Lunchtime Policy

The school has responsibility for the provision of school meals and the supervision of the pupils at lunchtimes. Luton Borough Council Catering Service are responsible for supplying the school meals and nutritional standards, and the school actively encourages healthy nutritional content of packed lunches.

AIMS
- To provide the children with a positive dining experience
- To ensure that lunch time runs smoothly for all members of the school team
- To develop social skills
- To encourage healthy eating in line with Healthy Schools guidelines
- To provide a period of exercise and relaxation in preparation for the afternoon session

Children entitled to a school meal eat their lunch in the hall/dining room. Those having a packed lunch eat their lunch in the hall/dining room or occasionally, in fine weather, outside.

The Head teacher is obliged to ensure there are satisfactory levels of supervision throughout the lunch break. Midday Supervisors have 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 valued very highly. The school employs 12 Midday Supervisors (MDSAs), including 2 Senior Midday Supervisors, for supervision of all children in the school during the lunch period from 11.45am to 1.20pm.

The Role of the Midday Supervisors
- To supervise pupils on the school site, overseeing their care and welfare during the lunch break, in the playground and dining areas
- To encourage healthy eating and the development of social skills
- To be aware of the individual needs of pupils
- To be aware of the emergency procedures
- To deal with minor accidents and incidents
- To oversee activities for pupils during wet lunch breaks
- To report to the Senior Midday Supervisor on issues, concerns and procedures
- To keep records of incidents and accidents
- To undertake training as required
General organisation:
Although the Midday Supervisors work as a team, each has a different role to play within the general organisation and has a schedule to follow.
* Children are led into the dinner hall one class at a time starting with the youngest children
* The kitchen staff serve the hot dinners in the hall. There are at least two members of staff supporting supervision in the hall. Nursery children staying for lunch have extra adult supervision.
* Children are given a wristband that denotes their chosen meal (this is part of the registration routine with the class teacher or, if a child arrives after the start of the school day, the admin team must ensure a school meal is ordered)
* As soon as the children have finished their school meal or packed lunch, they wait on the bench for a MDSA to lead them out to play.
* Once all of the school meals have been served, the kitchen staff begin to tidy the kitchen and hall.

At the end of the morning session
- Teachers send the children to use the toilet and wash their hands prior to lunch.
- The children are collected from class by a MDSA
- Children select own places in the dining room.
NB. Children may be removed to a different place should they demonstrate consistent inappropriate or challenging behaviour.

Children having school lunch
- The children will line up and select their own cutlery. Lining up should only take place in the hall (not in the corridors) and the line should not be too long
- At the beginning of term the youngest children are served first and assisted with this until they become secure in the routine. This gives them extra time to enjoy their food and builds self-confidence and independence
- Children are encouraged to eat dinner first before pudding
- MDSAs should monitor how much children have eaten and report any concerns to the class teacher to discuss with parents

Children having packed lunch
- The children set out their lunch and are encouraged to develop a sensible order of eating i.e. sandwiches first
- All items of litter are kept until the end of the meal
- Staff need to check packed lunches to ensure the children have eaten sufficient amount. Not everything has to be eaten as some packed lunches have more than enough in. If staff feel any child has not eaten enough they need to inform the class teacher so they can inform the parents.

When children have finished their lunch
- School dinner children empty any uneaten food and rubbish into the bin, reporting any spillage
- They stack trays ready for washing
- Packed lunch children put their rubbish in the bin and replace their bags on the trolley
When children are in the playground
- Appropriate outdoor clothing is worn. The requirement to wear a jumper and/or coat is at the discretion of the teacher/MDSA on duty (suncream/hats in the summer etc as applicable)
- Playground equipment is available. All children are responsible for putting away toys/equipment. Playground monitors ensure it is tidy before it is locked away by MDSAs
- Children must always ask to leave the playground on the grounds of Health and Safety
- Staff must spread out and walk around playground constantly monitoring the children playing
- Children are not allowed to go in areas that are out of view
- Any injuries or incidents needs to be recorded, the relevant forms completed the relevant staff members informed

Wet lunchtimes
- The children have activities such as colouring, DVDs and a selection of games to play
- One MDSA supervises each class

Nursery Children
- All nursery children staying for dinners are supervised by a separate member of staff and have their playtime in a separate enclosed playground. Staff collect all their belongings and take children to parents at the Nursery entrance at the appropriate time that they are being collected. Parents of nursery-aged children are required to pay for dinner supervision.

Start of afternoon session
- At 1:15pm the children are brought off of the field
- At 1:20pm the whistle is blown and children line up ready for teachers/cover staff to collect them from the playground. Collection from the playground must be prompt
- The handover takes places and any incidents are reported to the class. Safeguarding concerns and behaviour incidents are recorded on CPOMS using MDSA individual accounts

General duties:
Midday Supervisors are responsible for
- Supervising children eating their lunch, dining hall, playground or classroom
- A class/group of children during lunchbreak when wet
- Managing the children’s behaviour, including orderly queuing
- Monitoring the playground, cloakrooms and classrooms to make sure that children are not in areas they should not be, eg: toilet blocks
- Making sure all the children are demonstrating school values and behaviour expectations
- Dealing with children who break the rules in line with the Behaviour Policy procedures
- Dealing with accidents
- Supervising any children who need to be brought in from the playground following accidents (especially those suffering head injuries)
- Assisting younger children with their meals as necessary
- Ensuring all playground equipment has been put away
- Ensure all children have collected their belonging from the playground such as coats and hats
Guidelines:
General advice for Midday Supervisors
- Do not stay in one place for any length of time unless you are involved in specific play duties or supervising a set zone of play
- Make sure that you patrol all areas for which you are responsible
- Follow the School Behaviour procedures, sanctions and rewards

If a child is unsafe, causing harm to others, rude to a staff member:
- Using a calm voice, ask the child to make the right choices about their behaviour
- The child will be removed from the situation and offered Time Out in the Kookaburra room (the time that a child stays in for Time Out is discretionary and will be decided by the senior member of staff on duty)
- If the behaviour persists then a member of staff will contact a teacher or the head teacher
- All incidents will be recorded in a lunchtime log and MDSAs are responsible to recording these on CPOMS.
- Any serious incidents or incidents relate to a child currently being monitored for behaviour issues then the class teacher must be informed at the end of lunchtime. This must be done tactfully
- A positive comment about children who are showing good behaviour or improving behaviour as a result of monitoring would be well received from the class teacher. This would also help develop relationships between the MDSAs and the children. Stickers and house points will be awarded to children who demonstrate good behaviour

Should an accident occur:
- Refer to First Aider on duty for advice
- Record in the Accident log
- If a child bumps their head, the child must be escorted from the playground by an adult

Disclosure:
- Should a child confide in an MDSA that they have been abused or non-accidental injuries are observed, MDSAs must follow the school’s Safeguarding Policy which involves logging the disclosure onto CPOMS using precise information given in the conversation with the child. Concerns must be reported to the Designated Safeguarding Lead. This must be done immediately.

Treatment of children/presentation:
- When involved with playground games always be aware of the whole area of play around you
- Avoid questions that could be interpreted as “prying” into family matters
- Pass all lunchtime issues to appropriate staff, never directly to parents. Teachers and senior leaders will follow up issues with the child’s parent as appropriate. If a parent asks an MDSA about an issue that has happened, the MDSA must direct the parent to discuss the issue in school
- Treat all children fairly and equally, regardless of prior knowledge or behaviour
- Be aware of personal space and intimidating behaviour. MDSAs are allowed to intervene in extreme circumstances to restrain or control a child if endangering themselves or others. This
should not be a regular occurrence; if possible, send for a member of staff who has been
trained in positive handling strategies
• School staff, including MDSAs, should not shout at children as the school operates a calm
voice policy.

Support for Lunchbreak Supervisors:
In order for Midday Supervisors to fulfil their role we recognise that they need to be valued,
respected and well managed and that their professional development needs are catered for.

Children must also be aware that Midday Supervisors have the same level of authority at lunchtime
as teachers and should be shown the same respect, referring to staff by the formal name and not
using first names.

This policy should be read in conjunction with the following policies:
   Southfield Staff Handbook
   Safeguarding Policy
   Behaviour Policy
   Food Policy
   Health and Safety Policy
   Values Policy
## Appendix One

### Playground Risk Assessment

<table>
<thead>
<tr>
<th>Significant hazards</th>
<th>People at risk from the significant hazards</th>
<th>Existing control measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard surfaces causing slips, trips, falls</td>
<td>Pupils/staff</td>
<td>• Ensure that the play areas are even and maintained&lt;br&gt;• Area periodically checked for missing drain covers, uneven surfaces, etc&lt;br&gt;• Any areas which become unsuitable will need to be conned off and placed out of bounds until repairs can be undertaken</td>
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<tr>
<td>Steps and steep slopes eg. slips, trips and falls</td>
<td>Pupils/staff</td>
<td>• Games not to be played on steps&lt;br&gt;• Ensure these areas are gritted in the winter (as set out in separate policy)</td>
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<tr>
<td>Injuries relating to equipment (eg. cuts/abrasions, broken limbs, muscular skeletal and other physical injuries)</td>
<td>Pupils</td>
<td>• Regular checks for defects which should be reported&lt;br&gt;• Ensure equipment is appropriate to age and ability of pupils&lt;br&gt;• Ensure equipment is suitable for the activity&lt;br&gt;• Equipment is safe for use</td>
</tr>
<tr>
<td>Use of play items eg. skipping ropes, balls etc, causing minor injuries</td>
<td>Pupils</td>
<td>• Ensure items are only used for their intended purpose&lt;br&gt;• Games to be played in clearly marked out zones with boundaries</td>
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<tr>
<td>Children getting hurt when playing rough games</td>
<td>Pupils</td>
<td>• Prohibit inappropriate games from school&lt;br&gt;• Pupils regularly reminded in class and assemblies&lt;br&gt;• Sanctions in place for when children are involved in rough games</td>
</tr>
<tr>
<td>Physical aggression and fighting</td>
<td>Pupils</td>
<td>• All staff aware of school rules on appropriate behaviour as set out in Behaviour policy&lt;br&gt;• Selected staff trained in Sherwood de-escalation strategies&lt;br&gt;• Senior leaders available to support staff with aggressive behaviour</td>
</tr>
<tr>
<td>Inadequate response to accidents and injuries that occur</td>
<td>Pupils/staff</td>
<td>• Adequate numbers of supervision to account for emergency situations (Identify the number of staff and the number of pupils they will be expected to supervise)&lt;br&gt;• Adequate first aid cover should a member of staff report sick&lt;br&gt;• First aid kits located in school buildings</td>
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<td>• Trained first aiders present on the site and available during lunch and break times</td>
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<td>• Supervisors who do not have first aid training are aware of the action they should take in the event of an injury and what to do</td>
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<tr>
<td>Staff supervision levels</td>
<td>Pupils</td>
<td>• Children not to be left unaccompanied on the playground. Wait for duty to staff to arrive</td>
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<td>• Higher ratio of supervision in EYFS and KS1 than KS2</td>
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<td>• Senior MDSAs to ensure appropriate levels of supervision on the playground at all times</td>
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<td>• Staff to supervise ensuring that there are no ‘out of view areas’ not staying in one place</td>
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<td>Poor site security leading to unsupervised contact with adults or children absconding/leaving the school grounds unobserved.</td>
<td>Pupils</td>
<td>• Maintained, unbreached fencing (no holes or gaps)</td>
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<td>• Points of access onto the site for visitors minimised with clearly signed routes to the reception</td>
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<td>• Gates closed/secured at break times</td>
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<td></td>
<td>• Avoid children playing in areas out of sight of supervisors</td>
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<td>• Supervision levels appropriate for the layout of the site and the play areas, especially in the vicinity of the gates</td>
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<td>• CCTV in operation and placed over external doors and gates</td>
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<tr>
<td>Litter (eg. glass, needles etc)</td>
<td>Pupils/staff</td>
<td>• Inspection of the area and litter pick (identify measures for preventing needle stick injuries)</td>
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<tr>
<td>Dog/fox faeces causing infection (eg. Toxicariasis)</td>
<td>Pupils/staff</td>
<td>• Provide signage at school entrance points to ensure dogs do not enter the school site</td>
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<td></td>
<td>• Daily inspection of the area with removal of any faeces by site agent</td>
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