

MIDDAY SUPERVISION PROCEDURES

Federation of Grewelthorpe and Fountains C of E Primary Schools

General Statement

The school recognises lunchtime is a very important part of the day for the children. It is a part of the day that the children mix with their friends. All supervisors play a valuable role within the school and children will follow their examples. It is of paramount importance therefore that they set a good example to the children. Good manners and other social skills will be picked up by the children so a cheery, patient, kind and considerate disposition is helpful whilst working alongside the children and other members of their team.

Employees Duties

Midday Supervisors, under the direction of the Teacher in Charge, are responsible for the welfare, safety and behaviour of all children on the school premises at lunchtime.

The Teacher in charge must be informed primarily of any absence of Midday Supervisors in order to obtain supply cover. The Headteacher will then be informed of the absence and cover involved. All Midday Supervisors have details of children with medical conditions.

Communication

This procedure will be part of the schools induction process for all staff. Midday Supervisors are a necessary and valued part of the whole school team. Advice and/or support from the teaching staff/Teacher in charge/Headteacher is an important part of a successful and smooth running lunchtime.

Procedures

Children will not leave the premises unless they are collected by an adult. The adult must go to the School Office to let the school office staff know they're taking the child. The office staff will then update the Fire Register. If a child is ill during the lunch break, the Midday Supervisor will notify the school office. If a child arrives at school during break/lunchtime, the adult bringing them to school must take them to the School Office to be officially signed in. The office staff will update the Fire Register.

FIRST AID

- Please refer to the First Aid Procedure.

DINING HALL SUPERVISION

- All children should have been to the toilet and washed their hands before entering the dining hall.
- Quiet, orderly behaviour is expected when arriving and leaving the dining room. Remind those who are not being quiet and praise those who are.
- Children line up quietly, collect their dinner and cutlery, and then sit at their table.

- Any child needing help with their meal or packed lunch should ask the Midday Supervisors politely and help be given to them whilst maintaining a reasonable level of noise, and implementing good table manners. Any child not adhering to this should be asked in a polite manner, to behave properly.
- Any hazards from spillage/breakages/sickness/dropped meal etc. will be kept to an absolute minimum by being dealt with immediately.
- There must never be a child left on their own in the Dining Hall to finish their lunch.

WET PLAYTIME

- A decision as to whether it is a wet playtime or not will be made and all staff and children will be informed.
- All Midday Supervisors should make sure they know where their designated area is in advance.
- After the children have eaten their lunch they will be directed to their classrooms or other designated area by the Midday Supervisors.
- For safety reasons children will not be allowed to run about indoors and should always be in their classrooms and not in cloakrooms or toilet areas.
- Teachers will inform children of certain activities that are allowed in their particular classroom such as drawing, reading, building bricks, quizzes etc.

IN THE PLAYGROUND

- The children are not allowed to play on the stones outside Class 4’s windows.
- Supervisors will be alert and vigilant, continually scanning the playground as they move round so they know what is happening and who is doing what and where.
- Supervisors will ensure the safety of all children at all times.
- Children are not to play on the grass when it is wet.
- If children need the toilet during playtime they should ask for permission, a Supervisor will direct them to the nearest toilet.
- Children must always ask permission to leave the playground for any other reason.
- If the weather is wet or icy, the children are not allowed on the stage.
- The all-weather outside apparatus will be used whenever possible. This will be down to the Headteacher or Teacher in Charge to decide.

PUPIL BEHAVIOUR

- Please refer to the school’s Behavioural Policy.
- The Midday Supervisors will not tolerate swearing/cheeky or aggressive behaviour. Children will be sent directly to the class teacher/Teacher in Charge/Head teacher, who will take appropriate action.
- When you ask the children to do something/stop doing something; stay and make sure they do it before you walk away. Explain why.
- Deal immediately with all problems as they arise. Investigate all problems thoroughly. Do not take sides. Make sure the witnesses actually saw the incident themselves.

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| Signed: | P Acheson |
| Date: | Sept 23 |
| Review Date: | Sept 24 |