

ELLIOTT PARK SCHOOL

Policy for Lunchtime Supervision

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The school has responsibility for the supervision of the pupils at lunchtime. The lunch break at Elliott Park School is from 11.45 am to 1.00 pm. Children eat their lunch in their classroom.

The Head Teacher, or Deputy Head Teacher in his/her absence, is obliged to ensure there are satisfactory levels of supervision throughout the lunch break. To assist with the supervision, Elliott Park School has appointed a number of Lunchtime Supervisors. We consider 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.

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 and in classrooms where dining takes place.
- supervise the pupils during the midday break
- deal with minor accidents and incidents
- report directly to the Head Teacher on issues, concerns and procedures
- keep records of incidents and accidents
- organising activities for the pupils during wet lunch breaks

2. General Organisation

Each member of the Lunch Break Supervisory Team has a specific role to play within the general organisation. The lunch break is divided into two, with staff supervising children while they are eating their lunch and afterwards when they are in the playground.

The range of tasks includes supervision of:

- Reception, Key Stage 1 or Key Stage 2 pupils eating packed lunches in the classrooms
- Children in the playground
- a class/group of children during lunch break when wet
- first aid.

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3. General Duties

Each member of the Lunch Break Supervisory Team is responsible for:

- supervising children eating their lunch
- managing the children's behaviour
- monitoring the playground, cloakrooms and classrooms making sure all children observe the code of conduct
- dealing with accidents
- ensuring classrooms are cleared up after use
- assisting younger children with their meals as necessary.

4. Guidelines

General advice for supervisors

- Make sure you patrol all areas for which you are responsible.
- Do not stand talking to other supervisors or spend a long time with one group of children.
- Follow the School Disciplinary Procedures. If it is a minor issue, just remind the children how they should behave.
- Aggressive play, bullying or rudeness should be reported to Head Teacher.
- Record all accidents in the Accident Book and seek help if the accident is a cause for concern.
- If a child accidentally bumps his/her head, the class teacher must be told. The child should be observed and must take a 'Head Bump' letter home.

5. Presentation

- Smile a lot at the children.
- If pupils approach you, be friendly.
- Watch the games the children are playing, but do not get too absorbed, as it might distract you from what is going on elsewhere.
- Do not let children spend all their time with you, as it can prevent them from mixing with other children.
- Avoid gossip!

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6. Treatment of Children

- Treat the children fairly and equally, no matter who they are, or what you know about their previous behaviour.
- Treat each child with respect. Do not make degrading comments about them or use unkind labels to describe them.
- Never strike a child. Do not threaten them physically or invade their space so that they feel intimidated.

7. Support for Lunchtime Supervisors

In order for Lunchtime Supervisors to fulfil their vital role at Elliott Park School, we believe it is crucial that they are valued, respected and well managed, and that their professional development needs are catered for. The children should also be aware that Lunchtime Supervisors have the same authority as the teachers and should be shown the same respect.

To enable the lunchtime supervisors to make a significant contribution the following occurs.

- Support is given by the Head Teacher and Deputy Head Teacher, who determine the appropriate action after a serious misdemeanour. Help is also given if there is a serious accident.

Important Documentation

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

- Health & Safety Policy
- Lunchtime Supervisor's Handbook
- Staff Handbook
- Behaviour Policy
- Equal Opportunities Policy
- Child Protection Policy
- Use of Force and Constraint Policy
- School Security Policy
- Critical Incident Policy

