



Wyton on the Hill Primary School Arrangements for Break and Lunchtime Supervision

1. Introduction

The Governing Body is committed to safeguarding and promoting the welfare and rights of children and young people and expects all staff, volunteers and visitors to share this commitment.

This policy should be read with reference to the United Nations Convention on the Rights of the Child. The Convention states what countries must do to ensure ALL children grow as healthy as possible, can learn at school, are protected, have their views listened to and are fairly treated. Article 1, 2 and 3 apply to all of our policies.

This policy has particular reference to:

- Article 15: Every child has the right to meet with other children and to join groups and organisations, as long as this does not stop other people from enjoying their rights
- Article 24: Every child has the right to the best possible health. Governments must work to provide good quality health care, clean water, nutritious food and a clean environment so that children can stay healthy
- Article 31: Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

At Wyton on the Hill Primary School we recognise the importance of break and lunchtimes in children's personal development and aim to ensure that the quality of break and lunch times reflect whole school vision and practices.

2. Purpose

The purpose of this policy is to establish expectations for all staff and volunteers regarding the supervision of pupils at play and lunchtime.

3. Background

3.1 Lunchtimes

The school has responsibility for the provision of school meals and the supervision of the pupils at lunchtime. At Wyton on the Hill Primary School nutritious school meals are cooked on site and served to our children in the school dining hall during several sittings between 12.00pm – 12.5pm. Those

having a packed lunch also eat their lunch in the hall unless the weather is warm, when they may occasionally use the picnic tables in the playground.

The Head Teacher, or Deputy Head Teacher in her absence, is obliged to ensure there are satisfactory levels of supervision throughout the lunch break. To assist with the supervision Wyton on the Hill Primary School has appointed a Senior Lunch Time Supervisor and a number of Lunch Time Supervisors. We believe Lunch Time 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. Children who are happy and well cared for at lunch time start the afternoons refreshed and ready to learn. The school aims for a ratio of 1-20 of Lunchtime Supervisors to children. The Head Teacher and Senior Lunch Time Supervisor are responsible for the management, training and welfare of the Lunch Time Supervisors in school.

3.2 Break times

Class teachers are responsible for ensuring that pupils receive at least one other break in addition to lunch time, which may be taken at the time of day most appropriate according to their learning. The class teacher is responsible for ensuring that their pupils are adequately supervised at break times and that due attention is paid to the relevant risk assessments the school has in place for play areas. The Head Teacher is responsible for monitoring the quality and safety of break times.

At break times the school aims for a ratio of 1-20 of staff to children.

4. Safeguarding

All staff engaged in the supervision of children at play and lunch times will be expected to read the following documentation annually in the Autumn Term:

- Keeping Children Safe in Education (part 1)
- Code of Conduct & Safer Working Practice
- Health and Safety Policy
- Confidentiality Policy
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Behaviour Policy
- Anti-bullying Policy
- ICT Acceptable Use Policy
- Safer Employment Policy
- Arrangements for Break and Lunchtime Supervision Policy
- The school's risk assessments for related areas and activities

They will also be expected to attend the annual basic Safeguarding and Child Protection Training held in school each January.

When first in post, Lunchtime Supervisors will be supported and observed by more experienced colleagues and by the Senior Lunch time Supervisors.

5. General Procedures for all Break and Lunch time Supervision

- Try to move regularly from place to place, ensuring staff coverage of key 'visibility /antage points'
- Make sure you visit all areas of the school building/site for which you are responsible to check children are safe
- Do not stand talking to other supervisors – unless you need to pass on a brief message
- If you are not designated to play with a group of children today, 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.
- Follow the School Disciplinary Procedures. When dealing with misbehaviour, follow the Behaviour Policy. If it is a minor issue, just remind the children how they should behave.
- Aggressive play, bullying, prejudice-related comments or rudeness should be deal with immediately and reported to the Head teacher and or Senior Lunchtime Supervisor who will in turn report to the Head Teacher/report the incident on the online system, if necessary
- Record all accidents in the Accident Book at the first aid station 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.
- If a child confides in you that they have been abused, or you see what you consider to be non-accidental injuries, you must inform the child that you have a duty to report it the Designated Safeguarding Lead(DSL) or Deputy DSL. You must discuss the concern with NO ONE ELSE, not even their parents, unless your DSL has instructed you to. Never tell a child you can keep secrets.
- Develop positive, appropriate relationships with children, remembering the following:
 - Children respond well to adults who ae approachable, capable, knowledgeable and professional
 - It is important to watch the games the children are playing, but do not get too absorbed unless you are a designated play leader on that day, as it might distract you from what is going on elsewhere.
 - It is essential to 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 Playground Buddies to help.
 - Avoid questions to pupils that could be interpreted as 'prying' in to 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

6. General Organisation at Lunchtimes

Each member of the Lunchtime Supervisory Team has a specific role to play within the general organisation and is given a daily 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 45 minute sessions, 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.

The Senior Lunch time Supervisor deploys staff to ensure children are well cared for and there is always someone available in each area where children are present.

7. The Role of the Lunchtime Supervisor

Each member of the Lunchtime Supervisory 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 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
- 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
- Supervising the use of the play equipment, if the weather is appropriate
- Undertaking any reasonable duties assigned to them by the Senior Lunchtime Supervisor to facilitate a calm and positive atmosphere within school.

8. The Role of the Senior Lunchtime Supervisor

The Senior Lunchtime Supervisor organises the Lunchtime Supervisory team.

The main aspects of this role are to:

- Oversee the care, welfare and supervision of the children during the lunch break, in the playground and dining areas during midday break
- Manage the Lunchtime Supervisors

- Arrange the timetable and tasks for each Lunchtime Supervisor (which may change from day today)
- Review and monitor performance of the Lunchtime Supervisors
- Be aware of, and inform the Lunchtime Supervisors of, the emergency procedures
- Deal with minor accidents and incidents
- Report directly to the Head Teacher on issues, concerns and procedures
- Ensure Lunchtime Supervisor s 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

9. Review of Policy

This policy will be reviewed every two years, or if a situation occurs which necessitates any amendment.