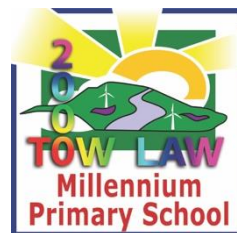


# LUNCHTIME SUPERVISORS' HANDBOOK 2023



## **INTRODUCTION**

*This handbook aims to assist you in your work as a supervisory assistant by clarifying your duties, the policies and procedures which relate to your work, the resources available to you and the personnel to whom you may go for help or advice.*

*All lunchtime supervisors are expected to work together as a team to ensure that the personal and social needs of all of the children are effectively met in a safe and secure environment so that lunch times can be a pleasurable experience for everyone.*

## **LUNCHTIME SUPERVISION**

We aim to ensure that all children who stay at school during the lunchtime break, whether they are having a school dinner or their own packed lunch, experience a calm but social atmosphere. The lunchtime break can be a worrying time for some children. We must strive to make them feel happy and secure. All supervisors must dress appropriately (no blue jeans) and wear footwear that facilitates safe outdoor play.

Lunchtime supervisors are:

Miss Esther Heppell – Class 1  
Mrs Kirsty Duffy – Class 2  
Mrs Mandy Gray – Class 3  
Mrs Wendy White – Class 4

## **SCHOOL PERSONNEL**

The class teacher has the day-to-day responsibility for the care of children in their class; therefore, general concerns relating to an individual child should be discussed with the class teacher.

A senior member of staff is always available to assist you if a difficulty arises during the lunchtime period. The first point of contact is the Head Teacher.

## **GENERAL DUTIES**

Each lunchtime supervisor is responsible for a particular class or group of children on a daily basis. This system has been adopted to help children build up a relationship with their supervisor but it should not prevent all supervisors from working together as a team and it is expected that everyone will work flexibly to ensure that the supervision provided is effective.

When the morning session comes to an end, the teacher will instruct the pupils to line up at the door in alphabetical order and they will tell the supervisor how many children are present. The children will have selected their meal daily that morning on the Cypad system.

The children are not allowed to run in the corridor and would be tracked in KS2 or moved onto the cloud for doing so in EYFS/KS1. Children should be encouraged to move around the school building in a calm and orderly manner and led to the hall by an adult.

There are two sittings for lunch and these are organised according to class numbers.

During lunch, children should stay in their seats, use their knives and forks correctly and say “please” and “thank you”. When in the hall, lunchtime supervisors are to support children and to encourage children to clear away plates and cutlery into the correct container on the trolley. There are guidelines in the hall to support lunchtime supervisors.

### **PLAYTIME SUPERVISION**

It is our aim to ensure all children are happy and safe on the yard. Children need careful supervision in the playground so that accidents can be avoided. EYFS and KS1 pupils play out at the back of the school and KS2 at the front.

To ensure maximum supervision is provided, supervisors should space themselves well on the yard so that all areas and access points can be monitored. The school gates are locked during lunchtime.

If anyone is seen loitering outside the gate or is causing a nuisance, they should be reported immediately to a senior member of staff who will take the appropriate course of action.

If a child is to be collected at lunchtime you will be informed of this arrangement. The adult collecting the child must still report the child to the office so that a record of collection is made for health and safety reasons.

Resources for outdoor play are as follows:

Each area has a playtime box of equipment which has a checklist of equipment there are play leaders designated for each class and they need to check off equipment and inform Miss Mawson if anything has been broken or lost.

Children should be encouraged to share the toys/resources and play together. Any games which may cause injury or distress to themselves or others should be discouraged. In addition to this, gymnastic-type activities are not allowed on the field or yard including handstands and forward rolls, neither are games which involve guns and violence.

Introducing children to ring games or traditional games/sporting activities is a useful means of encouraging appropriate social behaviour including turn taking and co-operation. At the end of lunchtime, the supervisor will blow the whistle once for the children to stand still. On the second whistle, the children then walk to their lines and will be taken in a class at a time into school.

### **WET PLAYTIMES**

When the weather is inclement, the children will spend their lunchtimes in their classroom. Resources for use during this time are in the playtime box or cupboard.

Children in Classes 3 and 4 will be encouraged to access the indoor resources available in class. They can draw or read quietly if they wish, a story may be read to them and songs may be sung. Children in Classes 1 and 2 should return to their classrooms after finishing their lunch and may use the playtime box/items from the playtime cupboard. Children are not allowed to wander between classes but may go to the toilet or to fill up their water bottle after obtaining permission. Classes will be supervised by their allocated lunchtime supervisors. Where possible, a member of staff will assist in Class 1 or 2. Children should be encouraged to share the toys/resources and play together. Any games which may cause injury or distress to themselves or others should be discouraged.

At the end of the lunch-break please ensure that all of the children tidy up carefully, that the lunchtime resources are returned and that the children are seated appropriately reading their school book in readiness for the afternoon session. The lunchtime supervisor should follow class routines for toileting and water bottles at the end of lunch as routines may vary.

## ACCIDENTS

All supervisors have been provided with an opportunity to attend First Aid at work training, those that hold the qualification administer basic first aid, a First Aid pouch should be carried at all times. First Aid should be administered in accordance with the school's Health and Safety Policy. Where there is a more serious accident has occurred or a child has received a head injury, the child should be brought to Miss Mawson, Miss Walker or Miss Dobson so that the appropriate action can be taken. In addition, the Health and Safety Policy gives guidance in relation to the logging and reporting of accidents. **When there is an accident at lunch time and first aid is administered, the relevant lunchtime supervisor needs to complete a page in the accident book, or for more serious injuries/head injuries, complete the online accident form to DCC. The accident book can be found in each class first aid cupboard.**

## ASSERTIVE MENTORING

Because we want everyone to be happy on the yard, we encourage children of all ages to play and socialise together in an appropriate way, show respect for one another as well as for the adults who care for them.

It is the policy of the school to show children respect by listening to what they have to say and by investigating all incidents. It is important that children know that incidents are being investigated and that they feel issues are being dealt with fairly.

The school operates a positive behaviour management programme. All staff have access to a copy of the Respectful Relationship Policy and Anti-Bullying Policy in the school policy files.

Emphasis is placed upon highlighting good behaviour and being positive rather than negative. 'Smileys' are given to individuals for positive behaviour, effort and achievement. "Stars of the Week" are awarded to two pupils from each class on a Friday.

School rules and consequences, in line with the Respectful Relationship Policy, are displayed in each classroom. Please read the policy and ensure you comply with it.

Supervisors are requested to record any major incidents that may occur and discuss this with the class teacher this includes incidents that involve children whose behaviour is generally a cause for concern.

If a child is excluded at lunchtime they must be returned, with a parent/carer, to a senior member of staff at 1.00 pm. If they are returned earlier, the parent/carer must remain with them to supervise them until 1.00 pm.

Often the best approach is prevention and careful monitoring can identify potential problems before they arise. Appropriate intervention can distract children by involving them in a game or prevent disagreement by helping children to develop new friendships. **Some children do have particular difficulties which the class teacher will have made you aware of. A great deal of work will be undertaken in the classroom to modify the child's behaviour in partnership with parents and you will be asked to support this programme. This may involve monitoring the child and reporting back to the class teacher/senior member of staff on the child's behaviour that day. It may be that you are asked to give particular rewards for appropriate behaviour or that you are asked to deal with particular situations in a special way. We do ask you to support us in this, as it is very important that a consistent approach is adopted.**

We do encourage general good manners and sensitivity to the needs of one another. We always expect children to show you, and each other, respect and provide a positive role model to the children through your relationships with them and other staff.

Regular meetings (at least once per term) are held between the Head Teacher and lunchtime supervisor/s. The focus of the meeting is to discuss any child whose behaviour is causing concern and develop joint strategies for engaging children through positive play and a consistent approach to

behaviour management. Pupils with SEN and developing an understanding of particular areas of SEN and the need for individual approaches. In addition, this is a forum for any issues which the supervisors may wish to raise. Issues are recorded on CPOMs by the class teacher where needed.

A copy of the Respectful Relationship Policy and Anti-bullying Policy is available from the office.

### **TOILETS**

In order to maintain the toilets to an acceptable standard during the lunchtime period, close supervision is required. Children must not run in and out of the building but they are allowed to go to the toilet or have a drink of water from their water bottle if they wish. Children needing to use these facilities should ask the supervisor.

Children should not splash water on the floor but if it does become wet, it should be mopped dry immediately. On return to class after the lunchtime break, the children should begin tasks set by the class teacher. The lunchtime supervisor should follow individual class routines for toileting and water bottles.

### **SECURITY**

All lunchtime supervisors will be offered a locker. Valuables should always be locked away in the personal lockers which are located in the staff room.

All visitors to school should be directed to the main office and asked to sign into the Inventory sign in system. No child may be given permission to leave the school premises during the school session and the Head must be informed if any child is collected from school during this time.

### **HEALTH AND SAFETY**

Drugs and medicines may be given by the Head Teacher or the First-Aider who holds a First Aid certificate. Where a child requires prescribed medicine 3 or 4 times a day, a parent may bring the medicine to school at lunchtime or a First Aider will administer it as long as all appropriate forms are signed by parent/carer. A medication fridge is located in the staffroom to ensure medication requiring refrigeration is stored in accordance with the instructions. First Aid equipment is kept in each class room and the staff room. The class teacher will facilitate the administering of medication.

Older KS2 pupils may self-administer medication for asthma with adult supervision, however if this happens it needs to be reported to the class teacher so that it can be logged. **Lunchtime supervisors need to ensure that children who are diagnosed as asthmatic have their reliever inhaler outside at break times and that the lunchtime supervisor also carries the school emergency inhaler and spacer when outside. Lunchtime supervisors who are in the dining hall and on break duty should be aware of which children are at risk of an anaphylactic reaction and know which staff have had training to administer it and where the epi pen/pens are located. Health and safety guidelines are kept in the Head Teacher's room.** This school has a no smoking or vaping policy.

All staff will have signed an acceptable user agreement covering the use of mobile phones. All mobile phones should be left in the staffroom.

### **ACCIDENTS**

If a child becomes ill or has an accident, the supervisor should bring the child to/or send for the First-Aider who will support the treatment, advise the child or telephone their parents. Any member of staff may administer treatment such as the washing of cuts or grazes. Antiseptic cream must not be used. Where there is a more serious accident, the child should be brought to/or send for a member of staff who holds a 3-day first aid certificate – Miss Mawson, Miss Dobson or Miss Walker. The incident must then be reported to the Head Teacher immediately. All minor accidents need to be recorded on the appropriate page in the accident book or for more serious accidents, on the online reporting system which links to DCC.

## **CHILD PROTECTION**

It is the duty of every adult to take responsibility for the protection of children. Children establish a close relationship with school staff and may well confide in them if they have difficulties.

It is important that staff do not promise to keep secret anything a child tells them, as it is their responsibility to refer any concerns that they may have about a child's safety to the Head Teacher who will follow the agreed child protection procedures.

The following guidelines relate to incidents which require a child to be examined because of apparent injury or illness or to have their clothing changed:

1. If a child is wet and needs changing, two adults must be present or, if old enough, the pupil should be given the clean clothing and asked to change themselves in the toilets.
2. In the event of a suspected injury or illness involving legs, arms, head or upper torso, staff should treat in accordance with earlier guidance.
3. Staff should not investigate any possible injury/illness which would require the removal of clothing to the lower body other than asking the child to remove tights in order to examine and treat injuries to the legs. Any apparent injury/illness involving the lower body should be reported to the Head Teacher or Second in Charge who will determine any further course of action.

If a child accuses you or any other member of staff of hurting them, this matter must be taken very seriously. The Head Teacher should be informed and the incident logged. In line with the child protection procedures, the Head Teacher will investigate the matter which may then be referred to other agencies.

## **CARE AND CONTROL**

All staff need to be aware of the County's policy in relation to this matter. Restraint of a child can only be carried out by a Team Teach trained member of staff. Staff should not physically restrain a child unless they can illustrate the minimum level of restraint necessary was used and that it was carried out either to protect the child or others from harm, or that significant damage to property would have occurred. A child may only be physically restrained if there is a likelihood of injury to the child or others, by an agreed member of staff, in accordance with the policy (no lunchtime supervisors are authorised to restrain a child).

If children show affection through physical contact this should be returned with restraint, without making the child feel rejected. Staff should avoid putting themselves into any situation which could be misinterpreted by the child or parents. If you are concerned about any situation which you find yourself in when alone with a child, for your own protection ask another member of staff to accompany you while you deal with the matter.

## **EMERGENCY EVACUATION**

Staff should familiarise themselves with the Fire Drill. If the fire bell sounds, staff should lead the children as quickly and calmly as possible to the nearest available exit and form a line in the schoolyard. The class teacher will bring their class register with them.

## **STAFF ABSENCE**

Absence should be reported to the Head Teacher as soon as possible and a self-certification form should be completed. These are available from the office. Sick notes are required after 5 days and these should be forwarded to the school.

### **COMMUNICATIONS**

All staff are encouraged to play an active part in the whole school team and the Head Teacher is always available to discuss any matters relating to your role. If the matter requires a more formal or extended discussion, then this can be arranged at the convenience of all those involved.

### **CONFIDENTIALITY**

**It is very important that all matters relating to the school and individual children either discussed or observed remain confidential to the school.**

**If any member of the supervisory staff is approached for information they should refer to the child's class teacher or Head Teacher.**

### **PERFORMANCE MANAGEMENT**

Every member of staff will have the opportunity to have a performance management review annually. In addition, all supervisors will have a regular team meeting where they are encouraged to discuss any concerns/celebrate successes.

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If you require this information summarised in another language or format please contact the school office on:



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