



Headteacher: K Lund BA (Hons) PGCE NPQH
Chair of Governors: A Mayes

Deputy Headteacher: R Soper BA (Hons) PGCE
Assistant Headteacher H Chapman BEd (Hons) MA NASENCo Award



St John's CE Primary School Midday Supervisors Policy

The school has responsibility for the provision of school meals and the supervision of the pupils at lunchtime. The school meals at St John's CE Primary School are prepared on the premises by Cambridgeshire Catering Services (CCS), who has full responsibility for providing the meals. The lunch break at St John's CE Primary School is from 12:15 to 13:15. All children eat in the school hall.

The Headteacher is obliged to ensure there are satisfactory levels of supervision throughout the lunch break. To assist with the supervision we have 9 midday supervisors. We consider these adults as having a very important role within the school and the contribution they make to the management of the school, and the care and welfare of the children, is valued very highly. The Assistant Headteacher is responsible for the management, training and welfare of the supervisors in school.

The Role of the Midday Supervisors

The Midday Supervisors are responsible for:

- supervising pupils on the school site as required by the Assistant Headteacher
- dealing with incidents and accidents
- First Aid
- organising activities for the pupils during wet lunch breaks
- overseeing pupils' care and welfare during the lunch break, especially in the playground
- undertaking training as required.

All Midday Supervisors are aware of and assist school staff to;

- Provide a caring, happy and secure environment in which our children are happy, valued and safe
- Develop lively and enquiring minds through a well planned, broad, balanced and challenging curriculum for all our children
- Encourage children to work together and to become self-confident, responsible and independent young people
- Help children to be responsible for their actions and behaviour and to be sensitive to the needs of others
- Encourage respect for religious and moral values and to be tolerant to the views of other religions, races and cultures
- Encourage children to value and to be proud of their school environment and to take care of it
- Ensure that all staff and children have appropriate access to effective communication and decision making systems
- Share the values and achievements of the school with the children, parents, staff, governors and the wider community.





General organisation

Each member of the Midday Supervisory Team has a specific role to play within the general organisation and is given clear instructions to follow. The supervision is divided into two, with staff supervising children while they are eating their lunch and when they are in the playground.

The range of tasks includes supervision of:

- Reception, Key Stage 1 and Key Stage 2 pupils eating in the school hall
- The hall, stairs, toilets, playground and field
- a class/group of children during lunch break when wet
- first aid.

General Duties

Each member of the Midday Supervisory Team is responsible for:

- supervising children eating their lunch
- managing the children's behaviour, including orderly queuing
- monitoring the playground, cloakrooms and classrooms to make sure pupils are not in areas they should not be.
- dealing with children who break the school rules, (in accordance with the School Behaviour Policy)
- dealing with accidents
- ensuring classrooms (wet play) and the hall are cleared up after use
- assisting younger children with their meals as necessary.

Guidelines

General advice for midday supervisors

- Do not stay in one place for any length of time.
- Make sure you patrol all areas of the school building for which you are responsible.
- Do not stand talking to other supervisors or spend a long time with one group of children.
- Do not let the children think they can misbehave because you are not watching them.
- Follow the School Disciplinary Procedures.
- Aggressive play, bullying or rudeness should be reported.
- Record all accidents in the Accident Book and seek help if the accident is a cause for concern.
- If a child accidentally bumps his/her head, the class teacher must be told. The child should be observed, given a sticker and must take an accident form home.

Presentation

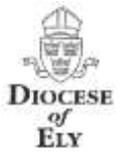
- If pupils approach you, be friendly.
- Watch the games the children are playing, but do not get too absorbed, as it might distract you from what is going on elsewhere.
Do not let children spend all their time with you, as it can prevent them from mixing with other children.
- Avoid questions to pupils that could be interpreted as 'prying' into family matters.





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- Pass all lunchtime issues to appropriate staff – not directly to parents.
- Avoid gossip!

Support for Midday Supervisors

In order for Midday Supervisors to fulfil their vital role at St John's CE Primary School we believe it is crucial that they are valued, respected and well managed, and that their professional development needs catered for. The children should also be aware that Midday Supervisors have the same authority as the teachers and should be shown the same respect.

To enable the lunchtime supervisors to make a significant contribution the following occurs.

- All Midday Supervisors are monitored by the Assistant Headteacher.
- All the midday supervisors meet school staff to discuss any important issues, share information and concerns.
- Support is given by the Assistant Headteacher and SLT, who determine the appropriate action after a serious misdemeanour. Help is also given if there is a serious accident.

Induction and Training

Through the induction process and training staff are made aware of;

- Procedures for First Aid and administration of medicines. There is always at least one first aid trained Midday Supervisor on duty.
- Fire and Evacuation procedures
- Health and Safety
- The school's Child Protection Policy, the systems in place and who to go to. Child Protection Training is updated on a regular basis.
- Their own Line Management support and other school staff roles.

Reporting and Recording

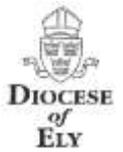
They are aware of the need for and procedures for logging 'Nagging Doubts', Playground Incidents and Racial Abuse.





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Job Description for Midday Supervisors

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment

Post Title: Midday Supervisor

Responsible to: Assistant Headteacher

Purpose of the Job: To ensure the security and care of the pupils of the school and to promote their social development during the lunch time period.

Main Duties and Responsibilities:

1. To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
2. To report to the Midday Supervisor Team Leaders at beginning of the lunch period and receive any instructions with regard to duties.
3. To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Assistant Headteacher as appropriate.
4. To ensure the safety and well being of children, providing emotional support where necessary.
5. To arrange and supervise appropriate activities under the direction of the Midday Supervisor Team Leaders or Assistant Headteacher.
6. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

Health, safety and discipline

1. To Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.
2. Maintain good order and discipline among pupils in accordance with the school behaviour policy.





Dining Hall

1. Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
2. To organise dinner queue and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and calm atmosphere. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents to Midday Supervisor Team Leaders or Assistant Headteacher.
3. To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
4. To encourage social skills and good table manners, ensuring safety with knives and forks.
5. To clean up spillages of food and to organise clearing cutlery and crockery off tables.

Playground

1. To supervise and control entrance and exit to school premises by pupils during the lunch break. Check on any strangers who may enter the school grounds and report any concerns to the Midday Supervisor Team Leaders or Assistant Headteacher.
2. To ensure that pupils who leave the school site have permission to do so.

School Premises

1. To supervise pupils on the school premises in the hall, classrooms, on stairs and through corridors, when they are not allowed outside because of inclement weather.
2. To ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
3. To check toilet areas regularly to ensure that they are clean and being used appropriately.
4. To report any problems to the Midday Supervisor Team Leaders.
5. To:
 - take part in training appropriate to the job of midday supervisor.
 - take part in any appraisal arrangement made by the school.
 - undertake any other duties consistent with the purpose of the job.

Reviewed – September 2016

