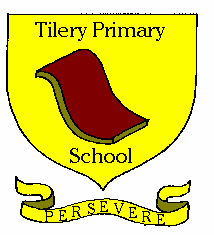
**TILERY PRIMARY SCHOOL**

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**Lunchtime Supervision Policy**

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Date implemented: ………..…..……

Date to be reviewed:…………..……

Lunchtime Supervision Policy

**GENERAL**

The school employs 9 Supervisory Assistants for supervision of all children in the school during the lunch period from 11.45a.m. to 1.00 p.m. It is the school’s policy to provide an appropriate level of supervision to all children during the lunch period.  The provision of appropriate levels of supervision is complicated by the layout of the school and by the necessity to ensure adequate supervision in the dining hall, the KS1 area, the KS1yard, the classrooms and the main KS2 playground and field.

**SUPERVISION ARRANGEMENTS**

The Headteacher is usually on duty during the lunch period. Mrs Maxine Turner, the Senior Supervisory Assistant will arrange a rota for supervision at the beginning of each year.  Each Supervisory Assistant will be allocated an area of responsibility and it is the duty of that person to ensure that their supervisory duties are carried out with due care and attention.  After some time supervisory duties may be rotated so that the supervisors gain experience in dealing with different age groups.  At all times supervisors will ensure that no areas where there are children will be left unsupervised.

There will be a requirement for two supervisors in the dining hall, three in the KS1 Area and three in the KS2 playground and field area.  The other one is responsible for supporting the delivery and supervision of lunch in Foundation Stage 1, from 11.30 onwards. This arrangement will be reviewed from time to time through meetings of the Senior Supervisory Assistant and the Headteacher.

**SPECIAL NEEDS CHILDREN**

Some children with special needs are supervised individually by Teaching Assistants who are on call if required. It is the prime responsibility of these assistants to ensure those children’s safety. The Lunchtime Supervisors may also assist with general supervision at lunch time.

**SUPERVISION IN THE DINING HALL**

3 Supervisory Assistants will help with the very young children who will be sent for dinners at 11.45 a.m.  Their duties will be to ensure that children are seated in the appropriate areas and to assist young children with their meals.  They will also ensure that young children do not leave unfinished meals.  It is also the duty of the Supervisors to ensure proper order in the dining hall by an insistence on orderly queuing for service and that children make proper use of knives and forks, do not throw food or prevent others from enjoying their meals.  This may at times mean teaching the younger children how to use cutlery and making sure that all children are aware of the dangers of misuse of cutlery or other items.

**SCHOOL YARD SUPERVISION**

Supervisors must at all times attempt to ensure the safety of children in the yard.  This will involve the following:-

(a) Prevention of rough play or ‘horseplay’ which might lead to injury or incite fear in other children.

(b) Stop children playing in any area that could present danger e.g. on walls, railings. If children persist in this in this behaviour they should be sent to the Senior Supervisory Assistant or Class Teacher depending on the gravity of the situation.

(c) Remove any items from children which could be dangerous to themselves or others.

(d) Report any suspicion of bullying to the Class teacher. Bullying can be a terrible experience for children and must be eradicated immediately and the perpetrators punished.

(e) If an accident does occur resulting in injury to a child this must be reported immediately to the Senior First Aider on duty.  Minor cuts and bruises may be treated by the supervisors but all accidents must be recorded in the accident book and accident reports must be completed in appropriate circumstances.

(f) Any child seen leaving the school grounds must be questioned to establish if they have permission.

(g) Observe and identify any individual children who may be playing in isolation from the others. It may be possible for the supervisor to involve such individuals in the play of a group of other children but if such solitary behaviour persists, this should be reported to the class teacher.

(h) After the bell has been rung, children should be asked to line-up in the yard and proceed to their classes in an orderly fashion.  Persistent offenders should be put to the end of the line or reported to the

**NOTIFICATION OF LUNCHTIME BEHAVIOUR ISSUES**

Senior supervisor to record names of children who have behaved poorly at meal times in the red book.

The book will be passed immediately to Administrative staff, who will record the names of children, a brief description of the behaviour and the number of times in the book on SIMS.

This will appear firstly on the front page of SIMS and information will also be logged automatically on individual pupil records.

Classroom staff to check SIMS for children in their class and follow up where appropriate. They could encourage them the following day to behave appropriately at lunchtime.

Mrs Turner will report very serious incidents directly to classroom staff.

Team leaders to follow up any children in the book for the third time by talking with them and phoning or sending a letter to parents.

Team leaders to follow up any children in the book for the fourth time by informing parents and arranging for them to be supervised in school over the lunchtime for 3 days i.e. eat lunch separately and stay in for the whole of the lunchtime.

All further incidents will lead to a day’s exclusion from lunch the following day.

**SUPERVISION IN CLASSROOMS**

During wet play it is necessary to supervise KS2 children in classrooms. The following circumstances should be dealt with:-

(a) Children running or chasing other around the classroom.  This should be stopped immediately and if the child(ren) persists in this type of behaviour he/she should be removed from the room and reported to the Senior Supervisory Assistant or the class teacher.

(b) Children should be prevented from handling dangerous materials or implements such as scissors, compasses, etc.  Any child persisting in this type of behaviour should be reported to the Senior Supervisory Assistant or Class teacher, depending upon the gravity of the situation.

(c) Children should be prevented from disturbing things on the teacher’s desk or other materials or equipment in the room.

(d) Children are not allowed to climb on desks or chairs, nor should they be permitted to open windows or doors without supervision.  Such activities are dangerous and appropriate steps should be taken to prevent such behaviour.

**WET DAY SUPERVISION**

(a) On wet days children from KS1 will be supervised in the small Hall where they will watch videos or within their classrooms.

(b) Children from KS2 will be supervised in their classrooms. They will have the option of playing board or other educational type games.

(c) All children are encouraged to play co-operatively and enjoy the games. Children causing disruption or presenting rowdy behaviour will be isolated or sent to the Senior Lunchtime Supervisory or Class Teacher depending upon the gravity of the situation.

**LUNCHTIME CLUB**

The lunchtime club will be supervised by a designated lunchtime play leader and is intended to be good fun for the children as well as being helpful for those who are vulnerable or sometimes have difficulties when on the playground. The children will have their lunch in the dining hall then will go to the club which is held in the after school room.

Signed: …………………………………...

Date: ……………………

Signed …………………………………. Chair of Governors

Date: ………………………