INTRODUCTION

This handbook aims to assist you in your work as a supervisory assistant by clarifying your duties, the policies and procedures which relate to your work, the resources available to you and the personnel to whom you may go for help or advice.

All lunchtime supervisors are expected to work together as a team to ensure that the personal and social needs of all of the children are effectively met in a safe and secure environment so that lunch times can be a pleasurable experience for everyone.

LUNCHTIME SUPERVISION

We aim to ensure that all children who stay at school during the lunchtime break, whether they are having a school dinner or their own packed lunch, experience a calm but social atmosphere. The lunchtime break can be a worrying time for some children. We must strive to make them feel happy and secure.

Lunchtime supervisors are:

- Mrs Yvonne Little  Class 1&2
- Mrs Joanne Burrows  Class 3
- Mrs Donna Walton  Class 4
- Miss Esther Heppell  Class 5

During wet lunchtimes, the staff will ensure that a member of staff is in each area with the exception of Classes 1 & 2 where one supervisor will move between the 2 classes. If possible, a member of staff will assist in Class 1. Mrs Hurton/Miss Morris support in the EYFS from 12.30 – 1.00.

SCHOOL PERSONNEL

The class teacher has the day-to-day responsibility for the care of children in their class; therefore general concerns relating to an individual child should be discussed with the class teacher.

A senior member of staff is always available to assist you if a difficulty arises during the lunchtime period. The first point of contact is the Head Teacher.

GENERAL DUTIES

Each lunchtime supervisor is responsible for a particular class or group of children on a daily basis. This system has been adopted to help children to build up a relationship with their supervisor but it should not prevent all supervisors from working together as a team and it is expected that everyone will work flexibly to ensure that the supervision provided is effective.

When the morning session comes to an end, the teacher will instruct the pupils to line up at the door in alphabetical order. They will tell the supervisor how many children are present. The children are
not allowed to run in the corridor and would be tracked for doing so. Children should be encouraged to move around the school building in a calm and orderly manner. Each class will recite their class prayer before they walk quietly to the hall.

There are two sittings for lunch and these are organised according to class numbers.

The Head Teacher will supervise pupils in the hall; they should be encouraged to stay in their seats, use their knives and forks correctly and say “please” and “thank you”. In the event that she is not available, another member of staff will be asked to cover. The four lunchtime supervisors will be split to supervise KS1 pupils at the rear of the school or in the hall and KS2 pupils in the front yard.

**PLAYTIME SUPERVISION**

It is our aim to ensure all children are happy and safe on the yard. Children need careful supervision in the playground so that accidents can be avoided. The supervisor on duty should be outside as soon as possible. The class teacher will make sure that stragglers leave the building quickly. Key Stage one pupils play out at the back of the school and Key Stage two at the front.

To ensure maximum supervision is provided, supervisors should space themselves well on the yard so that all areas and access points can be monitored. The school gates are locked during lunchtime.

If anyone is seen loitering outside the gate or is causing a nuisance they should be reported immediately to a senior member of staff who will take the appropriate course of action.

If a child is to be collected at lunchtime you will be informed of this arrangement. The adult collecting the child must still report the child to the office so that a record of collection is made for health and safety reasons.

Resources for outdoor play are as follows:

<table>
<thead>
<tr>
<th>Key Stage 2</th>
<th>Key Stage 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>footballs</td>
<td>wheeled toys</td>
</tr>
<tr>
<td>skips</td>
<td>outdoor areas and resources</td>
</tr>
<tr>
<td>bats and balls</td>
<td></td>
</tr>
</tbody>
</table>

Children should be encouraged to share the toys/resources and play together. Any games, which may cause injury or distress to themselves or others, should be discouraged. In addition to this gymnastics type activities are not allowed on the field or yard including handstands and forward rolls.

Introducing children to ring games or traditional games/sporting activities is a useful means of encouraging appropriate social behaviour including turn taking and co-operation. At the end of lunchtime the supervisor will blow the whistle once for the children to stand still. The children then walk to their lines and will then take a class at a time into school.

**WET PLAYTIMES**

When the weather is inclement the children spend their lunchtimes in their classroom. Resources for use during this time are in the playtime box.

Children in classes 3, 4 and 5 will be encouraged to access the indoor resources available in class. They can draw or read quietly if they wish, a story may be read to them and songs may be sung. Children in classes 1, 2 & 3 should return to their classrooms after finishing their lunch and may use the playtime box. Children are not allowed to wander between classes but may go to the toilet or for a drink after obtaining permission. These classes will be supervised by their class supervisors.
Where possible, a member of staff will assist in Class 1 or 2. Children should be encouraged to share the toys/resources and play together. Any games, which may cause injury or distress to themselves or others, should be discouraged.

At the end of the lunch-break please ensure that all of the children tidy up carefully, that the lunchtime resources are returned and that the children are seated appropriately in readiness for the afternoon session.

**ACCIDENTS**

All supervisors hold a current First Aid qualification and provide necessary first aid when required. A first aid pouch should be carried at all times. First aid should be administered in accordance with the school’s health and safety policy. Where a more serious accident has occurred or a child has received a head injury, the child should be brought to Miss Mawson, Mrs Macpherson or a senior member of staff so that the appropriate action can be taken. In addition, the health and safety policy gives guidance in relation to the logging and reporting of accidents. A copy can be found in the blue file.

Details of injuries that occurred at lunchtime are logged and reported to Mrs Jackson or the Class Teacher for any necessary follow up/monitoring.

**ASSERTIVE MENTORING**

Because we want everyone to be happy on the yard we encourage children of all ages to play and socialise together in an appropriate way, show respect for one another as well as for the adults who care for them.

It is the policy of the school to show children respect by listening to what they have to say and by investigating all incidents. It is important that children know that incidents are being investigated and that they feel issues are being dealt with fairly.

The school operates an Assertive Mentoring Discipline Policy. All staff have access to a copy of the Behaviour, Discipline and Anti-Bullying Policy in the school policy files.

Emphasis is placed upon highlighting good behaviour and being positive rather than negative. Each class has a reward system based upon the accumulation of points. This results in a reward or treat for the whole class if the required number of points have been achieved. ‘Smileys’ are given to individuals for positive behaviour, effort and achievement. Stars of the Week are awarded to two pupils from each class at the Family Assembly each Friday.

School rules and consequences, in line with the Behaviour Policy, are displayed in each classroom. Failure to comply with these rules means that the child is tracked on a tracking sheet or placed in the Early Years Behaviour Book. The system for tracking varies slightly from class to class; taking into account the age and maturity of the children. However, every class system is graded and includes a warning, time taken away from the pupil’s playtime, informing parents and informing the Headteacher.

In Nursery/Reception and Years 1 and 2, all children come into school and have a green bear. If they display inappropriate behaviour they are given a yellow bear. If this continues they receive a red bear and are sent to see the Headteacher.

If a child commits a serious offence, they can be given a straight red bear. If they receive two yellow bears in a half term or a red bear, then they don’t get their behaviour certificate.

There are also clear codes of conduct applying to other areas of the school and other times of the school day. These are namely playtimes and lunch times and behaviour in the dining hall, corridors and toilets. There is a tracking system, which operates for these occasions. The duty teacher or person reporting the incident logs it on a yellow-posted note. This is handed to the class teacher at the end of break. The tracking system ensures continuity of expectations and sanctions across the whole school day. All staff are asked to be vigilant in ensuring high standards of behaviour around school.
Supervisors are requested to record any major incidents that may occur, or incidents that involve children whose behaviour is generally a cause for concern.

The staff log incidents and teachers are informed of any child who has been tracked at the end of lunchtime. This information is then transferred into the appropriate class log. Although this is time consuming the log does provide essential information upon which an assessment of a child’s needs can be based.

If a child is excluded at lunchtime they must be returned, with a parent/carer, to a senior member of staff at 1.00 pm. If they are returned earlier the parent/carer must remain with them to supervise them until 1.00 pm. They will not be allowed to play in the yard.

Often the best approach is prevention and careful monitoring can identify potential problems before they arise.

Appropriate intervention can distract children by involving them in a game or prevent disagreement by helping children to develop new friendships. Some children do have particular difficulties, which the class teacher will have made you aware of. A great deal of work will be undertaken in the classroom to modify the child’s behaviour, in partnership with parents, and you will be asked to support this programme. This may involve monitoring the child and reporting back to the class teacher/senior member of staff on the child’s behaviour that day. It may be that you are asked to give particular rewards for appropriate behaviour or that you are asked to deal with particular situations in a special way. We do ask you to support us in this, as it is very important that a consistent approach is adopted.

We do encourage general good manners and sensitivity to the needs of one another. Always expect children to show you, and each other, respect and provide a positive role model to the children through your relationships with them and other staff.

During the penultimate week of each half term, a meeting of all supervisors is held with the Head Teacher. The focus for this meeting is to discuss any child whose behaviour is causing concern and the logbook and class file supports this. The outcomes inform the action to be taken by the Head Teacher. In addition this is a forum for any issues, which the supervisors may wish to raise.

A copy of the behaviour discipline and anti-bullying policy is available from the office.

**Toilets**

In order to maintain the toilets to an acceptable standard during the lunchtime period close supervision is required.

Children must not run in and out of the building but they are allowed to go to the toilet or have a drink of water if they wish. Children needing to use these facilities should ask the supervisor.

Children should not splash water on the floor but if it does become wet it should be mopped dry immediately.

**Security**

Valuables should always be locked away in the personal lockers, which are located in the staff room. All visitors to school should be directed to the main office and asked to sign a visitors’ log and collect a badge. No child may be given permission to leave the school premises during the school session and the head must be informed if any child is collected from school during this time.
HEALTH AND SAFETY

Drugs and medicines may be given by the Head Teacher or the First-Aider who holds a first aid certificate. Due to a lack of cold storage space, medicine requiring refrigeration can no longer be stored in school. Where a child requires medicine 4 times a day, a parent may bring the medicine to school at lunchtime to administer it before taking it back home. If it is prescribed but does not require refrigeration a First Aider will administer it. First aid equipment is kept in the staff room. An additional first aid box is located in the practical area.

Older KS2 pupils self-administer medication for asthma but need to inform staff so they can tell Class Teachers.

Health and safety guidelines are kept in the Head Teacher’s room. All handbags must be locked in the staffroom in the lockers provided. This school has a no smoking policy.

All staff will have signed an acceptable use agreement covering the use of mobile phones. All mobile phones should be left in the staffroom.

MINOR ACCIDENTS

If a child becomes ill or has an accident, the supervisor should bring the child to/or send for the First-Aider who will treat or advise the child or telephone their parents. Any member of staff may administer treatment such as the washing of cuts or grazes. Antiseptic cream must not be used.

REPORTABLE ACCIDENTS

Again, for more serious accidents, the child should be brought to/or send for the First-Aider. The incident must then be reported to the Head Teacher immediately. These accidents are recorded in the Accident File, and then on the appropriate form, (both obtainable from the office) which will be sent off to County Hall.

CHILD PROTECTION

It is the duty of every adult to take responsibility for the protection of children. Children establish a close relationship with school staff and may well confide in them if they have difficulties.

It is important that staff do not promise to keep secret anything a child tells them, as it is their responsibility to refer any concerns that they may have about a child’s safety to the Head Teacher who will follow the agreed child protection procedures.

The following guidelines relate to incidents, which require a child to be examined because of apparent injury or illness or to have their clothing changed:

1. If a child is wet and needs changing 2 adults must be present or, if old enough, the pupil should be given the clean clothing and asked to change themselves in the toilets.

2. In the event of a suspected injury or illness involving legs, arms, head or upper torso staff should treat in accordance with earlier guidance.

3. Staff should not investigate any possible injury/illness, which would require the removal of clothing to the lower body other than asking the child to remove tights in order to examine and treat injuries to the legs. Any apparent injury/illness involving the lower body should be reported to the Head Teacher or Deputy Head who will determine any further course of action.

If a child accuses you or any other member of staff of hurting them, this matter must be taken very seriously. The Head Teacher should be informed and the incident logged. In line with the child
protection procedures the Head Teacher will investigate the matter, which may then be referred to other agencies.

**CARE AND CONTROL**

All staff need to be aware of the County’s policy in relation to this matter.

Basically staff should not physically restrain a child unless they can illustrate the minimum level of restraint necessary was used and that it was carried out either to protect the child or others from harm, or that significant damage to property would have occurred. A child may only be physically restrained if there is a likelihood of injury to the child or others in accordance with the policy.

If children show affection through physical contact this should be returned with restraint, without making the child feel rejected.

Staff should avoid putting themselves into any situation, which could be misinterpreted by the child or parents.

If you are concerned about any situation which you find yourself alone with a child, for your own protection ask another member of staff to accompany you while you deal with the matter.

**EMERGENCY EVACUATION**

Staff should familiarise themselves with the Fire Drill.

If the fire bell sounds, staff should lead the children as quickly and calmly as possible to the nearest available exit and form a line in the schoolyard. The Head Teacher or Secretary will bring the Attendance Registers from the school office.

**STAFF ABSENCE**

Absence should be reported to the Head Teacher as soon as possible and a self-certification form should be completed. These are available from the secretary. Sick notes are required after 5 days and these should be forwarded to the school.

**COMMUNICATIONS**

All staff are encouraged to play an active part in the whole school team and the Head Teacher is always available to discuss any matters relating to your role. If the matter requires a more formal or extended discussion then this can be arranged at the convenience of all those involved.

**CONFIDENTIALITY**

It is very important that all matters relating to the school and individual children either discussed or observed remain confidential to the school.

If any member of the supervisory staff is approached for information they should be referred to the child’s class teacher or Head Teacher.

**PERFORMANCE MANAGEMENT**

Every member of staff will have the opportunity to have a performance management review annually and a meeting each half year to discuss progress towards targets.

**Revised June 2016**