



DAUBENEV MIDDLE SCHOOL

**LUNCHTIME
POLICY**

INTRODUCTION

Background and Rationale

Lunchtimes can be a difficult part of the school day and midday supervisors are often poorly regarded. Statistics show that a large number of exclusions arise from incidents that have occurred during the lunch break.

This policy is designed to:

- be an integral part of our Citizenship programme and development
- help us raise the profile of quality lunchtime provision
- enable our staff and systems to advance in lunchtime systems and procedures
- develop and broaden pupils' social and emotional wellbeing
- increase the confidence, status and skill of our lunchtime supervisors and coordinators
- raise awareness of the issues that arise at lunchtimes
- to reduce the number of exclusions that result from conflict at lunchtimes

Why Bother?

- Children are entitled to a safe and happy playtime
- The staff that are not on duty are entitled to a quiet and relaxing lunch break
- We should promote and value the status of play
- We should aim to improve the quality of time spent in school at lunchtime
- We should recognise the need for, and importance of, creating a nurturing environment at lunchtime
- We should be aiming to develop the skills, knowledge and attitudes of our midday supervisors
- We should aim to develop and improve social interaction between pupils
- We should aim to reduce the number of accidents and injuries
- We should reduce the likelihood of exclusion caused by unacceptable and inappropriate behaviour at lunchtime

- We need to ensure that pupils return to class at the start of the afternoon session relaxed and refreshed

Why are lunchtimes more of a problem than morning break times?

- Playtimes are shorter and generally supervised by teachers
- Playgrounds can be boring places with 'not much to do'
- Information between class teachers and midday supervisors is not always shared regarding specific pupils or concerns
- Children left to their own devices often invent quite robust and dangerous games
- Midday supervisors are not always adequately trained and do not always share the aims and objectives of the school's behaviour policy

PLAYGROUND POLICY STATEMENT

In our playground and field we aim to:

- provide a safe, stimulating and attractive environment in which pupils can experience a range of activities
- provide equal access to play opportunities for all pupils
- give children the opportunity to develop social skills through positive interaction with their peers
- help children develop a sense of fair play and to understand and respect the needs of others
- encourage children to take responsibility for their behaviour
- give praise for positive behaviour
- encourage pupils to take care of their playground environment
- encourage pupils to share their feelings and concerns about their lunchtimes with adults in the school, their families and their school council representative

WAYS TO TALK AND LISTEN TO CHILDREN

There are often occasions where a pupil is angry, upset or has lost their temper over an incident on the playground with another adult or pupil. This pupil may need an opportunity to calm down before they will meaningfully engage in dialogue that seeks to investigate or resolve the issue. Below are some suggestions that may help and encourage helpful conflict resolution;

1. Talk in a comfortable place and at their level
2. Choose a place that is secure for both you and the pupil
3. Be prepared to offer time to resolving the issue
4. Demonstrate that you take the discussion seriously
5. Be aware of your own and the pupil's body language
6. Be aware of when to speak and when to listen
7. Watch for signs of anxiety and/or withdrawal e.g. head down, fidgeting, repetitive actions etc.
8. Try to be adjacent to the child, not directly opposite them
9. Take notes (only with agreement). This shows that the situation is being taken seriously

WET LUNCHTIMES AT DAUBENEY MIDDLE SCHOOL

1. The Headteacher or Deputy Headteacher will make the decision as to whether a wet lunchtime should take place.
2. That decision will be shared with colleagues and pupils in their lesson through the ringing of three bells following the normal two bells for the end of period 3. If this should happen staff should remind their current class of what to do next, where they should go etc.
3. If the situation arises that wet lunchtime is no longer necessary (decided by lunchtime supervisors) then three bells should be rung again and messages communicated through the two-way radios.
4. During a wet lunchtime the following systems should come into play;

Pupils should attend rooms 2 or 3 and will be supervised there. The supervisors there will organise board games, the ICT equipment and play a film on the IWB.

Year 6

Pupils should attend rooms 6, 7 or 8 and will be supervised there. The supervisors there will organise board games, the ICT equipment and play a film on the IWB.

Year 7 and 8

Pupils should go out and make use of the sheltered areas. Year 8 may make use of the library.

5. At the end of wet lunchtime midday supervisors should feedback information to the form tutor or head of year of any issues or concerns.

SYSTEMS AND ROUTINES FOR LUNCHTIMES

1. Order of year groups into dinner

- There will be a set rota for the order in which the pupils will enter for their dinner. Year 8 groups are entitled to go for their dinner immediately followed by the rest of the year groups based on the order for that week

2. Pupils entering the dining hall area

- Pupils will line up outside the door next to the music room before they come in for their dinner. Those receiving a dinner from the kitchen line up on the opposite side to those who have their own lunch. Pupils in the dinner queue will be let in through stages so there is a continuous and orderly line next to the kitchen hatch
- Those having their own sandwiches will also be let in intermittently to form another queue directly outside the dining hall where they will be invited to sit down by the midday supervisor on duty in that area
- Pupils having dinners and sandwiches will sit on separate sides of the dining area

3. Leaving the dining hall

- Those that have a school dinner are expected to empty their plates and stack them neatly. This will require them to put cutlery and food remains in the designated bowls
- Pupils that have sandwiches should take all of their litter with them and either put it in the bin or return it their lunch box. Their lunch boxes should then be replaced on the trolley

4. Playground and out of bounds areas

- Pupils should play on their designated playground or other designated area
- Pupils should not go inside unless they are using the toilets, the library or a part of a club
- Pupils should not use areas outside the changing rooms, room 15 or the quad as play areas. They are only to be used as thoroughfares to and from the dining hall
- Pupils should not leave their playgrounds and go off site at any time (getting a football etc) at any time unless with permission and under supervision

5. Field use and out of bounds

- The field is allowed to be used during dry and fair conditions. This decision can be taken daily by the lunchtime supervisors on duty outside. This should be a common sense decision although if there is any debate the decision should be taken by the Head of PE
- Pupils are permitted to use the field within reason. They should not go further than the distance marked by the far end of the football pitch or deeper right than the furthest goal or athletics track (whichever is in place) or deeper left than the path along Beech Walk

6. Dealing with misbehaviour

- See sanctions and rewards section

7. Dealing with Fights

- The circumstances in which staff can intervene with a pupil are covered by the 2002 Education Act. Staff may legitimately intervene to prevent a pupils from;
 - Committing a criminal offence
 - Injuring themselves or others
 - Causing damage to property
 - Engaging in behaviour prejudicial to good order
- Where there are pupils involved in any of the above e.g. fighting and a member of staff does decide to intervene they should know that they should regard the health and safety of themselves and others
- **Staff should always seek to 1) Defuse a situation and 2) Use minimum force for the shortest period necessary**
- Pupils involved in fighting should be separated and removed to separate areas under supervision. Their class teacher, head of year or member of the SLT should then be called to investigate the circumstances surrounding the fight

8. Dealing with injuries and emergency

- In the case of any serious injury or emergency midday supervisors should contact the office using their two-way radio for the appropriate response e.g. first aider, ambulance, police, member of SLT etc

REWARDS AND SANCTIONS FOR LUNCHTIME BEHAVIOUR

Rewards

- All midday supervisors should have a supply of credits and golden tickets to hand out to pupils demonstrating good behaviour, politeness, manners, helpfulness etc.

Sanctions

- Depending on the level of the misbehaviour it should be dealt with as soon as possible. Most low level behaviours should be able to be dealt with by the midday supervisor themselves through dialogue and appropriate action. Anything serious should be reported to the senior supervisor on duty (usually a member of the teaching staff) who will investigate and deal with the problem according to the school's behaviour policy.

MIDDAY SUPERVISOR JOB DESCRIPTION

- Job Title:** Midday Supervisory Assistant
- Responsible To:** Senior Supervisory Assistant under the general direction of the Headteacher and/or Deputy Headteacher
- Job Purpose:** To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils

Main duties and responsibilities:

1. Supervision of pupils immediately before, during and after the midday meal.
This includes pupils who have a school meal as well as those who bring their own food.
2. Supervision of hand washing as required.
3. Supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required.
4. Assistance for pupils where necessary to carry trays etc to table and to return empty dishes etc to service counter.
5. Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc if required.
6. Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
7. Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line

with the school's Behaviour Management Policy. Organising play/games as appropriate inside school on wet days.

8. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
9. To undertake any other duties of a similar level and responsibility as may be required.

ROLES AND RESPONSIBILITIES SPECIFIC TO DAUBENEY MIDDLE

Dining Hall

- Place the lunch box trolleys in the correct place before the start of lunch
- Supervise packed lunch queue
- Seat pupils in the appropriate places as spaces come available attempting to place each child next to or close to a friend of their choice
- Wipe all tables and chairs once the pupils have finished their lunch
- Stack the chairs into groups of ten, ensuring they are wiped clean, and put away
- Take plates, cutlery and food waste through to the kitchen
- Keep bin area tidy

Door

- Using the two-way radio ensure a steady flow of pupils into the dining hall for both dinners and sandwiches
- Supervise the queues outside the main door in
- Ensure no pupils 'push in' the queue and that those with early lunch passes have valid reason for coming in early/late
- Once all the pupils have come through go into the dining hall and assist with the closing down of the dining hall

Playgrounds/Field

- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Occasionally participating in games
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
- Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher/Senior Midday Supervisor
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period

STAFFING AND PEOPLE

Do you know who is who?

Person in charge at lunchtimes:

See the rota for the name of the teacher who is responsible for the area you are in.

Direct Line Manager:

David Sansom

Trained First Aider:

Mrs Bennett, Mrs Shah, Mrs Warman, Miss Payne and Mrs Endersby

Named Teacher for Child Protection:

Mrs Evans

PUPILS AS HELPERS

As a staff we want to encourage and model helpful behaviour. If pupils offer to help here are some of the activities they could assist with:

- Wiping tables
- Being in charge of equipment
- Moving chairs ready for stacking
- Supervising a quiet area
- Organising tables
- Teaching games to younger pupils
- Litter duty
- Looking after lonely children
- Organising games.