

# Lunch-time Supervision Policy

## Montgomery Infant School and Nursery



**Approved by:**

**Date:** 05.06.2023

**Last reviewed on:**

**Next review due by:** June 2024

## **Lunchtime Supervision Policy**

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

### **AIMS**

- To provide the children with a positive dining experience
- To ensure the lunch hour runs smoothly for all members of the school team
- To develop social skills
- To encourage healthy eating in line with Healthy Schools guidelines
- To provide a period of exercise and relaxation in preparation for the afternoon session

### **Children eat their lunch in the school hall**

The Head teacher is obliged to ensure there are satisfactory levels of supervision throughout the lunch break. Midday 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.

### **The Role of the Midday Supervisors**

- To supervise pupils on the school site, overseeing their care and welfare during the lunch break, in the playground and dining areas.
- To encourage healthy eating and the development of social skills
- To be aware of the individual needs of pupils.
- To be aware of the emergency procedures.
- To deal with minor accidents and incidents.
- To oversee activities for pupils during wet lunch breaks.
- To report to the Senior Mid-day Supervisor, member of SLT or Head teacher on issues, concerns and procedures.
- To keep records of incidents (CPOMs) and accidents, any bumps to the head to be reported to the office immediately.
- To undertake training as required.

### **General organisation:**

On arrival: report to Irene Currell – Senior Mid-Day Supervisor (SMDS) who will update on any news, new children, changes to the normal routine.

Although the Midday Supervisors work as a team, each has a specific role to play within the general organisation and has a schedule to follow, see MDS timetable, appendix 1. There are three separate lunch sittings, one for each year group. Children eat their lunch first and then have time out in their designated playgrounds. MDSs will have responsibility for different zones within the playground.

To be amended Sept 2023

### **At the end of the morning session**

- Teachers send the children to use the toilet and wash their hands prior to lunch.
- Lanyards for food allergies are distributed, stickers for food choices are distributed.
- SMDS will contact classroom staff over the walkie talkie when the hall is available for them to enter
- The children are escorted to the dining room in an orderly manner.
- Children sit on classroom tables, children should be able to select where they'd like to sit within reason.

### **Children having school lunch**

- At the beginning of term Reception children will have waitress service until the Spring Term. Year 1 and Year 2 will collect their meals themselves, they will be called from their classes by walkie talkie to ensure a calm staggered entry into the hall.
- Children are encouraged to eat dinner first before pudding.
- Children put their hand up and have a member of staff check they have eaten enough before starting pudding. They must also check before they take the leftovers to the bin and leave the hall. Please report any concerns over eating to class teacher.

### **Children having packed lunch**

- The children set out their lunch and are encouraged to develop a sensible order of eating i.e. sandwiches first.
- All items of litter are kept until the end of the meal. Any uneaten food is kept in the lunch box so parents can monitor food eaten.
- Staff need to check packed lunches to ensure the children have eaten sufficient amount. Not everything has to be eaten as some packed lunches have more than enough in. If dinner staff feel any child has not eaten enough they need to inform the class teacher so they can inform the parents.

### **When children have finished their lunch**

- School dinner children empty any uneaten food into the bin, reporting any spillage
- They stack trays ready for washing.
- Packed lunch children put their rubbish in the bin lunch bags go out into the playground with them and are placed in a designated area.
- Any children who have not finished their packed lunch have the opportunity to finish their lunch outside on the bench if needed.

### **When children are in the playground**

- At least one walkie talkie must go out on the playground with MDS.
- Appropriate outdoor clothing is worn. The requirement to wear a jumper and or coat is at the discretion of the teacher/mid-day supervisor on duty. Remember children will get hot if they are running around. Have a designated area for each classes belongings if children remove items of clothing.

- Playground equipment cupboard is opened by the MDS. All children are responsible for putting away toys. Playground monitors ensure it is tidy before it is locked by MDS.
- Children must always ask to leave the playground to go to the toilet, on the grounds of Health and Safety. Children using the EYFS/Year 1 playground will use the hall toilets, entering from the hall door. Children using the Year 2 playground will use their class toilets.
- Staff must spread out and walk around playground constantly monitoring the children playing or if allocated a zone, move around within the zone.
- Spare clothing is available in the medical area or large hall cupboard
- Any injuries or incidents needs to be recorded, the relevant forms completed the relevant staff members informed.

### **Wet lunchtimes**

- These will be held in the child's classroom
- The children will be able to use classroom resources, please speak to classroom teacher beforehand if possible.
- MDSs can read stories or use smartboard to show pre-selected videos. staff pool assemblies and lunch-time folder has pre recorded videos.

### **Nursery Children**

- All nursery children staying for dinners are supervised by a designated MDS and members of the nursery staff. They remain in the nursery at all times.

### **Start of afternoon session**

- Please see timetable for timings of end of lunch-time.
- 5 minutes before end of lunchtime children are instructed to put toys away (even if another year group will be out later, it is good practise for the children to tidy up after themselves)
- Children will be asked to line up in their classes and will be escorted back to their class by the MDS. The MDS will hand over to the class teacher and report any incidents. Incidents that need to be recorded must be put on to CPOMs. A laptop is available in the staffroom for this purpose.

### **General duties:**

#### **Midday Supervisors are responsible for**

- Supervising children eating their lunch, dining hall, playground or classroom.
- A class/group of children during lunchbreak when wet.
- Managing the children's behaviour, including orderly queuing.
- Monitoring the playground, toilets and classrooms to make sure that children are not in areas they should not be.
- Making sure all the children observe 'The Monty Way'
- Supporting children who struggle with their behaviour in accordance with our Behaviour and Relationships Policy.
- Dealing with accidents,

- Ensuring classrooms and/or dining room are cleared up after use.
- Taking a first Aid kit onto the playground and dealing with minor injuries outside as trained.
- Assisting younger children with their meals as necessary.
- Ensuring all playground equipment has been put away neatly.
- Ensure all children have collected their belonging from the playground such as coats and hats.

### **Ordinarily Available and Thrive**

The lunch hall can be over whelming for some of our children due to the size, the amount of children in there and the noise level. Some children may come in to the hall wearing ear defenders, some children may request these when in the hall or you may notice a child who looks distressed and ear defenders can be offered.

MDSs should have visual lanyards, these display commonly used pictures to support children's self-regulation.

Our Thrive area is open during lunch-time. Some children may have Thrive time after they have eaten their lunch this will have been discussed with the SMDS and cascaded down to relevant MDS. If a child becomes overwhelmed unsettled in the hall, Thrive can be offered to the child. Children need to be calm when entering Thrive.

### **Guidelines:**

#### **General advice for Midday Supervisors**

- Do not stay in one place for any length of time unless you are involved in specific play duties or supervising a set zone of play.
- Make sure that you patrol all areas for which you are responsible.
- Follow the School Behaviour and Relationships Policy for consequences for pro or anti-social behaviours.

If a child is unsafe, causing harm to others, rude to a staff member, please follow our Behaviour and Relationships Policy

- Remind children of the schools expectations 'The Monty Way'
- Use positive phrasing, limited choice and disempowering the behaviour strategies
- Use the script, seek support from SLT
- Any anti-social behaviour to be reported to class teacher, they may request you to report this on to CPOMs
- Any serious incidents or incidents relate to a child currently being monitored for behaviour issues must be reported to the class teacher and recorded on CPOMs.
- A positive comment about children who are showing good behaviour or improving behaviour as a result of monitoring would be well received from the class teacher. This would also help develop relationships between the Midday Supervisors and the children. Best Bear and Emotive Elephant Stickers can be awarded to children who demonstrate good behaviour. Monty Achievers awards can be given out to children during our Friday celebration assemblies for children who have shown exemplary behaviour at lunchtime.

### **Should an accident occur:**

- Refer to First Aider on duty for advice. All office staff are first aid trained

- Record in the Accident log.
- If a child bumps their head, the office and class teacher must be informed. All head bumps get an immediate phone call to home an accident slip must also be filled in.

### **Confidentiality**

Working within the education system is a very rewarding and responsible job. MDS are an intrinsic part of the school team and as such follow the same confidentiality procedures as all staff. MDS must not discuss any playground issues directly with parents. Any issues must be followed according to school policies. If MDS find they are being asked questions by parents please refer them on to the class teacher or headteacher. All staff must follow the schools code of conduct.

### **Child Protection Procedures**

- Should a child confide in you any worrying information, please follow the school safeguarding procedures.
- Please report any concerns to the Designated Safeguarding lead (the Headteacher – Sue Bridgeman) or any Designated Safeguarding Deputies, please see information in school entrance.
- All staff will undertake safeguarding training annually.

### **Points to consider:**

- When involved with playground games always be aware of the whole area of play around you.
- Avoid questions that could be interpreted as “prying” into family matters.
- Pass all lunchtime issues to appropriate staff, not directly to parents.
- Treat all children fairly and equally, regardless of prior knowledge or behaviour.
- Be aware of personal space and intimidating behaviour. Please see Behaviour and Relationships policy

### **Support for Lunchbreak Supervisors:**

**In order for Midday Supervisors to fulfil their role we recognise that they need to be valued, respected and well managed and that their professional development needs are catered for.**

**Children must also be aware that Midday Supervisors have the same level of authority at lunchtime as teachers and should be shown the same respect.**

Documentation:

### **Safeguarding Children Policy:**

Health & Safety Policy  
 Staff procedures  
 Behaviour and Relationships Policy

Child Protection Policy

**Equal Opportunities Policy**

Signed ..... (Chair of Governors)

Date:

Review date: