent over the phone. If the injury is regarded as a more serious matter, then the child will be accompanied by an adult to the school office for a second opinion. A phone call will also be made to parents / carers to inform them of the injury and to decide on an appropriate course of action. If the child is very seriously injured and is unable to be brought to the school office, then another member of staff will send for assistance. Another adult will remain with the injured child to give comfort until first aid/ ambulance arrives. In this case, the Headteacher must be informed. The parents will also be called. If the accident is major and an ambulance is required, then the emergency 999 service will be used.

All incidents of First Aid are recorded. Any incidents of inappropriate behaviour must be communicated with to the class teacher and recorded in the book for that purpose, before the supervisor goes home or returns to class for the afternoon session. The teacher will then decide on the most appropriate action to take in accordance with the school's behaviour policy.

### **Supervision in other areas of school**

At certain times during the lunchtime period it may be necessary to supervise children in other areas of the school such as classrooms.

Children should:

- never run around the classrooms / corridors
- be prevented from handling dangerous materials or implements such as scissors etc.
- be prevented from disturbing things on the teacher's desk or other materials or equipment in the room. Also no child has the right to touch any other child's property without permission from the owner or teacher.
- Not be allowed to climb on desks or chairs, nor should they be permitted to open windows or doors without supervision. Such activities are dangerous and appropriate steps should be taken to prevent such behaviour.
- If found defacing or damaging school property or the property of another, be reported immediately to the Headteacher.

### **Wet day supervision**

On wet days children will be supervised in the classrooms, where they will use the computers, read, or play games from the specific "Wet Play" box

### **Behaviour Management**

The Lunchtime Supervisors sensitively manage low-level inappropriate behaviour in a firm but fair manner. Children are reminded of the School behaviour policy and our "Circle Values" where praise can be given or appropriate consequences may be given. This may include 'Time Out' for short periods of time, being asked to sit or stand in a designated place or, in the case of younger children, being asked to accompany the member of staff (e.g. holding their hand).

In the event of more serious breaches of the Code of Conduct, the member of staff should accompany the child to the Headteacher / Deputy Headteacher. Some lunchtime Supervisors have been trained in Team Teach and in extreme circumstances may use the techniques learned to positively handle a child. The Headteacher will be informed immediately, the appropriate form will be completed, parents will be informed if their child has undergone positive handling and the matter will be dealt with in accordance with the school's behaviour policy.

### **Special Needs Children**

Some children with special needs may be supervised individually by lunch time/teaching assistants. It is the prime responsibility of these assistants to ensure those children's safety. Teaching assistants also assist with general supervision at lunch time.

## **The Role of Lunchtime Supervisors**

The Lunchtime Supervisors are responsible for:

- overseeing the care and welfare of the children during the lunch break
- supervising the pupils during the lunch break
- providing activities and resources for play and games
- supervising and managing activities for the pupils during wet lunch breaks
- undertaking training as required.

## **Treatment of Children**

At St Michael's Catholic Primary School all children are treated following the appropriate school policies and documentation. We expect all children to be treated fairly and equally in line with our Catholic ethos and Mission statement.

## **Important Documentation**

Lunchtime Supervisors will have read the following policies and documents and are familiar with Lunchtime Procedures:

- Health & Safety Policy
- Staff Handbook
- Behaviour Policy
- Anti – Bullying Policy
- Equal Opportunities Policy
- SEN Policy
- Safeguarding Policy including KCSIE Sept 2016
- Physical Intervention Policy
- Inclusion Policy
- Food Policy