



# Federation of Sacred Heart and St Mary's RC Primary Schools

## **LUNCHTIME SUPERVISOR POLICY**

MARCH 2022

We believe Midday Supervisors play a very important role at Sacred Heart and St Mary's 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 Head Teacher and Senior Midday Supervisors are responsible for the management, training and welfare of the Midday Supervisors.

### **The Role of the Senior Midday Supervisor:**

- Overseeing the care, welfare and supervision of the children during the lunch break, in the Playground and in the dining areas during lunchtime.
- Managing Midday Supervisors.
- Reviewing and monitoring their attendance and performance.
- Being aware of and informing Midday Supervisors of emergency procedures.
- Dealing with daily low-level behaviours, recording and contacting parents as necessary.
- Referring on more serious behaviours to SLT.
- Dealing with minor incidents/accidents and recording them as necessary.
- Reporting directly to the Associate Head Teacher/Head Teacher on issues, concerns, procedures.
- Keeping records of all incidents and accidents (especially head injuries).
- Undertaking training as required.
- **Arranging the Timetable and Tasks for Each Supervisor (which may change from day today):**
  - Being a positive role model to colleagues and pupils by speaking professionally and fairly at all times.
  - Contacting parents to report significant injuries/accidents (including all head bumps and physical marks.)
  - To be vigilant to monitor lunch play and intervene to prevent an incident escalating.
  - To be active in nominated area moving around the space to monitor behaviour and welfare.
  - SMS to share a weekly timetable of zones and areas of responsibility.  
(To be shared on the noticeboard in the staffroom).

### **The Role of the Midday Supervisor:**

- Supervising pupils on the school site as required by the Head Teacher/Senior MS.
- Organising activities for the pupils during break (both during good weather and wet play).
- Overseeing pupils' care and welfare during the lunch break, in the playground and on the school site.
- Dealing with incidents and accidents and recording them as necessary.
- Keeping records of all incidents and accidents (especially head injuries).
- Referring serious incidents or accidents to the SMS.
- To report and record any incident accurately.
- To be a positive role model to colleagues and pupils by speaking professionally and fairly at all times.
- Undertaking training as required.
- To be vigilant to monitor lunch play and intervene to prevent an incident escalating.
- To be active in nominated area moving around the space to monitor behaviour and welfare.

## General Organisation

Each member of the Midday Meal Supervisor Team has a specific role to play and has a schedule to follow, which they must adhere to, so that all aspects of the children's care are provided for. Midday Meal Supervisors should be punctual for duty and in the correct areas/zones at the correct times.

Midday Meal Supervisors should be mindful of "pressure points" such as wet play days and moving around the building with classes of children causing congestion. It is at these peak times that noise levels and behaviour must be well managed to ensure safety of all pupils and staff. Normal behaviour expectations apply during lesson, play and lunch times.

## General Duties

### Each Member of the Midday Meal Supervisor Team is Responsible for:

- Supervising children eating their lunch.
- Encouraging children to eat their food, behave politely and respect others; assisting younger children with their meals where necessary.
- Managing the children's behaviour, including orderly queuing, where necessary.
- Ensuring children do not run into or in the hall or get up from their seats whilst eating.
- Monitoring the playground and classrooms to ensure that pupils are not in any unsupervised areas.
- 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 misbehaviour.
- Administering first aid for minor accidents.
- Organising and playing games and other activities with pupils (e.g. penalties, basketball, skipping).
- Blowing the whistle/ringing bell at pack away time (5 minutes before the bell); then encourage children through positive behaviour management. (This is a trigger point for misbehaviour and could then unsettle learning for the afternoon.)
- Ringing the bell at the end of lunch break and dismissing the children class by class.
- Undertaking any reasonable duties to facilitate a calm and positive atmosphere in the school.
- Speak professionally and fairly to colleagues and pupils.
- To be vigilant to monitor lunch play and intervene to prevent an incident escalating.
- To be active in nominated area moving around the space to monitor behaviour and welfare.

### Guidelines and General Advice:

- Move regularly from place to place in your area.
- Ensure you visit all areas of the premises for which you are responsible, to check children are safe.
- Do not stand talking to other supervisors/spend too long with one group of children: talk to/engage with as many children as possible so that you get to know them and are aware of what is happening.
- Expect children to be polite and responsive: we work on the principle of treating others as we would like to be treated ourselves.
- Avoid confrontation: always treat the children with respect and expect to be respected by them.
- Be active in observing children playing and intervene to prevent negative incidents escalating.
- Deal with and note down any aggressive play, bullying or rudeness: if it cannot be resolved then call for Senior Supervisor.
- Record **all** incidents/accidents in your notebooks (**this is absolutely essential**).
- Record **all** accidents on the school accident form; seek help from a First Aider in the case of serious accidents.

- If a child accidentally bumps his/her head, inform SMS, complete form for school and parents. The child must also be observed and take a copy of the form home. The SMS will telephone parents for head bumps/injuries and serious accidents/any marks, cuts or grazes to the face/head.
- If children confide in you about any sort of abuse, or you see what you consider to be non-accidental injuries, you must tell the child that it is your duty to pass this information on, to keep them safe to (Mrs Byrne or Mr Brading at Sacred Heart and Mrs Mitchell and Mrs Cadden at St Mary's), who will investigate the matter. **Do not discuss your concern with ANYONE ELSE and never tell a child you can keep secrets.**

### **Relationships with Children**

#### **Children respond well to adults who smile a lot and are 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.
- Children should not spend all their time with you, as it prevents them from mixing with other children/ making friends. Ask them to join in with other children.
- 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.**
- Staff who are parents of pupils attending the school, should maintain focus on their lunch role and ensure colleagues deal with any accident or incident involving their child for impartiality.
- Staff who are parents of pupils attending the school should remain professional whilst on duty and avoid long chats or physical contact with their child **e.g. hugging/carrying/sitting on knees.**
- Try to avoid invading children's space: this is intimidating and can lead to confrontation.

### **Support for Lunchtime Supervisors**

In order for you to fulfil your vital role, you have a right to appropriate professional development and to be valued, respected and well managed. The children must credit you with the same authority and the same respect as the teachers.

#### **Therefore, to enable you to make a significant contribution to the school, the following procedures are in place:**

- Formal meetings with the Senior Supervisor to discuss important issues, and share information and concerns. Staff will be paid for attending if the meetings fall outside of usual work patterns. Staff are strongly encouraged to attend.
- At least termly meetings with the HT to discuss matters of concern and new interventions.
- First Aid training for lunch staff is actively encouraged. Staff should approach the Finance Manager, Daniella Magnavacca to register their interest in becoming a first aider.

## **Confidentiality**

Please be aware that, as a staff member, you must keep all matters relating to the school and the pupils within it confidential. Please pass on all lunchtime issues to appropriate staff (usually the Senior MS), and not directly to parents.

**N.B. Failure to maintain confidentiality could lead to disciplinary action.**

## **First Aid**

All supervisors must make sure they take their first aid bags to the playground. These contain plasters, wipes etc. and pen and note book so that you can write down any incidents. You can then deal with all minor cuts and grazes. Banged heads, nose bleeds and injuries that require ice must be referred to and dealt with by qualified First Aiders.

## **Wet Play**

### **Please also note that:**

- Children can read, chat quietly, draw or colour (using scrap paper only) during wet play
- An adult may put on a DVD or access a suitable film or programme online for children to watch
- Children must stay in their own classroom during wet play
- Scissors, staplers etc are **not** allowed during wet play
- Computers are not allowed during playtime.
- Children should not use whiteboards/whiteboard pens during wet play

## **Positive Behaviour Management**

### **On the Playground Children will:**

1. Respect and listen to all staff and each other.
2. Go into school only if they have permission.
3. Behave sensibly in the toilet area.
4. Behave safely and with care towards others.

### **On the Playground Staff will:**

1. Respect and listen to all pupils.
2. Catch children being good.
3. Offer lots of positive praise.
4. Refrain from shouting at children.
5. Be active in nominated area moving around the space to monitor behaviour and welfare.
6. Work as a team to support colleagues to supervise children safely.

## **Managing Poor Behaviour**

The first stage is to speak calmly to a child about their behaviour, explaining why it is not appropriate and if necessary give a warning reminder.

The next step would be time out. If this is not effective and the child continues to exhibit poor behaviour, they will be sent to a senior meal supervisor. If a child continues to misbehave or “commits” a serious offence, the SMS should be contacted immediately, who will decide on an appropriate sanction and whether the matter should be referred to the Phase Lead or SLT.

Children who repeatedly misbehave or commit repeated serious behaviours would escalate immediately to Senior Meal Supervisor, Phase Lead and SLT.

### **Serious Misbehaviours:**

- Swearing at an adult
- Not following safety rules
- Hitting an adult
- Physically hitting/hurting another pupil
- Leaving the hall/play area without permission

**N.B. Children must not be put against the wall for bad behaviour. Give a warning and the child stays with an adult until the adult decides that the child can go back and play. If the child persistently behaves badly make a note and then call the senior supervisor.**

### **Children with Behaviour Difficulties and or Special Educational Needs**

It is recognised that some children do suffer from behaviour difficulties and need very specific guidance and management of their behaviour. This will be taken into account when investigating any incidents and responding appropriately.

### **Hilary House ASD unit (Sacred Heart only)**

Pupils from Hilary House follow the behaviour policy and adjustments are made where required. De-escalation training is used to manage behaviour and provide any physical restraint required. Hilary House staff will be present at lunch times to supervise pupils.

### **Staff Attendance/Punctuality**

Attendance and punctuality are extremely important. Repeated absence or lateness could result in triggering Wandsworth attendance/punctuality procedures. In the event that you are unwell and unable to attend school.

Please contact Nicola Byrne Associate Head on (07932448913) at Sacred Herat and Claire Mitchell on (07415 105561) by 7.30am Mon – Friday. Victoria Wells at Sacred Heart on Fridays (07879456566).

Texts, voicemails or calls from friends/relatives are not accepted. You should indicate the reason for your absence and how long you expect to be absent. If your doctor signs you off as unfit for work, the note must be forwarded immediately to the school office. Upon return after illness you are required to complete a self-certification form, which is available in the office. If you are absent due to illness on the day before or after a school holiday, a doctor’s note will be required.

Always call school on the day of your illness, by 3.00pm to inform school as to whether you will be returning the following day.

MMS are expected to be in school at least 5 minutes before their shift starts so that they can be in position promptly at the correct time.

Staff absences and punctuality are monitored routinely. If absence reaches a level stated within the sickness absence code which requires review, a formal meeting will be arranged. See Staff Sickness Code of Practice on the 'Wandsworth Info For Schools' Website for more information or request a copy from the school office.

If it is necessary to request leave of absence during term time you are required to read the Special Leave Policy and complete a Special Leave Form, both of which are kept in the school office.

The form should be returned to the school office. It will be given to the head teacher for consideration. **If leave is requested 5 working days notice is required.**

Leave is not authorised unless it has been agreed by the Headteacher and a written response is given back.

All staff must sign in at the office when they arrive on site and sign out when they leave using the electronic sign in machine in the front entrance.

### **Important Documentation**

#### **Lunchtime Supervisors must read the following policies and be familiar with Lunchtime Procedures:**

- Lunchtime Supervision Policy
- Behaviour and Discipline Policy
- Equal Opportunities Policy
- Child Protection Policy
- Keeping Children Safe in Education (Part 1)

**N.B. Medical appointments/other appointments should be made outside of working hours.**

**N.B. Attendance and punctuality is extremely important.**

**N.B. Use of mobile phones is strictly prohibited during lunch duties. Phones should be locked away and not used or checked whilst staff are working.**

**N.B. Failure to follow this policy may result in formal action under the disciplinary code for support staff.**

#### **Sacred Heart:**

**Nicola Byrne**

**Associate Head**

**George King & Lorraine Mills**

**Senior Meals Supervisors**

#### **St Mary's:**

**Claire Mitchell**

**Associate Head**

**Esther Cadden**

**Senior Meals Supervisor**