



The Spinney Primary School

PUPIL BREAK TIME & LUNCHTIME SUPERVISION POLICY

INTRODUCTION

Every child has the right to enjoy a positive lunchtime experience. The Spinney Primary School is committed to providing a safe lunchtime environment for all pupils. We believe that lunchtimes contribute to children's social, physical and emotional well being, as well as provide times for fun and interaction in an unstructured way.

We believe the supervision of children is an active occupation. We expect children to be polite and courteous to other children and all school staff. Likewise we expect all staff to treat children and other adults with courtesy and respect at all times.

AIMS OF LUNCHTIME

- Eat a healthy, balanced lunch
- Have a break from structured routines and adult led activities
- Go to the toilet
- Take exercise to improve health and fitness
- Develop new skills, find new challenges and take risks
- Develop friendships
- Talk to staff members in more formal situation
- Choose to be alone or part of a group
- Take responsibility for own actions
- Learn to play together
- Explore the world in which we live

Children will be expected to and encouraged to play outside as much as possible. They will only be kept indoors if it is unsafe to go outside or if the weather does not allow it. While the Headteacher has overall responsibility to for deciding whether it is indoor/outdoor play, the Senior Midday Supervisor may decide upon the best course of action, depending on the playground conditions at the time.

GENERAL SUPERVISION

This will be undertaken by the Senior Mid-day supervisor under the direction of The School Business Manager. Specific duties include:

- Responsibility for all children on school premises during planned lunchtimes: 12.00-1.00pm.
- Punctual, ensuring adequate supervision at all times; children should never be on the playground, in the dining room or in the classroom unsupervised.
- Managing behaviour in line with the school's Behaviour Policy.
- Reporting safeguarding concerns in line with school policy.
- If training has been provided, administering emergency First Aid cover across the duty period.
- Completing clerical duties linked to the post; completing accident books and feeding back to class teachers, ordering first aid supplies etc.
- Liaising with the Senior Midday Supervisor where appropriate.

The Senior Midday Supervisor will:

- Monitor lunchtime supervision to ensure children have a high quality lunchtime experience and are kept safe at all times.
- Take responsibility for the conduct of the midday supervisors and pupils at lunchtime.
- Liaise with the Deputy Head regarding any concerns.
- Cascade relevant information to MDS team and respond to day to day queries as appropriate.
- Check weather conditions/safety of playground to decide if lunchtime play is indoors or outdoors.
- Organise cover for staff absence when appropriate.
- Co-ordinate activities and resources appropriately. Liaise with PE team regarding outdoor and indoor activity plan.
- Set up the outdoor first aid station with relevant first aid equipment in a cool bag, accident books etc.
- Ensure indoor and outdoor school bells are sounded to signify 'cooling down' and end of lunchtime and supervise lining up. Class teacher should collect their classes promptly.
- In the absence of the SMDS, the School Business Manager will arrange cover.

The Midday Supervisors will:

- Arrive in time for their lunch duty to ensure adequate supervision.
- Notify the Mid-day Supervisor co-ordinator if you are absent from work, so cover can be arranged
- Ensure appropriate behaviour is maintained in line with the school's Behaviour Policy.
- Reporting safeguarding concerns in line with school policy.
- Administer first aid as appropriate and inform the relevant parties.
- Remain on school premises for the duration of your duty.
- Conduct them safely and appropriately on the playground and in the lunch hall.
- Ensure the safety of pupils at all times and intervene when necessary in games/ activities which are not safe?
- Listen to the children and promote positive play with their peers.
- Supervise areas of the playground as directed by the SMDS or the playground rota.
- Report to SMDS if scheduled duties are completed or if a query arises regarding your role or responsibility.

Dining Hall Supervision

Have high expectations of behaviour.

- Where appropriate to your duty, call the relevant year groups for dinner by displaying their class
- Identify children taking a school meal and mark them as such on the meal register
- Ensure children are lined up sensibly and supervised while queuing at the hatch.
- Ensure children maintain good table manners and positive relationships while eating.
- Maintain reasonable levels of noise and encourage quiet voices.
- Encourage children to eat all of their lunch and hydrate themselves adequately.
- Ensure children leave tables tidy and clear their plates appropriately.
- Ensure the cleanliness of the dining room furniture at all times.
- Deal with accidents/incidents and ensure hazards from breakages/spillages are dealt with immediately using the relevant cleaning materials and hazard warning signs as appropriate.
- Wipe tables and stack chairs at the end of the lunchtime.
- Report any observations or concerns to the Mid-day Supervisor co-ordinator.

Playground Supervision

- Ensure the safety of all children at all times and be aware of the whole playground.
- Have high expectations of behaviour and positive play.
- Report any concerns regarding behaviour to the Mid-day Supervisor co-ordinator and report back to class teacher.
- Carry a whistle for emergencies.
- Monitor vulnerable children; encourage involvement and suggest games.
- Mediate and discuss disagreements before they escalate.
- Promote positive play – suggest games and alternatives to 'rough' play.
- Monitor new children and ensure they have a buddy.
- Report any breakages, unsafe equipment or unsafe areas to the Mid-day Supervisor co-ordinator.
- Monitor the use of the toilets.
- Encourage children to line up sensibly when the school bell is sounded for the end of lunchtime.

Indoor Supervision

- Each MDS will be responsible for a specific area as discussed and agreed together.
- Teachers will remain with the class until the MDS arrives. If the MDS does not arrive, the teacher should notify the SMDS.
- The SMDS will liaise with the Deputy Head to determine indoor or outdoor play
- The SMDS will notify each class when they should attend the lunch hall.
- The MDS should ensure classes are appropriately occupied with appropriate material. The class teacher will highlight which resources or activities are available.
- Laptops and ipads must not be used at lunchtimes.
- Running and chasing games are not allowed.
- Teachers are not obliged to cover a duty at lunchtime. If they do, this is a voluntary action.

PROMOTING POSITIVE BEHAVIOUR

Promote the 5 Spinney Take Care Rules:

- *Take Care of Ourselves – be on time, be in our smart school uniform, be ready to learn*
- *Take Care of Each Other - be kind, helpful and polite to other children and adults*
- *Take Care of Our Learning – be committed to our learning, work hard, keep trying to improve*
- *Take Care of Our School, Community and Our World – be responsible, keep the school tidy, pick up litter*
- *Take Care for the Future – Make the most of our learning every day so that we are ready for tomorrow, reduce, re-use and recycle!*

Be a good role model:

- Stay Calm
- Use a controlled, calm and confident voice. Speak quietly and deliberately.
- Give praise where it is due
- Ensure warnings are clear
- Avoid threatening, instead remind children of the rules and consequences
- Sanctions must never be corporal. They must be fair and consistently applied
- Where a child persistently makes a poor behaviour choice, use the sanctions procedure consistently and report to the Senior mid-day supervisor

Have high expectations of behaviour and positive play: REWARDS

- Verbal Praise
- Visual Praise
- Distribute house points and stickers
- Role modelling – encouraging children to tell good tales

Behaviour & Sanctions

The school uses '1, 2, 3 Magic' which is an effective behaviour management strategy. This is used to reinforce high expectations and school rules, and to ensure a safe and positive learning environment.

At the start of every academic year staff are informed of the '1, 2, 3, Magic' process and this is also explained to the pupils in assembly 1=Reminder, 2=Warning, 3=Consequence (Sanction)

MDS staff use a red, amber, green card system for behaviour in the playground.

The use of a time out period on playground may be used if appropriate for cooling off or reflection. Any such incidents are reported to class teachers as appropriate.

FIRST AID PROCEDURES

If a child is hurt or unwell at lunchtime, he/she should report to a midday supervisor. MDSs, who have First Aid training should respond to the child's needs as appropriate. Those not trained should seek a member of the lunchtime team who is trained.

Where possible, First Aid should be provided at the First Aid Station on the playground and recorded in the relevant class first aid book. If further attention is needed the MDS should liaise with the school office regarding a phone call home if appropriate.

Class teachers are informed of all injuries, and the class first aid book signed to show that the information has been passed on sufficiently.

In the case of an emergency, an ambulance should be called and member of SLT must be notified.

SAFEGUARDING

- MDSs will complete Level One safeguarding and Child Protection training as soon as possible after their appointment. This will be updated every three years.
- All safeguarding referrals should be completed on the relevant form and passed to the Designated officer straight away. In the absence of the designated officer, a member of SLT should be informed.
- Midday Supervisors must ensure the safety of pupils at all times and intervene when necessary in games/activities/behaviour which are not safe.
- Staff to pupil ratios specified in the Early Years Framework apply at all times
- For other year groups, ratios are determined by risk assessments. We have agreed the following as a minimum:
 - KS1 – 1:30
 - KS2 – 1:60
- There must always be a minimum of 2 staff members on the playground at any one time

APPRAISAL AND TRAINING

The appraisal process is completed in line with the Appraisal Process for Support Staff.

Training will take place on a termly basis and address the needs of the school as well as the individual members of staff.

Policy History

Date	By Whom	Date for next review
February 2018	Written by Sarah Jelliman SBM and Colleen Payne Senior MDS	February 2019