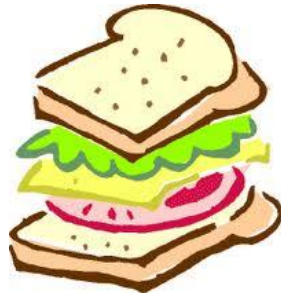


Kington Primary School

Lunchtime Policy

(Including the roles and responsibilities of
Lunch time Supervisors)



Aims

- To ensure that all children feel safe and valued.
- To create an enjoyable and calm lunchtime environment.
- To promote a positive balance to the school day through healthy eating and playing together.

Our intention at Kington Primary is that during lunch break children will have a safe, happy and worthwhile break from school teaching sessions. It should be a social occasion where good manners and respectful behaviour is encouraged and celebrated.

The experience should be positive and pupils will be supported by Lunchtime Supervisors and Senior Management Team.

Approved by: Staff and Governors **Date:** September 2022

Last reviewed on: September 2025

Next review due by: September 2026

Practice

KS1 lunchtime is between 12.00 pm and 1.00 pm.

KS2 lunchtime is between 12.15 pm and 1.15 pm.

In KS1, children eat between 12.00 pm and 12.30 pm.

In KS2, children eat between 12.30 pm and 1.15 pm.

Those children in KS1 and KS2 eating hot dinners and packed lunches will eat in the Hall.

Hot Dinner Arrangements

At 12.00 pm the Reception children are accompanied to the Hall by a member of the Reception/lunchtime staff. They will help the children to sit at tables with their hot lunch or packed lunches and settle them.

The subsequent year groups are then brought in at regular intervals to ensure the dinner hall does not become over crowded. This is supervised every day by a Lunchtime Supervisor.

Once the Reception, Year 1 and Year 2 children have finished their meals, a Lunchtime Supervisor will let them know when they are allowed out to play and will then accompany them outside to play.

Packed Lunch Arrangements

At the beginning of lunchtime children will be asked to sit down at a table with their lunchbox. Children are expected to eat their sandwiches and healthy items first, followed by any 'goodies' such as chocolate biscuits and crisps.

Children should talk quietly among those on their table, taking care not to talk with their mouths full. Any uneaten food should be left in the child's lunchbox so that parents can see what they have or have not eaten.

All children should be encouraged to eat their meal, but not forced.

Please report persistent lunches of poor nutritional value to the class teacher.

Swapping foods between children should be firmly discouraged.

Whilst we are not a 'nut free school' we are an 'allergy aware' school and we do ask that parents are mindful of children with allergies when packing their child's lunchbox. Children are not to bring nuts into school for their lunch.

Each child should be responsible for clearing away his or her own rubbish – obviously the younger children will need training in this.

Wet Break Arrangements

During wet weather, children are supervised in designated classrooms with activities or DVDs provided for them to take part in.

Children will be called to the dinner hall when it is their turn and will return to the supervised areas once they have finished their lunch.

The role and responsibilities of the Lunchtime Co-ordinator

The Lunchtime Co-ordinator organises the Lunchtime Supervisor team.

The main aspects of this role are:

- Oversee the care and supervision of the children during the lunch break, in the playground and dining areas during lunchtime.
- Manage the Lunchtime Supervisors and arrange cover if anyone is unable to undertake their duty.
- Arrange the timetable and tasks for each supervisor (which may change from day to day).
- Be aware of, and inform the Lunchtime Supervisors of, the emergency procedures.
- Report directly to the Head Teacher/Deputy Head on issues, concerns and procedures.
- Inform Lunchtime Supervisors of meetings and training sessions as required.
- Keep Lunchtime Supervisors up to date with changes to the school day or any concerns to keep an eye out for.
- Provide induction training for new Lunchtime Supervisors, including First Aid procedures.
- Have input into Performance Management procedures for the Lunchtime Supervisors.

The role and responsibilities of the Lunchtime Supervisor

We believe Lunchtime 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. Children who are happy and well cared for at lunch time start the afternoons refreshed and ready to learn.

The main aspects of this role are:

- Supervising children eating their lunch: encouraging children to eat their food, behave politely and respect others within the dining areas; assisting younger children with their meals where necessary.
- Managing the children's behaviour, including orderly queuing, where necessary.
- Ensuring children walk around the school building in a calm and safe manner.
- Making sure all children respect themselves and each other, and dealing with any misdemeanours in accordance with the school's Behaviour Policy.
- Never dismiss children's inappropriate language or behaviour towards peers or adults as 'banter' or 'part of growing up'. Children must be challenged on this to ensure they understand its importance and consequences.
- Administering first aid for minor accidents.
- Ensuring the dining room is cleared up after use.
- Organising and assisting with games and other activities (such as playground games, designated ball areas, skipping etc.).
- At the end of playtime, blowing the whistle to line the children up and returning the class to the care of their teacher.
- Informing the class teacher of any incidents or accidents that have occurred during the lunch-time break. This is extremely important as parents may need to be informed at the end of the day.
- ***For minor accidents and treatment a pink First Aid letter must be completed to take home and shared with class staff.***
- ***If a child bumps his or her head, the class teacher must be told as the child should continue to be observed.***
- ***You should fill in a medical incidents log and give the child a yellow 'Head bump' letter and sticker to take home.***
- ***Significant first aid should be radioed into school via the walkie talkies and a First Aider will attend asap.***
- ***Significant bumps should be reported to the school office for a phone call to be made home.***

- *If in doubt, always check with a First Aider – Mrs A Welson, Mr Ward-Willis, Mrs B Hedley, Mrs C Guy or Mrs T Gouldby.*
- *First Aid point for Reception is the front playground*
- *First Aid point for KS1 is in the back playground.*
- *First Aid point for KS2 is in the large playground.*

Behaviour during lunchtimes

At Kington Primary School, we expect children to:

- Follow our key rules of being Ready, Respectful and Safe.
- Show good manners when eating.
- Stay sitting until they have finished their meal.
- Talk quietly and politely at the dinner tables.
- Walk around the school building sensibly and with due care.
- Listen to and follow instructions.
- Show consideration for each other and their environment at all times.
- Ask permission to go to the toilet and use the toilets sensibly.
- Ask for help from an adult or Red Arrow/Monitor if they have a concern or complaint.
- Line up sensibly in their designated area, upon hearing the 'end of play' whistle.

There is a comprehensive list of playground rules in Appendix 1.

Good Practice Rewards

Good manners and behaviour should be rewarded with:

- Lots of positive praise.
- Values tickets or stickers.
- If consistently good all week, inform the class teacher as they may decide the class can have a reward.

Good Practice Sanctions

The following interventions should/can be used to stop inappropriate behaviour:

- As needed following the whole school 'restorative conversations' approach.
- Child to sit at another table or on their own.
- Report to the class teacher as needed/appropriate
- Child to stay with the Lunchtime Supervisor for part, or all, of the playtime session.
- 'Time out' from a favourite game (e.g. ball games).
- In exceptional circumstances, they will be reported to a member of the Senior Management Team who will use the agreed set of playground rules to discuss the incident and agree what the next steps should be.
- Ask the child to move to a quieter space if they are aggressive towards others. Allow them time to calm down by talking quietly to them or keeping them at a safe distance so they are secure.

General advice to Lunchtime Supervisors

- Show an interest and listen to the children.
- Give praise frequently – it's more effective than criticism.
- Talk to the children in a normal voice and do not shout.
- The children should treat you with the same respect as they would a teacher. They should do as you have asked.
- Treat each pupil fairly and equally.
- Treat each pupil with respect. Allow time to listen to what their concerns are and help them to resolve the issue. Never tell them to 'just ignore it'.
- It is important all Lunchtime Supervisors deal with children in the same way. Use of the whole school approaches – 123, eyes on me and restorative practices is important.
- Encourage children to mix with other children and to join in with other children, or ask the Year 6 monitors or Year Play Leaders to help. You can allocate the monitors a specific job to do if necessary.
- Organise games using the equipment boxes or the playground game cards received from CPD training which the children can then take over and manage themselves. These are stored in the outside PE cupboard.
- Encourage children to be considerate and caring of other people's feelings.
- Agree with the class teacher on classroom systems they would like you to adopt during lunchtimes and wet play sessions (games, drawing, cards, quizzes, reading etc.).
- Patrol the playground if you do not have a designated area, making sure all children are safe and engaged in positive play/activities.
- Be aware of children who may be inside the building during the outside play session. Children must seek permission to go to the toilet and will be given a card/pass to give back to you on their return. Any supervisor leaving the building needs to do a 'sweep' of the corridors and cloakrooms to check all pupils are outside at regular times (may be twice during a lunchtime).
- Ensure there is at least one supervisor in the playground before the children go out.

- To promote positive behaviour whilst the children are eating their meal and encourage good table manners (i.e. they should sit down to eat their meal and should not talk with their mouth full).
- Lunchtime Supervisors should ensure that all trays have been put away safely and tidily. All tables should be wiped clean.
- Keep the noise in the hall at an acceptable level.
- Any racist incidents must be reported to the class teacher who will ask you to record it on 'My Concern'.
- If a child tells you anything that gives you cause for concern or you see what you consider to be non-accidental injuries, you must inform Mrs Bretherton/Mrs A Welson/Ms Deans and the class teacher and complete a 'My Concern' record of your concern – laptop in the staff room.

Never tell a child you can keep secrets.

- **Confidentiality** – **NEVER** discuss anything about children in school with others, any concerns you have should be discussed sensitively with the class teacher.

Be aware of:

1. Children leaving the premises without permission and contact a senior member of staff immediately.
2. Children calling to members of the public through the perimeter fence.
3. A stranger in the playground or at the fence.
4. Handling, reporting and recording injuries, sharing particularly with the responsible teacher. Accurate details are important so if necessary please record details for the teacher.
5. Ensure all outside perimeter gates are shut and locked before children are allowed onto the playground. Monitor the front gate at every opportunity.

First Aid Good Practice

- Familiarise yourself with the school's First Aid policy and the First Aid recording logs. All lunchtime staff will be given first aid training on a rolling programme.
- After an accident, fall or bump – always assess for injury as it might not be obvious at first glance.
- Always take a child in if they need First Aid treatment, **do not send them in to find someone** or make contact and a request for assistance via the walkie talkie system.
- Know who the designated First Aiders are and consult them if the injury is more than minor: Angharad Welson, Paul Ward-Willis & Bev Hedley.

Keep calm – calm and comfort the child

- Treat **ALL** head injuries seriously and consult with a First Aider. Report it to the class teacher as well.
- If a child becomes unwell during lunchtime, consult with a teacher or office staff.
- **The individual First Aid bags and folders to be taken out every lunchtime into the front, KS1 and KS2 playgrounds.**
- **Any incident where there is blood or broken skin, gloves must be worn to protect all involved.**
- All First Aid incidents must be logged on relevant recording sheets with the time recorded alongside the other identified information (overall log, pink for injuries other than head bumps, yellow forms for head bump, blue forms for asthma inhaler use).

Health, Safety and Hygiene

Hygiene within all areas of school life has to remain at the highest standard at all times. Please refer to the daily reminder list on the door of the lunchtime cupboard/storage.

- When wiping tables, please ensure a clean cloth is used.
- Please clean up any spillages immediately, using a dust pan and brush or vacuum cleaner/mop if necessary.
- Take particular note with the uses of cups/beakers/straws etc. They must always be clean and should never be shared.
- Ensure the hall floor is swept clean of any spilled foods ready for afternoon lessons.

Important Documentation

Lunchtime Supervisors should have read the following policies and document and be familiar with Lunchtime Procedures.

- Health & Safety Policy
- Lunchtime Supervisor's Guidelines
- Behaviour Policy
- Equal Opportunities Policy
- Safeguarding Policy
- First Aid Policy
- Anti-bullying Policy

Additional Key Information

Playground rules:

1. Children should be encouraged towards constructive play and all destructive/negative play should be stopped.
2. Ball games (and similar games) are only allowed if supervised and agreed with class teachers. There is to be no football for any year groups during lunchtime play.

The sports cage and climbing frame should only be used if deemed dry and safe by adult on duty for appropriate activities and games. There is a limit of 10 children in the cage at any one time.

An example of the lunchtime timetable is as follows:

| | Cage – 10 at a time for 5 mins | New climbing frame |
|------------------|---|-------------------------------|
| Monday | Y6 | Y3 |
| Tuesday | Y5 | Y4 |
| Wednesday | Y4 | Y5 |
| Thursday | Y3 | Y6 |
| Friday | All | All |

Children must obtain permission from the appropriate Lunchtime Supervisor before any additional equipment is used. All equipment must be returned to its storage place before the end of play.

3. No climbing on the flower beds, walls, trees or perimeter fences.
4. Do not call out to members of the public through the perimeter fence.
5. Children must ask permission from a Lunchtime Supervisor as to whether they can go to the toilet. They will be given a lanyard pass to show this has been granted. The pass needs to be returned to the supervisor so they know that the child is back in the playground.
6. Outside doors may only be propped open by the wooden wedge (the outside door by Reception has to be), with Red Arrows and Monitors opening doors to allow access for toilets etc.

7. All children should be outside, unless they are supervised or if there are specific instructions from the class teacher.
8. All food from lunchboxes or hot dinners should be eaten during the meal period and not taken into the playground – the only exceptions being during the spring and summer when packed lunches are sometimes eaten outside.
9. Unacceptable playground behaviour will result in withdrawal or playtime privileges.

Additional Infection Control Management

In the event of an infection outbreak, it may be necessary to:

- Change the lunchtime rota so LTS are allocated a specific class to supervise and at varying times
- Increase the hand-washing routine for children and adults, including before and after eating food and after visiting the toilet, using the current guidance
- Allow children to eat in their classrooms to minimise the risk of transmission
- Provide a menu of sandwiches, pasta and jacket potatoes to make it easier to serve and eat from the classroom
- Wipe down all tables and frequently touched surfaces after the children have eaten
- Withdraw the provision of playtime equipment to minimise shared surfaces
- Ensure different groups of children are not mixing outside of their 'class' or 'playtime' bubbles accordingly
- Follow enhanced cleaning and respiratory hygiene procedures as set out in relevant risk assessments
- All play is expected to be 'non-contact' wherever possible.
- Behaviour expectations will continue to be high, particularly when relating to good hygiene and personal space.