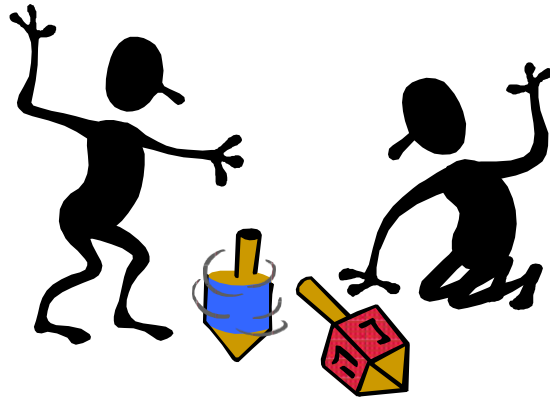
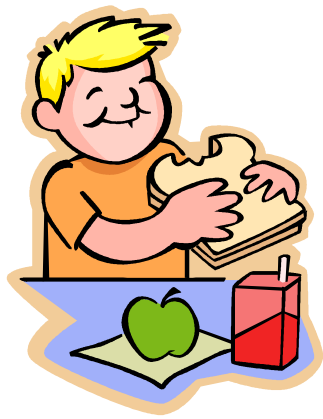




Roman Road Primary School Lunchtime Supervision Policy



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

The responsibility includes health and safety, management of staff and nutritional standards. The school meals are organised by the Catering dept.

Support Staff, as part of their duties, cover lunchtime supervision of our pupils. This way we have good continuity and support for our pupils.

The lunch break has staggered starting times at Roman Road

School: - Year 6

- 11:40am

Year 5 - 11:50am

Year 4 - 11:55am

Year 3 - 11:45am

Key Stage 2 children eat their lunch in the sports hall.

Year 2 - 12:10

Year 1 - 12:05

Reception - 11:45am

Key Stage 1 and Reception eat their lunch in the small hall.

The Learning Mentor or Deputy Head Teacher in her absence ensures there are satisfactory levels of supervision throughout the lunch break.

All Support Staff play 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 highly valued. The Learning Mentor is responsible for the management, and welfare of the Support Staff in the school. The Headteacher is responsible for any training needed for lunchtime.

The Role of the Support Staff

- Supervise children whilst eating their lunch
- Oversee the care and welfare of the children during the lunch break, in the playground, dining areas and classrooms.
- Organise activities for the children during wet lunch breaks
- Deal with minor incidents and accidents
- Ensuring classrooms and the dining room are cleared up after use
- Assisting the children with their meals as necessary
- 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, for example, toilet blocks
- Making sure all children observe the code of conduct
- Deal with children who break the rules (in accordance with the School Behaviour Procedures)

General Organisation

All support staff are given the Lunchtime rota at the beginning of the new academic year and notified of any changes as and when they occur. In the absence of a member of staff, the Learning Mentor will make alternative arrangements.

Guidelines

General advice for Support Staff

- Stay in your allocated area.
- Make sure you patrol all areas of the school for which you are responsible
- Do not stand talking to other adults or spend a long time with one group of children
- Follow the school disciplinary procedures. When dealing with misbehaviour, initiate the school rewards and consequences policy. If it is a minor issue, just remind the children how they should behave.
- Aggressive play, bullying or rudeness should be reported to the Learning Mentor or a member of senior management in her absence.
- Record all accidents in the accident book and seek help if the accident is a cause for concern
- If a child accidentally bumps his/her head, the class teacher must be informed. The child must be observed and must take an Accident Form home. If necessary, a call home to be made to advise parents of the accident. It will be the parent's decision if the child stays in school.

If a child makes a disclosure to you that they have been abused, or you see what you consider to be non-accidental injuries, you must inform the child that you have a duty to report it to the Safeguarding Team who will then follow the Safeguarding procedures.

Treatment of Children

- 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 too much time with you as it can prevent them from interacting with their peers
- Avoid questions to children that could be interpreted as 'prying' into family matters
- Avoid gossip

Support for staff

In order for support staff to fulfil their vital role at Roman Road Primary School, we believe it is crucial that they are valued, respected and well managed and that their professional development needs catered for. The children should also be aware that the support staff has the same authority as the teachers and should be shown the same respect.

To enable the support staff to make a significant contribution the following occurs:

- All support staff are monitored by an Assistant Headteacher, Learning Mentor and Headteacher from time to time.
- All support staff meet with the Assistant Head, Learning Mentor or Head teacher at the start of every term to discuss important issues and share information and concerns