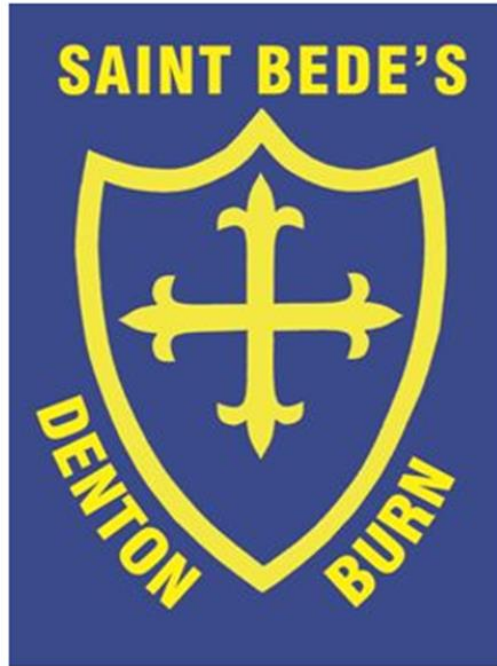


St Bede's Catholic Primary School



*As one
we learn together,
play together,
pray together,
as one*

Lunchtime Policy

Date reviewed:
October 2024
Date of next review:
September 2025



Rationale

This document is designed to clarify the role of Lunchtime Supervisor and Lunchtime Assistants. The policy will help to improve pupil behaviour at lunchtime; this will allow pupils to enjoy a safe, pleasant and fruitful lunchtime.

Aims of the Policy

1. To assist with smooth running of the lunchtime period.
2. To outline the following:-
 - * Children's behaviour to be encouraged
 - * Strategies for rewarding good behaviour
 - * Strategies for dealing with misbehaviour
 - * Rules and Procedures

The Kinds of Pupil Behaviour to be Encouraged and Praised

1. Respect for Staff and Lunchtime Assistants.
2. Respect for each other.
3. Politeness and courtesy.
4. Willingness to obey instructions.
5. Helpfulness in playground and dining room.
6. 'Normal', friendly play.

Strategies for Rewarding Good Behaviour

1. All Lunchtime Assistants to give green cards for reward for positive behaviour.
Gold cards can also be given for 'outstanding' behaviour or attitude. Cards are counted each week and winning classes gain additional playtimes.
2. Each week the Lunchtime Supervisor identifies a child from each class to go in the 'Happy Lunchtime' book (These children should be fairly selected based on their attitude and behaviour – this may result in the same child appearing more than once). These children are acknowledged and rewarded in the 'Celebration Assembly' held on a Friday.

Consequences of Poor Behaviour at Lunchtime

1. A verbal warning from a Lunchtime Assistant, requesting the pupil to change their behaviour.
2. If poor behaviour continues, two minutes out at a specific spot in the yard to allow pupil to cool down (this must be monitored to ensure that the child is given an opportunity to reflect and then join back in with the lunchtime activities)



3. If the poor behaviour continues, the pupil should be sent to a senior member of staff e.g. Key Stage 1 Phase Leader / Key Stage 2 Phase Leader (dependent on the phase of the pupil). For more serious behaviour, the pupil will then be sent to the Deputy Head Teacher or the Head Teacher.
4. Instances of deliberate physical violence or swearing will not be tolerated and will be sanctioned with a red card (red cards result in the class losing 3 green cards from their collection).
 5. Frequent instances of poor behaviour will result in the Head Teacher contacting the pupil's parents to discuss the matter further.
 6. Where behaviour is repeated on more than one occasion, the pupil may be excluded at lunchtime (internal exclusion of missing lunchbreak unless in very serious cases of poor behaviour).

Procedures in the event of an Accident

1. Minor accidents (bumps and bruises) will be dealt with by Lunchtime Assistants – incidents are recorded in the First Aid books, which are followed up by the school first Aiders during the afternoon session (See Health, Safety and Well-being Policy for further information).
2. More serious accidents – Lunchtime Assistant stays with child and sends for the Lunchtime Supervisor or one of the school First Aiders. Depending on the nature of the injury, the member of staff will either:
 - take child inside to see the Head Teacher, or:
 - if the child cannot be moved, send for the Head Teacher and / or administer Emergency First Aid on the spot.
 - The members of staff involved must make a written record of the accident.

Duties of the Lunchtime Assistant

Each Lunchtime Assistant will be assigned to various duties by the Supervisor at the beginning of each working session.

As a rule, there should be a minimum of 2 Lunchtime Assistants in the EYFS/ KS1 Yard and 3 Lunchtime Assistants in the KS2 Yard.

EYFS children and Key Stage 1 children will be collected from their classrooms by the designated Lunchtime Assistant and supervised in the bathroom before lining the whole class up and walking in an orderly fashion to the dinner hall (adult to lead the line)

Key Stage 2 children will be dismissed straight out onto the yard where they will be met by the designated lunchtime assistants. Classes will be collected from yard by a single whistle blow, once all children from that class are assembled in a line, then the



line will be escorted into school in an orderly fashion. (Adult to lead the line and maintain appropriate behaviour)

The lunchtime duties will involve supervising the children in the dining hall, in the playground and in the school (for wet lunchtimes). Supervision includes establishing and supervising playground games with pupils.

At times it will be necessary for one assistant to leave the playground e.g. to check the toilets or to attend an accident but the length of time when one Supervisory Assistant is in the playground alone should be kept as short as possible. It is stressed that the playground **must** never be left unsupervised.

In cases of extreme difficulty e.g. an accident requiring the attention of more than one assistant then the help should be sought from the Head Teacher, First Aiders and/or any other member of school staff.

When end of lunchtime arrives:

The lunchtime supervisors signal the end of lunchtime with a single whistle blow. On hearing this the children should silently stand still and await further instruction. Once the children are silent and stationary, then the whistle is blown twice to signal to the children to walk to their lines (putting away any equipment that they have been using). Lines are then sent into the cloakroom once orderly.

Conclusion

The supervision of children during the lunch break is not an easy task and is a serious responsibility. The staff of St Bede's school values the work and commitment of Supervisory Assistants. Assistants are expected to deal with children fairly and considerately; the children are expected to show respect and obedience to assistants.

Dignity and respect are important qualities in our school therefore children's inappropriate behaviour should not be openly discussed with an audience. Important messages regarding behaviour concerns should be passed on to the relevant member of staff discretely (outside of the classroom once the children are inside the class)

The great majority of children are, on the whole, well behaved, assistants should be able to deal with most problems but should always be ready to seek the assistance of the Headteacher should any major incident occur. The Headteacher, Deputy Headteacher or any other senior member of staff is always available at dinnertime.

Good teamwork and consistency of approach makes the task of supervision much easier and shared responsibilities make for greater tolerance and co-operation.

