NYES | Health and Safety

# MIDDAY SUPERVISION PROCEDURES

**Glusburn Community Primary and Nursery School**

## General Statement

The school recognises lunchtime is a very important part of the day for the children. It is a part of the day that the children need to let off steam and mix with their friends. The schools' midday supervisors are engaged to ensure they do this in an appropriate manner. All supervisors play a valuable role within the school and children will follow their examples. It is of paramount importance therefore that they set a good example to the children. Good manners and other social skills will be picked up by the children so a cheery, patient, kind and considerate disposition is helpful whilst working alongside the children and other members of their team. A bright, positive approach will gain respect from all!

## Employees Duties

Midday Supervisors, under the direction of the Senior Midday Supervisor, are responsible for the welfare, safety and behaviour of all children on the school premises at lunchtime.

The Senior Midday Supervisor must be informed primarily of any absence of Midday Supervisors in order to obtain supply cover. The Headteacher will then be informed of the absence and cover involved.
All Midday Supervisors have details of children with medical conditions.

## Communication

This procedure will be part of the schools induction process for all staff.
Midday Supervisors are a necessary and valued part of the whole school team. Advice and/or support from the teaching staff/Deputy/Headteacher is an important part of a successful and smooth running lunchtime.

## Procedures

Children will not leave the premises unless they are collected by an adult; in which case the class teacher will have informed the Senior Midday Supervisor. If a child is ill during the lunch break, the Senior Midday Supervisor will notify the school office.

**THE SENIOR MIDDAY SUPERVISOR**

- Has total responsibility for the conduct of the Assistant Midday Supervisors and the children during lunchtime.
- All clerical duties related to the post e.g. time sheets, accident reports etc.
- Will pass on any relevant information to the Assistant Midday Supervisors and delegate any specific tasks during wet playtimes.
- Will be given any relevant information for the day to pass on to the Assistant Midday Supervisors.
- Will pass on any relevant information and any feedback as is necessary at the end of each

lunchtime to the school office.

**FIRST AID**

- Please refer to the First Aid Procedure.

**DINING HALL SUPERVISION**

- All children should have been to the toilet and washed their hands before entering the dining hall.
- Quiet, orderly behaviour is expected when arriving and leaving the dining room. Remind those who are not being quiet and praise those who are.
- Children who have brought a packed lunch will be guided to a suitable table and the children who are having a cooked meal will line up quietly, collect their trays, be served by the serving staff, collect cutlery and beaker and be seated at a suitable table as quickly as possible. All tables at the back of the Dining Hall will be filled up first to avoid any children reaching over others that are already seated and eating.
- Any child needing help with their meal or packed lunch should ask the Midday Supervisors politely and help be given to them whilst maintaining a reasonable level of noise, and implementing good table manners. Any child not adhering to this should be asked in a polite manner, to behave properly.
- Any hazards from spillage/breakages/sickness/dropped meal etc. will be kept to an absolute minimum by being dealt with immediately.
- There must never be a child left on their own in the Dining Hall to finish their lunch.

**WET PLAYTIME**

- A decision as to whether it is a wet playtime or not will be made and all staff and children will be informed.
- All Midday Supervisors should make sure they know where their designated area is in advance.
- After the children have eaten their lunch they will be directed to their classrooms or other designated area by the Midday Supervisors.
- For safety reasons children will not be allowed to run about indoors and should always be in their classrooms and not in cloakrooms or toilet areas.
- Teachers will inform children and Senior Midday Supervisor of certain activities that are allowed in their particular classroom such as drawing, reading, building bricks, quizzes etc.

**IN THE PLAYGROUND**

- Will be alert and vigilant continually scanning the playground as you move round so you know what is happening and who is doing what and where.
- Ensure the safety of all children at all times.
- Children are not to play on the grass when it is wet.
- If children need the toilet during playtime they should ask for permission, a Supervisor will direct them to the nearest toilet.
- Children must always ask permission to leave the playground for any other reason

**PUPIL BEHAVIOUR**

- Please refer to the school's Behavioural Policy.
- The Midday Supervisors will not tolerate swearing/cheeky or aggressive children who will be sent directly to the Senior Supervisor who will inform the class teacher/Deputy Head/Head teacher, who will take appropriate action.
- When you ask the children to do something/stop doing something; STAY AND MAKE SURE THEY DO IT BEFORE YOU WALK AWAY. Explain why

- Deal immediately with all problems as they arise. Investigate all problems thoroughly. Do not take sides. Make sure the witnesses actually **saw** the incident themselves.

**GENERAL CONDUCT**

- Smile at the children.
- Give out lots of praise.
- Say thank you.
- Listen to what the children are saying to you and respond.
- Put their name forward to their class teacher if they have acted/said something above and beyond basic good manners and include them on the weekly list for the theme of the week award system.
- Talk with the children not at them.

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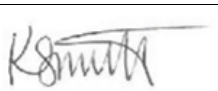
| **Signed:** |  |
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