Merrydale Infant School
Lunchtime Supervisor Policy

Chair’s signature Mrs Elizabeth Surtees

Head’s signature......Mark Tipple-Johnson

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

The school meals at Merrydale Infant School are prepared in the dining Hall by City Catering, who has full responsibility for providing the meals.
The lunch break at Merrydale Infant School is from 11.25am to 12.30pm for Foundation Stage children, 12.00 to 1.00pm for Year 1 children and 12.20pm to 1.20pm for year 2 children.

The Headteacher, or Deputy Headteacher in their absence is obliged to ensure there are satisfactory levels of supervision throughout the lunchtime. To assist with the supervision Merrydale Infant School has appointed 2 Senior/Lead Dining Supervisors, 1 for the Foundation Stage team and 1 for the Key Stage 1 team. In total we have 15 supervisors - 7 in the Foundation Stage and 8 in Key Stage 1 (including the 2 lead dining supervisors. Children with a statement of need have a designated 1:1 dining supervisor to assist them during lunchtime. We consider these adults as having 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 lunchtime start the afternoons refreshed and ready to learn.

The Headteacher has overall responsible for the management, training and welfare of the supervisors in school.

The Role of the Lunchtime Supervisors

The Senior/Lead Supervisor organises their team of Dining Supervisors. The main aspects of this role are:

- Oversee the care, welfare and supervision of the children during the lunch break, in the playground and dining areas during lunchtime.
- Manage their team of Dining Supervisors.
- Arrange the timetable and tasks for each supervisor (which may change on a daily basis dependant on availability/illness).
- Review and monitor the performance of the Dining Supervisors.
- Be aware of and inform the Dining Supervisors of the emergency procedures.
- Deal with minor accidents and incidents.
- Report directly to the Head Teacher on issues concerns and procedures.
- Keep records of any incidents and accidents if asked.
- Undertake any necessary training as required.
- To be aware of the school's responsibility to safeguard children and to be familiar with the Safeguarding policy.

The main aspects of the Dining Supervisor role are:

- Supervising pupils on the school site as required by the Head Teacher or Senior/Lead Dining Supervisor.
- Dealing with minor incidents and accidents.
- Organising activities for pupils during breaks (especially during 'wet weather lunchtimes').
- Overseeing pupils' care and welfare during the lunch break, in the playground and elsewhere on the school site.
- Undertaking training as required.

Each member of the Lunchtime Supervisory 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 Lead Supervisor deploys staff to ensure children are well cared for and there is always someone available in each area where children are present.

**General duties**

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 tidied after use.
- Organising and assisting with games and other activities – especially during wet weather lunchtimes.
- Supervising the use of the climbing frames, if the weather is appropriate.
- Ringing the bell at the end of lunch break and ensuring the children are lined up ready for the teachers to collect them.
- Undertaking any reasonable duties assigned to them by the Senior/Lead Dining Supervisor to facilitate a calm and positive atmosphere within school.

**Guidelines**

General advice for supervisors:

- Do not stay in one place for any length of time.
• 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.
• Follow the School Disciplinary Procedures.
• Aggressive play, bullying or rudeness should be stopped and dealt with following school procedures. Children are to be reminded about acceptable forms of play.
• Record all accidents in the Accident Book and seek help if the accident is a cause for concern.
• Have knowledge of the schools' Health and Safety Policy for advice.
• If a child accidentally bumps their head, their teacher must be told. The child should be observed and must take a bumped head slip home.

Presentation

• If pupils approach you, be 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.
• Do not let children spend all their time with you, as it can prevent them from mixing with other children.
• Avoid questions to pupils that could be interpreted as 'prying' into family matters.
• Pass all lunchtime issues to appropriate staff – not directly to parents.
• Dining supervisors must express concerns to the SLT (Senior Leadership Team) rather than discuss issues between themselves.

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 Lunchtime Supervisors to fulfill their role at Merrydale Infant 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 the Dining Supervisors have the same authority as the teachers and should be shown the same respect.

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

- The Lead Dining Supervisor of the area in which they work either Foundation Stage or Key Stage 1 manages all Dining Supervisors.
- The Lead Dining Supervisor may meet with their team every day to discuss any issues, share information and concerns. This occurs before the duty begins.
- Support is always available from the Head Teacher/Deputy and class teacher(s), who determine the appropriate action after a serious misdemeanour. Help is also given if there is a serious accident.
- The Inclusion Manager meets with the Dining Supervisors at least once every half term to discuss matters of concern and any new initiatives.
- Training – such as from the Healthy Schools initiative, for First Aid, or Team Teach – will be provided as appropriate. Payment for time taken for training and meetings can be claimed at the usual hourly rate.
- Dining Supervisors will receive updated Safeguarding training as and when necessary.