



Lunchtime Supervision Policy

The school has responsibility for the supervision of the pupils at lunchtime. The lunch break at Elliott Park School is from 12.00 noon to 1.00 pm. Children eat their lunch in the designated classrooms or outside on good weather days. All children under the responsibility of one Lunch Supervisor must eat together.

The head teacher or deputy head teacher is obliged to ensure there are satisfactory levels of supervision throughout the lunch break. To assist with the supervision, Elliott Park School has appointed several lunchtime supervisors. We consider the lunchtime supervisor to 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 lunchtime supervisor

The lunchtime supervisor 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 Class teacher or head teacher on issues, concerns and procedures
- keep records of incidents and accidents on the designated forms.
- organising activities for the pupils during wet lunch breaks
- encourage good manners during lunchtime
- ensure the lunchroom is left in a clean and tidy state, ready for lessons to commence.

General Organisation

The lunch break supervisor 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 designated areas
- children in the playground
- a class/group of children during lunch break when the weather is too wet to play out
- first aid.

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General Duties

The lunch break supervisor 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.

Guidelines

General advice for supervisors

- Make sure you patrol all areas for which you are responsible.
- Do not stand talking to other staff 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 the class teacher or head teacher and logged in the Incident book.
- Record all accidents in the Incident Book following First Aid guidelines. Seek help if the accident is a cause for concern.
- If a child bumps his/her head, the class teacher or other member of teaching staff must be told immediately. The child should be observed, and parents informed, (by school secretary or teaching staff) and the child must take a 'Head Bump' letter home.

Presentation

- When 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
- In accordance with the dress code please refrain from wearing clothes that contravene the code.

Treatment of Children

- Treat the children fairly and equally, no matter who they are, or what you know about their previous behaviour.

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- 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. Be aware of the Safeguarding Policy.

Support for Lunchtime Supervisors

For the Lunchtime Supervisor 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 the lunchtime supervisor has the same authority as the teachers and should be shown the same respect.

To enable the lunchtime supervisor 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
- Staff Handbook
- Behaviour Policy
- Child Protection Policy
- Positive Handling Policy