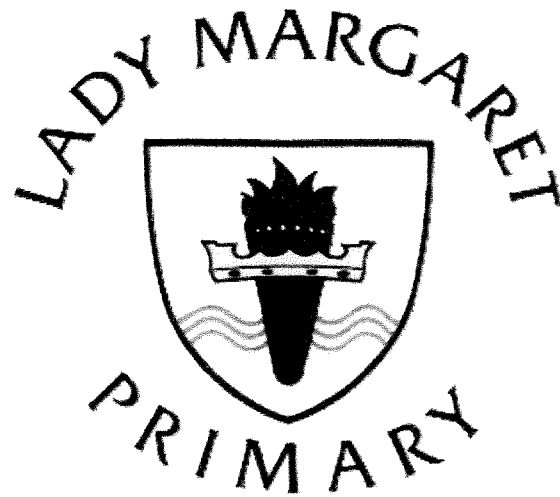
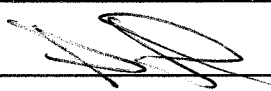



Lady Margaret Primary School



Where children come FIRST

Lunchtime Policy

Governing Body Sub Committee	Published	Review Date	Author
Teaching and Learning	Sept-17	Sept-18	A Hancock
Author's Signature			
Headteacher's Signature			
Chair of Governors Signature			

This policy supports the **Rights Respecting principles** adopted by Lady Margaret Primary School and is particular relevant to the following articles:

UNICEF - Convention on the Rights of the Child (CRC)

Article 3

The best interests of the child must be a top priority in all things that affect children.

Article 15

Every child has the right to meet with other children and to join groups and organisations, as long as this does not stop other people from enjoying their rights.

Article 24

Every child has the right to the best possible health. Governments must work to provide good quality health care, clean water, nutritious food and a clean environment so that children can stay healthy. Richer countries must help poorer countries achieve this.

Article 28

Every child has the right to an education. Primary education must be free. Secondary education must be available for every child. Discipline in schools must respect children's dignity. Richer countries must help poorer countries achieve this.

Article 29

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights as well as respect for their parents, their own and other cultures, and the environment.

Article 31

Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

At Lady Margaret Primary School we recognise our responsibility to ensure that our children enjoy their lunchtime feeling safe, secure and experience a social and pleasant eating experience.

Aims

At lunchtimes we aim to:

- ensure that all children feel safe and valued.
- create an enjoyable and calm lunchtime environment.

Lunchtime Supervisors

For the purpose of this policy the term lunchtime supervisor refers to any member of staff who is expected to be on duty at any time during the lunch break.

It is the school's policy to provide an adequate level of supervision to all children during the lunch period.

The school employs SMSAs for supervision of all children in the school during the lunch period from 11.45am to 11.15pm. All SMSAs have received basic first aid training.

In addition to the SMSAs at least one member of the senior leadership team and one Learning Support Assistant are on duty from 12:30pm – 1.00pm every day. The school has also commissioned an external provider Fit for Sport to deliver lunchtime sporting activities such as cricket, basketball, football etc. and they employ three sports coaches from 12:30 – 1:15 every day

Lunchtime Routine

The lunch break at Lady Margaret Primary School is:

- 11:30am – 12:15pm for full-time nursery children.
- 11.45am – 12.45pm for reception children.
- 12.00 – 1.00pm for year 1 and year 2 children.
- 12.15pm – 1.15pm for years 3, 4, 5 & 6.

All children, with the exception of nursery children, eat their lunch in the lower hall.

When the children are not dining in the hall, they are supervised in the school playground.

School Meals

School meals are provided by Harrisons Catering Services, which is an independent catering company that provides healthy, freshly cooked food. Their menu is published their web-site and is also available in leaflet from the school office. Their menu is agreed by Ealing Education Contract Services, after a nutritional analysis. The menu meets with the National Standards for Primary Schools set by the Department for Education.

If parents prefer that their child brings a packed lunch from home it is important that they provide a healthy and balanced lunch. This means plenty of foods that contains the nutrients that children need and fewer foods high in sugar and saturated fat. Packed lunches are reviewed by lunchtime supervisors as part of their supervision of the children. Children will be given a green card if their lunch is healthy, an orange card if their lunch is mostly healthy and a red card if their lunch isn't healthy. **As there are children in the school with nut allergies, packed lunches must never include any products which contain or may contain nuts.**

Supervision in the dining hall

All Lunchtime Supervisors in the dining hall ensure that children are seated in the appropriate area and assist them with their meals where needed, whilst encouraging independence. They ensure proper order in the dining hall by an insistence on orderly queuing for service and that children make proper use of knives and forks, do not throw food or prevent others from enjoying their meals. This may at times mean teaching the younger children how to use cutlery and making sure that all children are aware of the dangers of misuse of cutlery or other items.

Playground supervision

Lunchtime Supervisors ensure the safety of all children in the playgrounds at all times. This involves the following:

- At least one SMSA is allocated to supervise children using the climbing frames and play equipment at all times.
- Prevention of rough play which might lead to injury or incite fear in other children
- Stopping children from playing in any area that could present danger to themselves or others.

- Removing any items from children which could be dangerous to themselves or others
- During hot weather, encouraging children to wear a hat, sun cream and take their water bottles outside
- During cold weather, encouraging children to wear a coat, hat, scarf and gloves and take their water bottles outside
- Keeping a close eye on as many groups as possible and reporting any suspicion of bullying to the senior leader on duty.
- After the bell has been rung at 13:10pm, children line up in their classes and are collected by their class teacher or learning support assistant then proceed to their classes in a very orderly fashion, one class at a time, as instructed by the lunchtime supervisors.

First Aid

Where an accident occurs resulting in injury to a child:

- SMSAs will assess the injury and treat minor cuts and bruises in the playground.
- Children with head injuries will be taken to the medical room where the injury will be treated and recorded and forms given to class teachers to pass on to parents / carers.
- If the injury is serious, a member of staff on duty will send for assistance, whilst remaining with the injured child to give comfort until support arrives.
- If the injury is considered serious enough by a member of the SLT a phone call will be made to parents / carers to inform them of injury and advise them to seek advice from a medical professional.
- If the accident is major and an ambulance is required, then the emergency 999 service will be used.
- The Headteacher and school business manager must be informed of any injury requiring medical assistance.

Supervision in other areas of school

At certain times during the lunchtime period it may be necessary to supervise children in other areas of the school such as classrooms. Children should:

- Never run around the classrooms / corridors
- Be prevented from handling dangerous materials or implements such as scissors etc.
- Be prevented from disturbing things on the teacher's desk or other materials or equipment in the room. Also no child has the right to touch any other child's property without permission from the owner or teacher.
- Not be allowed to climb on desks or chairs, nor should they be permitted to open windows or doors without supervision. Such activities are dangerous and appropriate steps should be taken to prevent such behaviour.
- If found defacing or damaging school property or the property of another, be reported immediately to the Headteacher.

Wet day supervision

On wet days all classes in KS1 and KS2 will be supervised in the classrooms, where they will read or play games. All senior leaders will be on duty during wet play.

The school bell will be rung five times to signal wet play. If notification is received before the lunch break has started teachers are to remain in class and supervise the children until they are collected by an SMSA who collect the children and escort them to the dining hall.

If the wet play is signaled once lunch service has started, the hand bell will also be rung and the children will line up in the playground in their classes. Senior leaders will go immediately to the playground and escort their allocated year group to their designated classrooms. There will be a minimum of two lunchtime supervisors to each year group.

Behaviour Management

The SMSAs will sensitively manage low-level inappropriate behaviour in a firm but fair manner. Children are reminded of the standards of behaviour expected of them and appropriate consequences may be given. Children are encouraged to reflect on their behaviour and make the right choices. This may include 'Time Out' for short periods of time, being asked to sit or stand in a designated place or being asked to accompany the member of staff for a period of time. All incidents where a child is required to have time out or has inflicted upset or harm to another person are

recorded on “sleuth” the school’s behaviour management software in line with the school’s behaviour management policy.

In the event of more serious breaches of the expected standards of behaviour, the SMSA should accompany the child to the senior leader on duty and the matter will be dealt with in accordance with the schools behaviour policy.

Special Needs Children

Some children with special needs may be supervised individually by their learning support assistant or a designated SMSA. It is the prime responsibility of these assistants to ensure those children’s safety, however they may also assist with general supervision at lunch time.

Roles and responsibilities

School Meals Supervisory Assistants

The SMSAs are responsible for:

- Ensuring the dining hall is ready for service by 11.40 when the first children arrive.
- Ensuring lunch trolleys for lower phases are taken to and from the lunch hall.
- Monitoring the balance of meals and ensuring that each child has some fruit or vegetables on their plate
- Checking waste and that children have eaten an appropriate amount
- Monitoring packed lunches to ensure that they are healthy and balanced issuing the healthy lunch cards.
- Overseeing the care and welfare of the children during the lunch break
- Supervising the pupils during the lunch break
- Supervising and managing activities for the pupils during wet lunch breaks
- Administering basic first aid and keeping appropriate records of accidents and treatment given.
- Accurately recording low level incidents of poor behaviour and reporting to class teacher.
- Attend daily debriefing at the end of the lunchtime period.

- Undertaking training as required.

Treatment of Children

At Lady Margaret Primary School all children are:

- Treated fairly and equally
- Listened to
- Treated with respect.

Important Documentation

Lunchtime Supervisors have read and understand the following policies and documents:

- Health & Safety Policy
- Staff Handbook
- Emergency Procedures
- Behaviour Policy
- Equal Opportunities Policy
- SEN Policy
- Safeguarding Policy
- Lunchtime Procedures