

UPPERBY PRIMARY SCHOOL

LUNCH-TIME POLICY



School Details

Acting Headteacher:	Mrs P Burns
Chair of Governors:	Mr W Atkinson
Policy Date:	October 2022
Policy Review Cycle:	Bi-annually
Next Review Date:	October 2024

Introduction

The school has responsibility for the provision of school meals and the supervision of the pupils at lunchtime. The school meals at Upperby Primary School are prepared on the premises within the national standards framework or pupils may bring a packed lunch.

The lunch break at Upperby from 12 midday to 1.00pm for most of the school and 12.15 to 1.15pm and 12.30 to 1.30 for Year 6. Children either eat in the school hall or in their classrooms.

The Headteacher is obliged to ensure there are satisfactory levels of supervision throughout the lunch break. To assist with the supervision we have a minimum of 10 midday supervisors, although this is usually higher. The Headteacher has delegated the responsibility for the management, training and welfare of the midday supervisors in school to the Deputy Headteacher.

The Role of the Lunchtime Supervisors

The Lunchtime Supervisors are responsible for:

- ◆ supervising pupils on the school site as required by the Headteacher
- ◆ dealing with minor incidents and accidents
- ◆ organising activities for the pupils during lunch breaks on the playground or indoors during wet playtimes
- ◆ overseeing pupils' care and welfare during the lunch break, especially in the playground
- ◆ undertaking training as required.

General Duties

Each midday supervisor is responsible for:

- ◆ supervising and supporting children eating their lunch
- ◆ managing the children's behaviour, including orderly queuing
- ◆ monitoring the playground, cloakrooms and classrooms to make sure pupils are not in areas they should not be.
- ◆ making sure all children observe school rules.
- ◆ dealing with children who break the rules, report serious incidents to the teacher on duty.
- ◆ dealing with accidents and ensuring that all accidents are reported to the class teacher at the end of lunchtime and recorded in the accident book located in the reception office
- ◆ ensuring classrooms and the Dining Room are cleared up after use.

Guidelines

General advice for supervisors

- ◆ Make sure you patrol all areas of the school building for which you are responsible.
- ◆ Do not stand talking to other supervisors or spend a long time with one group of children.
- ◆ Do not let the children think they can misbehave because you are not watching them.
- ◆ Avoid the attitude 'I must be obeyed'
- ◆ Aggressive play, bullying or rudeness should be reported to the teacher on duty.
- ◆ Record all accidents in the Accident Book and seek help if the accident is a cause for concern.
- ◆ Read the Health and Safety Manual for advice.
- ◆ If a child accidentally bumps his/her head, the duty teacher must be told. The child should be observed and must take an accident form home.

Treatment of Children

- ◆ Treat the children fairly and equally, no matter who they are, or what you know about their previous behaviour.
- ◆ Treat each child with respect. Do not make degrading comments about them or use unkind labels to describe them.
- ◆ Do not threaten them physically or invade their space so that they feel intimidated.

Support for Lunchtime Supervisors

The children are aware that Lunchtime Supervisors have the same authority as the teachers and should be shown the same respect. Children are encouraged to use the midday supervisors full name, not Christian name. Midday supervisors who are also parents of children in school should try to avoid working with their child. Where practical, they should encourage their child(ren) to call them by their full name when they are working.

To enable the lunchtime supervisors to make a significant contribution the following occurs.

- ◆ All lunchtime supervisors are monitored by the Deputy Headteacher and Headteacher.
- ◆ All the lunchtime supervisors should pass on information about accidents and major incidents to school staff, not in front of the children where possible. Support is given by the Headteacher and duty teacher, who determine the appropriate action after a serious misdemeanour. Help is also given if there is a serious accident.

Monitoring and Review

The head teacher monitors this policy on a regular basis and reports to governors, when requested, on the effectiveness of this policy. The policy will be reviewed every two years. This policy was agreed by the governing body on 12th July 2018

This policy was reviewed and agreed by the governing body 12th October 2022.

Date of next review – October 2024