

**Todwick Primary School**

**Lunchtime supervision policy 2024**

Todwick Primary School is responsible for the safety and well-being of pupils at lunchtime and the contribution lunchtime supervisors make to children’s care and welfare is valued very highly.

1. **Introduction**

This lunchtime supervision policy should be read in conjunction with the school behaviour and safeguarding policies. Both policies are regularly reviewed and are available to all staff, parents, governors and visitors on the school website and the staffroom noticeboard.

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

1. **The Role of the Lunchtime Supervisors**

The Lunchtime Supervisors should:

 • Oversee the care and welfare of the children during the lunch break, in the playground, field, hall, outside dining area classrooms, 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 any safeguarding concerns to the DSL and follow the school safeguarding procedures.

• Report directly to the Senior Leadership Team or Head Teacher any issues or concerns

• Keep records of first aid and behaviour incidents

• Oversee activities for the pupils in classrooms during wet lunch breaks.

1. **General Organisation.**

The lunch break at Todwick Primary School is from to 11.45am-12.45pm for Reception/KS1 and 12.00-1.00pm for KS2. The youngest children eat their lunch first. Children in Reception: These year groups are escorted to the outdoor hall door by their teachers having first visited the toilets and washed their hands. Those who are having sandwiches are to be at the front of the line whilst those who are having a school dinner join the line after. Children are supervised in the line and sent down to the dinner serving station 4 at a time. Once the children have finished eating, they scrape their plates, collect their coat and go out to play. This should be achieved with increasing independence as the children are inducted into the school.

In the event of wet weather, Reception children will be escorted to the hall by the class teacher to line up through the library.

The lunchtime supervisor in the hall sends a message to the playground to call subsequent year groups. A whistle is blown by the lunchtime supervisor outside and the year group to go in is announced. They hang their coats, visit the toilets and proceed to lunch independently.

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, puddings, drinks and clearing trays, and cleaning tables for subsequent children

• Supervising the outside dining area

• Monitoring play outside or if wet in classrooms

• Overseeing behaviour to ensure all children are safe and happy

• Clearing the kitchen and hall areas, cleaning and wiping surfaces as necessary

* Supervising specific children when needed
* Overseeing Play Leaders
1. **Duties**

Two lunchtime staff begin work at 11.30am setting up the dining tables, plates and cutlery. All staff should ensure their hair is securely tied back and an apron is worn in the dining and kitchen areas. Set up staff decide whether it is warm enough to eat outside and set up accordingly. Two staff remain in the hall to clear and tidy with two supervising play outside on the KS1 playground and two supervising on the bottom KS2 playground. All surfaces should be wiped down and be free of food debris.

Lunchtime staff in the dining areas (included outside) should ensure children are seated as they eat and that good table manners and healthy eating principles are encouraged.

Lunchtime monitors/helpers from a KS2 class are appointed each year to assist the staff. They help children on the early sittings to cut up food and scrape their own plates. Staff 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.

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

All children should be encouraged to drink water with their meal. Children eating packed lunches should eat from their boxes or collect a plate, 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. Teachers will educate children about a healthy lunch box through School Council meetings and 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.

Lunchtime staff should ensure they patrol the areas for which they are responsible, ensuring that they are in a position where all children can be seen. If at any time, children are in a place which is not visible, they should be asked to come onto the playground where they can be seen e.g. down the side of the pool or in the shrubbery.

Lunchtime staff should not sit down or remain playing with one group of children as this lowers their ability to monitor the children effectively. They should not eat whilst on duty, chat amongst themselves or use their mobile phone.

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 Office Manager (Donna Anderson) 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 hall with a friend and supervised the lunchtime staff who are inside.

Aggressive play, or failure to follow staff direction should be immediately reported to the class teacher who will investigate with the children involved and record the incident in the Class Behaviour Book. 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. If computers are being used, staff should have regard as to what is being played and viewed.

If there are limited adults due to absences then teachers and TAs will need to cover classrooms and stagger their lunch break.

**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

• Small and medium sized balls to be used for football. On the KS1 playground, football is to be played in the designated half where the net is.

* The field is not to be used if it is considered to be too wet to be safe or too muddy for clothing.
* 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 door from the hall.
* 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
* When the field is in use, all children must be on the field and not on the playgrounds. Staffing must ensure they can see all areas e.g. hill and sides of fields.
* Children must not take food out beyond the indoor or outdoor dining hall.

**Timber Trails**

* The timber trail on the KS2 playground is to be used by children from Year 2 upwards and the infant timber trail for Reception, Year 1 and Year 2 only.
* Children must be wearing appropriate footwear when using the timber trail e.g. flat school shoes in line with the school uniform policy.
* The timber trails must not be used in adverse weather condition e.g. wet/icy
* Supervision of use required at all times
* Staff must restrict the number of children on the apparatus at one time so that there is no overcrowding and space for children to use the equipment safely

**Sporting equipment**

* Sports equipment is available for play leaders to set up games with and lead.
* Children must be supervised using equipment
* Equipment must be used purposefully and correctly
* Broken equipment must be removed and reported to the PE Lead (Miss Singh-Bhatti)

**Accidents and first aid.**

Outdoor supervisors are to take the First Aid lunch bag onto the playground. This is stored in the first aid room. Please ensure that it is kept adequately stocked and replenished as necessary. Top up items are stored in the first aid cupboard.

Minor injuries should be treated outside and the first aid book completed and reported to the office. If an injury is more serious and it is necessary to treat a child inside, they should be brought in by an older child to lunchtime staff working inside to ensure outside levels of supervision remain in place. All treatable accidents must be recorded in the Accident Book.

All lunchtime staff have or will complete the one day first aid training whilst other staff are designated first aiders and hold the longer first aid qualification (Mrs Gregory and Ms Holmes). If the accident is a cause for concern lunchtime staff must report to the office and seek help from a designated first aider (See first aid photos in staffroom).

Any child with a head bump should be checked by a designated first aider and the class teacher/office staff must be told. The child should be observed and must take a ‘Head Bump’ letter home which is dated with information around the bump.

Some pupils have additional medical needs that are clearly described in the ‘Personal Care Plans’ booklet. All staff should have due regard to the needs of the children as described and refer to the information which can be found on the staffroom noticeboards. Staff should have signed to say they have read this document each time it is revised.

**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 people for safeguarding as soon as possible. This is Mrs Alice Deeley ( DSL), Mrs Donna Anderson (DDSL) and Mrs Emma Perry (DDSL).

**End of Lunchtime Play**

At 12.45, the whistle is blown, once to stand still and then again for Reception/KS1 children to walk to the line. KS1 lunchtime staff members need to supervise the pupils in lining up until they are collected by their class teacher.

**Support for Lunchtime Supervisors**

All lunchtime staff receive safeguarding training on the first day of each academic year and regular updates throughout the year. Staff are involved in reviewing the lunchtime supervision policy and they are a valued part of the Todwick Team. Staff receive first aid training over a three year basis.