

MIDDAY SUPERVISION POLICY

Thirsk Community Primary School

1. 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!

2. 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 between 12 noon and 1.15pm.

Any reference to Senior midday supervisor Not applicable at this time.

The senior 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 emergency/telephone contacts are to be found in the file in the school office. All Midday Supervisors have details of children with medical conditions.

3. Communication

This policy will be part of the schools induction process for all staff and is available to all staff through the school's main office.

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.

A rota will be displayed on the kitchen and dining hall notice board for all year sixes who have offered their help during the lunchtime period. These pupils will help the supervisors who look after the younger children in the front playground or in the Reception and Reception/Year 1 classes during wet playtime. Under the supervision of the supervisor on duty at the time, they will participate in the children's games and help the supervisor while she deals

with any upset or minor grazes to children. They must report any other incidents immediately to the supervisor to deal with.

4. Procedures

All Middy Supervisors will approach any person entering the school premises in order to ascertain their reason for their presence.

Children will not leave the premises unless they are collected by an adult; in which case the class teacher will have informed the Senior Supervisor. If a child is ill during the lunch break, the Senior Supervisor will telephone parents/guardians to request they collect the child (after this has been clarified with a member of teaching staff).

THE SENIOR MIDDAY SUPERVISOR, if applicable

During the lunchtime period the S.M.S. has total responsibility for the conduct of the Assistant Middy Supervisors and the children.

All clerical duties related to the post e.g. time sheets, accident reports etc are the responsibility of the S.M.S.

SMS will decide whether it is a wet/dry playtime and pass on any relevant information to the Assistant Middy Supervisors and delegate any specific tasks to Assistant Middy Supervisors.

The S.M.S. will be informed by the teachers, any relevant information for the day and pass on any information to the Assistant Middy Supervisors.

SMS will deal with any minor accidents and record them.

SMS will send in a child to give the teaching staff the two-minute warning (which allows staff to assemble in the playground to collect the children to return to the classroom).

SMS and the Relief will ring the bell in each playground and ensure the children are standing still and quiet before ringing a second time to allow children to line up in their class lines before teachers take them into school in an orderly manner.

SMS will visit any teacher to pass on any relevant information and any feedback as is necessary at the end of each lunchtime.

SMS will record all accidents on the accident forms.

FIRST AID

The Senior Midday Supervisor/First Aider should deal with emergency First Aid cover. The only first aid to be administered by Midday Supervisors are; cleansing wipes, wet paper towels, Melolin and plasters (if the child is not allergic to them). Do not use creams of any description.

Serious wounds or any knocks or cuts to the head must be immediately reported to the Deputy Head or Head teacher via the Senior Midday Supervisor.

Any child who appears to be badly hurt or may have a broken bone must not be moved. Reassure the child calmly, but immediately send in a sensible child for the Head teacher and the First Aider. Make sure all Midday Supervisors are aware of the events. Move away any children who gather round – keep talking to the injured child quietly and calmly.

Don't forget, all accidents other than minor grazes must be recorded on the accident forms which are kept in the school office.

There are 'bump to the head' letters and 'cuts and grazes' letters that can be sent home to the parents of the injured child. All children that have acquired a bump to the head must be reported to their teacher and a 'bump' letter filled in.

DINING HALL SUPERVISION

All children should have been to the toilet and washed their hands before entering the dining hall. Hands will be checked.

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

The Senior Midday Supervisor will make a decision as to whether it is a wet playtime or not and will inform both staff and children. Lunchtime rotas along with wet lunchtime rotas will be on display on the notice board in the entrance to the kitchen and on the notice board in the dining hall on a weekly basis. 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. (see attached sheet).

IN THE PLAYGROUND

Out on the playground you should always be alert and vigilant, continually scan the playground as you move round so you know what is happening and who is doing what and where.

Encourage, and participate in, outdoor activities such as skipping and hoop games as children begin to squabble and play rough games when bored.

Footballs will only be allowed on the field in the summer months.

Do not allow children to play on the grass when it is wet.

All supervisors should be introduced to new children to help them settle in more quickly.

If children need the toilet during playtime they should ask for permission, a supervisor will direct them to the nearest toilet.

Children should always ask permission to leave the playground for any other reason

DISCIPLINE

When a child has to be reprimanded; it should be done in a quiet, calm voice. Punishment should not be threatened unless it is intended to be carried out.

Supervisors should help each other if a child/children is/are proving difficult.

Be positive and determined in everything you say. Children are able to sense if you are unsure of yourself.

Punishment, NEVER CORPORAL, must be fair. For example, a child could be asked to stand near the wall. After a few minutes they may be told to join in again, if they continue with unacceptable behaviour they would be told to stand near the wall again. Continued disobedience would mean asking the Senior Midday Supervisor to talk to the child and if necessary the child will be asked to stand outside the staff room or will be reported to the class teacher/Deputy Head/Head teacher.

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

- It is dangerous
- It is bullying
- It is nasty/spiteful etc.

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.

Solutions to children disagreeing could include;

- not playing together
- saying sorry to each other and shake hands
- asking them what they should have done
- asking them what they should have done
- asking them what they would like to happen now
- move them away from the problem/game
- make them walk round with you or hold your hand for five minutes

- tell them the Senior Supervisor will not be happy with their behaviour.

Make sure you are familiar and compliant with the schools Behavioural Policy.

Do not tell a child they are bad or naughty.

Always explain that it is their actions that are unacceptable.

Always tell them once an incident has been dealt with it is over and they are starting again with a clean sheet.

REWARDS

Smile at the children.

Give out lots of praise.

Say thank you.

Tell them that you and/or the Senior Supervisor will be very happy with their behaviour/kind deed.

Listen to what the children are saying to you and respond.

Tell them the Class teacher/Deputy Head/Head teacher will be pleased to hear how good/thoughtful they have been.

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.

Signed..... Date 17/11/16

Review Date 17/11/17