

St. Joseph's R.C. Primary School



Lunchtime Policy

December 2023

Review: November 2026

Policy Review

This document is a statement of the aims, principles and procedures at St Joseph's Catholic Primary School. It was reviewed and approved the Governing Body in December 2023.

Rationale

At St Joseph's Catholic Primary School we recognise our responsibility to ensure that our children enjoy their lunchtime feeling safe, secure and experience a social and pleasant eating experience. As a school community we recognise the important role Lunchtime Supervisors contribute to our children's welfare, enjoyment and reinforcement of positive behaviour management.

Aims

At lunchtimes we aim to:

- Ensure that all children feel safe and valued.
- Create an enjoyable and calm lunchtime environment.
- Promote the schools PSHE and Healthy Schools programme through the attitude and behaviours of children and staff.

Lunchtime Supervisors

It is the school's policy to provide an adequate level of supervision to all children during the lunch period. The school employs two lunchtime supervisors to serve the school lunches and supervise the children whilst in the dining hall. A senior member of staff is also on duty in the lunch hall each day and all teaching assistants fulfil a lunchtime supervisor role on a rota basis throughout the week on the playground and school field.

Lunchtime Routine

The lunch break at St Joseph's Catholic Primary School is staggered during the second half of the Autumn term through to April, the start of the summer term. and as follows:

11:45am - 12.30pm- Reception, Year 1 and Year 2

12:30pm – 1:15pm Years 2 – 6

Children eat their lunch in the dining hall, also known as the Central Area. When the children are not dining in the hall, they are supervised on the playground or the school field. The lunch break from April, the start of the summer term, through to October, the start of the second half of the autumn term is not staggered and the lunch hour is 12:00pm – 1:00pm for all classes.

Supervision in the dining hall

Lunchtime Supervisors in the dining hall ensure that children are seated in the appropriate area and assist them with their meals where needed, whilst encouraging independence. They 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.

The lunchtime supervisors in the Central Area, supervising the children whilst they are eating will be responsible for ticking off children's names on a class register once they have eaten their school /packed lunch. This is to ensure that ALL children have eaten their lunch during the lunchtime period.

Playground supervision

All adults supervising the playground must wear high visibility jackets and so they are easily identifiable for children when needed. Lunchtime supervisors ensure the safety of all children in the playground or on the field at all times. This involves the following:

- Prevention of rough play which might lead to injury or incite fear in other children
- Stopping children from playing in any area that could present danger
- Removing any items from children which could be dangerous to themselves or others
- During hot weather, encouraging children to wear a hat, sun cream and take their water bottles outside
- During cold weather, encouraging children to wear a coat, hat, scarf and gloves outside
- Keeping a close eye on as many groups as possible and reporting any behaviour incidents to the child's class teacher
- If an accident occurs resulting in injury to a child, the lunchtime supervisor dealing with the incident takes responsibility. The lunchtime supervisor has a First Aid (bum bag) pouch to deal with any minor injuries outside. If it is more serious they take the child in to their class, with a friend to accompany them. There are First Aid Medical boxes located in every classroom. Head bumps are recorded and forms given to class teachers to pass on to parents / carers. A phone call will also be made to parents / carers to inform them of injury straight away. If the injury is serious, a member of staff on duty will send for assistance, whilst remaining with the injured child to give comfort until first aid/ ambulance arrives. In this case, the headteacher must be informed. If the accident is major and an ambulance is required, then the emergency 999 service will be used.
- After the bell has been rung, children stand still and then proceed to their classes in an orderly fashion, one class at a time, as instructed by the lunchtime supervisors.

Supervision in other areas of school

At certain times during the lunchtime period it may be necessary to supervise children in other areas of the school such as classrooms or the library. Children should:

- Never run around the classrooms / corridors
- Be prevented from handling dangerous materials or implements such as scissors etc.
- Be prevented from disturbing things on the teacher's desk or other materials or equipment in the room. Also no child has the right to touch any other child's property without permission from the owner or teacher.
- Not be 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.
- If found defacing or damaging school property or the property of another, be reported immediately to the headteacher.

Wet day supervision

On wet days children will be supervised in their own classrooms, Wet play resources such as board games and other toys can be located in the 'Wet play' labelled boxes/cupboards in each classroom.

Behaviour Management

The Lunchtime Supervisors sensitively manage low-level inappropriate behaviour in a firm but fair manner. Children are reminded of the school rules and appropriate consequences may be given. Lunchtime supervisors record names of children who do any of the following or other unacceptable behaviour:

- Disrespectful behaviour towards adults and their peers
- Children who go back into the building without permission
- Children taking play equipment without permission
- Children play fighting or any form of hitting.
- Children using foul language or teasing others
- Children playing in the toilets
- Children not behaving appropriately in the dining hall

These are the steps to be taken if the children do not comply with the school rules and their behaviour is in anyway unacceptable:

- 1) Verbal warning
- 2) Time out for a given period of the playtime(where they will sit on the bench in the playground to reflect on their behaviour)
- 3) The child will be sent to their class teacher

All incidents must be recorded and passed on to the child's class teacher, who will also record, monitor and manage the situation accordingly.

If a child's name is recorded on three occasions in the same half term period they will be excluded from the playground for five consecutive days and the class teacher will be responsible for communicating this with the child and their parents. Additional days will be added if their behaviour in the exclusion doesn't follow the school's expected code of behaviour. If poor behaviour continues alternative lunchtime time arrangements will be considered by the headteacher.

At the end of lunch, lunchtime supervisors are also asked to share names of children who have demonstrated exemplary behaviour during lunchtimes with their class teachers and they will be recognised and rewarded for this.

SEND

Some children with special needs may be supervised individually by one to one support assistants. It is the prime responsibility of these assistants to ensure those children's safety. The one to one assistants may also assist with general supervision at lunch time.

The Role of Lunchtime Supervisors

The Lunchtime Supervisors are responsible for:

- Overseeing the care and welfare of the children during the lunch break
- Supervising the pupils during the lunch break
- Providing activities and resources for play and games
- Supervising and managing activities for the pupils during wet lunch breaks

- Undertaking training as required.

Treatment of Children

At St Joseph's Catholic Primary School all children are:

- Treated fairly and equally
- Treated with respect.

Important Documentation

Lunchtime Supervisors have read the following policies and documents and are familiar with Lunchtime Procedures:

- Health & Safety Policy
- Staff Handbook
- Behaviour Policy
- Anti – Bullying Policy
- Equal Opportunities Policy
- SEN Policy
- Safeguarding and Child protection policy