



Thornaby Church of England Primary School

Lunch Time Supervision Policy

Rationale

It is our aim at Thornaby Church of England Primary School to ensure pupils have an opportunity to have a Lunch Break where they can develop social skills, relax and exercise. Lunch Break Supervisors are the key staff who work both in the dining room and in the playground enabling the pupils to have a happy and appropriate break between the morning and afternoon. Lunch Break Supervisors are supported by the Head Teacher and Senior Leadership Team.

Purposes

- To ensure pupils are supervised at all times.
 - To encourage good manners, sensible eating habits and appropriate social skills in the dining room.
 - To allow pupils to play safely in the playground and on the field. To encourage pupils to exercise and play socially with each other. To enable simple first aid to be administered when needed.
- To ensure pupils follow the school's Behaviour Policy.
 - To ensure pupils are treated fairly and equally. To celebrate good behaviour.
 - To ensure the Head, Deputy, Key Stage Co-ordinator or Class teacher, know and can deal with any serious medical or behavioural issues as soon as possible.
 - To keep the Class Teachers informed of any non-urgent issues that may have arisen.
- To keep any pupil information confidential.

Guidelines

1. LBSs (Lunch Break Supervisors) will follow the guidelines on supervision set out in the attached advice and ensure pupils are supervised at all times.
2. LBSs will follow the first aid advice set out in the school policy.
3. LBSs will encourage pupils to play cooperative games, and help the Buddies to supervise and support pupils

4. LBSs will follow the Schools Behaviour Policy.
5. To treat all pupils in a fair and equal manner following the guidelines set out in the schools Equal Opportunities and Behaviour Policies.
6. LBSs will speak to a member of staff immediately if there is a serious issue or at the end of a lunch break session to inform them of any non urgent issues that have arisen.
7. LBSs will summon assistance when necessary.
8. LBSs will follow the Fire Drill Guidelines when necessary.
9. LBSs will complete an accident note to give to the class teacher when any child has an accident during lunch time.
10. LBSs will make sure that the parent/carer of any child who suffers a bump to the head during lunchtime will be informed by telephone.
11. LBSs will agree to comply with Social Networking Policy Guidelines.
12. LBSs will agree to comply with Safeguarding Policy guidelines.
13. LBSs will attend extra sessions when necessary to update and maintain their safeguard training.
14. LBSs will have the opportunity to formally discuss any matters of concern through a half termly meeting with the HT or DHT.

Conclusion

This policy to be read in conjunction with the Equal Opportunities Policy, the School Behaviour Policy, Social Networking Policy and Safeguarding Policy.

October 2008 - to be revised October 2010
Revised October 2010 - to be revised October 2012
Revised October 2012 - to be revised October 2014
Revised October 2014- to be reviewed October 2016
Revised October 2016- to be reviewed October 2018
Revised October 2018- To be reviewed October 2020