



## Witchampton CofE First School

### Lunchtime Supervision Policy

#### Lunchtime Procedures

##### Summer 2018

<b>12.10pm</b>	Hedgehogs line up	Mrs Ryan serving Mrs Giles with children lining up Mrs Thacker in the hall
<b>12.15pm</b>	Year 1 line up	
<b>12.20pm</b>	Year 2 line up Year 3 line up Year 4 line up	Mrs Ryan serving Mrs Thacker in the hall Mrs Giles in the playground
<b>12.30</b>	As soon as they have finished – all children to playground	Mrs Giles in the playground (walkie talkie) Mrs Ryan goes to playground as soon as serving finished Mrs Thacker in the hall

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

At Witchampton CofE First School, ready-prepared, nutritious school meals are brought to the school; they are provided by Chartwells, and served to our children in the school hall during lunch break

Policy created: 6th December 2017

Updated: 15<sup>th</sup> May 2018

To be reviewed: December 2018

(12.15pm -1.15pm). Those having a packed lunch eat their lunch in the hall or outside (weather permitting).

The Head of School, or Teacher in Charge in her absence, is obliged to ensure there are satisfactory levels of supervision throughout the lunch break. To assist with the supervision, Witchampton CofE First School has appointed three Lunchtime Supervisor Assistants (LSAs). We believe LSAs 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. Children who are happy and well cared for at lunch time start the afternoons refreshed and ready to learn.

The Head of School is responsible for the management, training and welfare of the LSAs in school.

**The Head of School will:**

- Oversee the care, welfare and supervision of the children during the lunch break, in the playground and dining areas during midday break
- Manage the LSAs
- Arrange the timetable and tasks for each supervisor (which may change from day today)
- Review and monitor performance of the LSAs
- Be aware of, and inform the LSAs of, the emergency procedures
- Deal with minor accidents and incidents
- Keep records of incidents and accidents
- Undertake training as required
- To be aware of the school's responsibility to safeguard children and to be familiar with the Safeguarding policy
- Be aware of equality issues including gender, race and sexual orientation and know what the correct procedures are for dealing with such issues

**The main aspects of the LSA role are:**

- Supervising pupils on the school site as required by the Head of School
- Dealing with minor incidents and accidents
- Organising activities for the pupils during breaks (both during good weather and 'wet breaks')
- Overseeing pupils' care and welfare during the lunch break, in the playground and elsewhere on the school site
- Undertaking training as required

**General organisation**

Each member of the LSA Team has a specific role to play within the general organisation and is given a schedule to follow; this should be kept to, so that all aspects of the children's care are provided for. 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, but there is some overlap between these sections due to the staggered serving of lunches. There is always someone available in each area where children are present.

**General duties**

Each member of the LSA Team is responsible for:

- Supervising children eating their lunch: encouraging children to eat their food, behave politely and respect others within the dining hall; assisting younger children with their meals where necessary.
- Managing the children's behaviour, including orderly queuing, where necessary.
- Ensuring that if children wish to go to the toilet they are given a purple band in the hall and an orange band in the playground. No more than two children will be allowed to go at any one time.
- Ensuring that once in the playground children are not allowed down for drinks. Children are encouraged to drink when they are in the hall.
- Ensuring children do not run into the hall for their meal.

- Monitoring the playground, cloakrooms and classrooms to make sure pupils are not in unsupervised areas they should not be.
- Monitoring the use of the toilets to ensure they are being used appropriately.
- Making sure all children respect themselves and each other, and dealing with any misdemeanours in accordance with the school's Discipline and Behaviour Policy.
- Administering first aid for minor accidents.
- Ensuring classrooms and the dining room are cleared up after use.
- Organising and assisting with games and other activities (such as skipping, gardening etc).
- Supervising the use of the play-frame, if the weather is appropriate.
- Ringing the bell at the end of lunch break and dismissing the children class by class.
- Undertaking any reasonable duties assigned to them by the Head of School to facilitate a calm and positive atmosphere within school.

### **Guidelines General advice for LSAs:**

- Wear hi-vis vests at all times.
- Try to move regularly from place to place.
- Stand separately from each other so all aspects of the outside areas are supervised.
- Make sure you visit all areas of the school building/playground for which you are responsible to check children are safe.
- Do not stand talking to other supervisors or spend a long time with one group of children – try to talk to and engage with as many children as possible so that they get to know you and you are aware of anything untoward.
- Expect children to be polite and responsive – we work by the code of treating others as we would expect to be treated ourselves.
- Avoid confrontation – always treat children with respect and have the expectation of being respected (re: school values).
- Follow the School Disciplinary Procedures. When dealing with misbehaviour, follow the Behaviour and Discipline Policy. 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 who will in turn report to the Head of School if appropriate.
- Record all accidents on MyConcern and seek help if the accident is a cause for concern.
- Read all documentation provided by the Head of School..
- 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' form home.
- If a child confides in you that they have been abused, or you see what you consider to be non-accidental injuries, follow school procedure - you must inform the child that you have a duty to report it to the Designated Safeguard Lead (DSL) or Deputy Designated Safeguard Lead (DDSL) who will set the Child Protection Procedures in motion. You must discuss the concern with NO ONE ELSE. Never tell a child you can keep secrets.

### **Relationship to Children:**

- Children respond well to adults who smile a lot and are 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.
- Encourage children not to spend all their time with you, as it can prevent them from mixing with other children and making friends. Encourage them to join in with other children, or ask the Year 4 Play Leaders to help.
- Avoid questions to pupils that could be interpreted as 'prying' into family matters.
- Make sure all children are treated fairly and equally, no matter who they are, or what you know about their previous behaviour.
- Try to avoid invading a child's space so that they feel intimidated, as this can lead to confrontation.

- Model the 'I can Problem Solve' technique as a means of resolving conflict both between adult and child, and child and child.

### **Confidentiality:**

Be aware that, as a member of staff, you will be expected to keep all matters relating to the school and the pupils within it confidential. Please pass on all lunchtime issues to appropriate staff – not directly to parents.

### **Support for Lunchtime Supervisors:**

In order for LSAs to fulfil their vital role at Witchampton CofE First School, we believe it is crucial that they are valued, respected and well managed, and that their professional development needs catered for. The children are taught that LSAs have the same authority as the teachers and should be shown the same respect.

To enable the LSAs to make a significant contribution to the school, the following procedures are in place:

- There is an Accident/Incident book available for LSAs to record accidents/incidents in. This is kept in the office; it is confidential and children should not have access to the book.
- When an accident/incident occurs, the following accident/incident procedure is followed;
  - sticker is placed on child;
  - appropriate form for the parent is completed and handed to the class teacher (red for head/green for other);
  - complete accident/incident book
- Support is available from the Head of School and class teacher(s), who determine the appropriate action after a serious misdemeanour. Help is also given if there is a serious accident.
- The Head of School meets with the LSA team at least once every term to discuss matters of concern and new initiatives. LSAs participate in the school's appraisal system.
- Training – such as from the Healthy Schools initiative/First Aid etc – will be provided as appropriate. Payment for time taken for training and meetings can be claimed at the usual hourly rate.
- LSAs have received 'I can Problem Solve' training
- LSAs receive updated Safeguarding training every two years
- LSAs have received playground games CPD (Val Subin) and skipping CPD (Mr Skippy)

### **Important Documentation**

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

- Keeping Children Safe in education
- Aspects of the Health and Safety Policy
- Lunchtime Supervision Policy
- Behaviour and Discipline Policy
- Equal Opportunities Policy
- Child Protection and Safeguarding Policy
- Use of Force and Constraint Policy
- Critical Incident Policy

All LSAs are provided with the necessary documents. When first in post, LSAs will be supported by more experienced colleagues and will be subject to the school's induction programme. They will be given a copy of this policy for their own personal use.