

## **The Role and Responsibilities of the Lunchtime Supervisor**

*We believe lunchtime supervisors 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. Children who are happy and well cared for at lunch time start the afternoons refreshed and ready to learn.*

### **The main aspects of this role are:**

- Supervising children eating their lunch: encouraging children to eat their food, behaving politely and respecting others within the dining areas.
- Managing the children's behaviour, including orderly queuing where necessary.
- Ensuring children walk around the school building in a calm and safe manner.
- Monitoring the playground, cloakrooms and classrooms to make sure pupils are not in unsupervised areas.
- Monitoring the use of the toilets to ensure they are being used appropriately.
- Making sure all pupils respect themselves and each other, and dealing with any misdemeanours in accordance with the school's Behaviour Policy.
- Administering first aid for minor accidents.
- Ensuring classrooms and the dining hall are cleared up after use.
- Organising and assisting with games and other activities.
- At the end of playtime, blowing the whistle to line the children up and returning the class to the care of their teacher.
- Informing the class teacher of any incidents or accidents that have occurred during the lunch-time break (this should be recorded in the Lunchtime book). This is extremely important as parents may need to be informed at the end of the day.
- If the child bumps his or her head, the class teacher must be told as the child should continue to be observed. You should fill in a green Medical form and give the child a 'Head bump' letter and sticker to take home.
- If in doubt, always check with a First Aider (there is a list in the Office).
- First Aid point for KS1 is by the Reception toilets.
- First Aid point for KS2 is in the Medical Room.
- First Aid 'grab bags' are to be taken out for dealing with minor injuries.

## **Hot Dinner Arrangements**

All pupils having hot dinners will receive a hot meal sticker from their class teacher or Lunchtime Supervisor.

At 11.45am the Reception children are taken to the dining hall by the Reception staff. They will help the children to line up and settle them with their food trays.

The subsequent year groups are then brought in at regular intervals to ensure the dining hall does not become over crowded. This is supervised by Bridget Pearce.

## **Packed Lunch Arrangements**

When in the classroom the children will be asked to sit down at a table with their lunchbox. Children are expected to eat their sandwiches and healthy items first, followed by such items as crisps and cereal bars.

Children should talk quietly among those on their table, taking care not to eat with their mouths full.

Any uneaten food should be left in the child's lunchbox so that parents can see what they have or have not eaten.

All children should be encouraged to eat their meal, but not forced. Please report persistent lunches of poor nutritional value to the class teacher.

Swapping foods between children should be firmly discouraged.

Children should remain seated during lunchtime and not allowed to wander unnecessarily around the classroom.

DVD's and TV programmes are not to be watched during lunchtimes.

Each child should be responsible for clearing away their own rubbish.

## **The Roles and Responsibilities of the Lunchtime Coordinator**

The Lunchtime Coordinator organises the Lunchtime Supervisor team.

## **The main aspects of this role are:**

- Manage the Lunchtime Supervisors and arrange cover if anyone is unable to undertake their duty.
- Arrange the timetable and tasks for each Supervisor.
- Be aware of, and inform the Lunchtime Supervisors of the emergency procedures.
- Report directly to the Deputy Heads on issues, concerns and procedures.
- Inform Lunchtime Supervisors of meetings and training sessions as required.
- Provide induction training for new Lunchtime Supervisors, including 'shadowing' and First Aid procedures.
- Oversee the care and supervision of the children during the lunch break.
- Lunchtime Supervisors must let the Office Manager know if they are going to be away, on the following number ~ 07741497357. The Office Manager will then let the Lunchtime Coordinator know.

## **Behaviour during lunchtimes**

At Lord Scudamore Academy, we expect children to:

- Show good manners when eating.
- Stay sitting until everyone has finished their meal.
- Talk quietly and politely at the dinner tables.
- Walk around the school building sensibly and with due care.
- Listen to and follow instructions.
- Show consideration for each other and their environment at all times.
- Ask permission to go to the toilet and use the toilets sensibly.
- Ask for help from an adult if they have a concern.
- Line up sensibly in their designated area, upon hearing the 'end of play' whistle.

There is a comprehensive list of playground rules in Appendix 1.

## **Good Practice Rewards**

Good manners and behaviour should be rewarded with:

- Lots of positive praise.
- House points, stickers and stars.
- Put names of well-behaved or helpful children on the board in the classroom and dining hall.
- The children can put a marble in one of the Values jars in the Library area.
- Class receives a smiley face on the chart.
- If consistently good all week, inform the class teacher as they may decide the class can have a sticker for their Steps to Success chart.

## **Good Practice Sanctions**

The following interventions should/can be used to stop inappropriate behaviour:

- Discuss the bad behaviour, try to establish why it occurred and encourage the child to make an apology. Allow the child the opportunity to correct the offence through an apology and the promise that they will try not to do it again. Ask the children involved if they are happy with the outcome.
- Put names of the children who have misbehaved on the board.
- Child to sit at another table or on their own.
- An adult to take the child to another classroom for the remainder of the session, usually that of a younger year group.
- Report to the class teacher.
- Child to stay with the Lunchtime Supervisor for part, or all, of the playtime session.
- Ban or 'time out' from a favourite game.
- If the class is very noisy - eat in silence for a period of time or miss a few minutes of their playtime session.
- In exceptional circumstances they will be reported to a member of the Senior Management Team.
- Ask the child to move to a quieter space if they are aggressive towards others. Allow them time to calm down by talking quietly to them or keeping them at a safe distance so they are secure.

- If a child leaves or threatens to leave the school premises do **not** chase after them but inform a member of the Senior Management Team immediately.

**Talk to children calmly and with respect. Stay calm. This will help you to remain in authority and be effective.**

### **General Advice to Lunchtime Supervisors**

- Smile at the children and be friendly when they approach you.
- Show an interest and listen to the children.
- Give praise frequently - it is more effective than criticism.
- Talk to the children in a normal voice and do not shout.
- The children should treat you with the same respect they would a teacher. They should do as you have asked.
- Treat each pupil fairly and equally.
- Treat each pupil with respect. Allow time to listen to what their concerns are.
- **NEVER** strike a child.
- It is important that all Lunchtime Supervisors deal with children in the same way.
- Encourage children to mix and play with others.
- Encourage children to apologise and be considerate and caring.
- Agree with the class teacher on classroom systems they would like you to adopt during wet play sessions.
- Know how many children are in the class each day, in case of an emergency such as a fire drill.
- Patrol the playground and talk and play with the children. Do not stand in groups with the other Lunchtime Supervisors talking.
- Be aware of the children who may be inside the building during the outside play session. Children must seek permission to go to the toilet. Make sure that you bring all the children in your designated class outside

with you and do not leave any inside unsupervised. Check by doing a head count.

- Ensure there is at least one supervisor in the playground before the children go out.
- Ensure that all lunchboxes have been put away safely and tidily. All tables should be wiped clean.
- Make sure the children are occupied during wet dinner times. Children should not run around the classroom at any time. In KS1 the use of scissors is strictly prohibited. Colouring paper and pens will be provided. The class teacher will provide suitable educational material for use on the interactive whiteboard.
- Keep the noise in the classroom at an acceptable level.

## **Safeguarding**

- Any racist incidents must be reported to the class teacher who will ask you to record it on a form.
- If a child tells you anything that gives you cause for concern or you see what you consider to be non-accidental injuries, you must inform the Safeguarding Manager immediately and the class teacher.

### **Never tell a child you can keep secrets.**

- Confidentiality - **NEVER** discuss anything about children in school with others, any concerns you have should be discussed sensitively with the class teacher.

### **Be aware of:**

1. Children leaving the premises without permission and contact a senior member of staff immediately.
2. Children calling to members of the public through the perimeter fence.
3. A stranger in the playground.
4. Handling, reporting and recording injuries and concerns, particularly to the responsible teacher. Accurate details are important so if necessary please record details for the teacher.

## Important Documentation

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

- Health & Safety Policy
- Lunchtime Policy
- Behaviour Policy
- Equal Opportunities Policy
- Child Protection Policy
- First Aid Policy
- Anti-Bullying Policy
- Guidance for Safer Working Practice Policy
- Code of Conduct

## First Aid Practice

- Familiarise yourself with the school's First Aid Policy.
- After an accident, fall or bump, always assess for injury as it might not be obvious at first glance.
- Always take a child inside if they need First Aid treatment, do not send them in to find someone.
- Know who the designated First Aiders are and consult them if the injury is more than minor.
- **Keep calm and comfort the child**
- Treat **all** head injuries seriously and consult with a First Aider. Report it to the class teacher as well.
- If a child becomes unwell during lunchtime, consult with a teacher or office staff.
- **Any incident where there is blood or broken skin, gloves must be worn to protect all involved.**

## **Health, Safety and Hygiene**

Hygiene within all areas of school life has to remain at the highest standard at all times.

- When wiping tables, please ensure a clean cloth is used.
- Please clean up any spillages immediately.
- Inform the office if one of the water dispensing machines on the corridors is leaking so that the necessary precautions can be taken.
- Beware in the uses of cups/beakers/straws etc. They must always be clean and should never be shared.

## **APPENDIX 1 – Playground Rules:**

1. Children should be encouraged towards constructive play and all destructive play should be stopped.
2. Ball games (and similar games) are only allowed if supervised.
3. The Galleon and surrounding grass area should only be used if deemed dry and safe by an adult on duty.
4. Children must obtain permission from the appropriate Lunchtime Supervisor before any equipment is used. All equipment must be returned to its storage place before the end of play.
5. No climbing on walls, trees or perimeter fences.
6. Do not call out to members of the public through the perimeter fences.
7. Play on the grass is only allowed in good weather conditions.
8. Children must ask permission from a Lunchtime Supervisor when they need to use the toilet.
9. All children should be outside, unless they are supervised or if there are specific instructions from the class teacher.
10. All food from lunch boxes or hot dinners should be eaten during the meal and not taken into the playground.
11. Unacceptable playground behaviour will result in withdrawal of playtime privileges.



