



		Boney Hay Primary Academy Policy Document			
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Policy Owner:	Principal	Page: 1 of 5			
Audience:	Trustees <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	

Lunchtime Policy

The academy has responsibility for the provision of school meals and the supervision of the pupils at lunchtimes.

Chartwells are responsible for supplying the academy meals and nutritional standards. We are striving to achieve Healthy Schools status and actively encourage healthy nutritional content of packed lunches.

The lunch break is from 12.00 to 13.00

AIMS

- To provide the children with a positive dining experience
- To ensure the lunch hour runs smoothly for all members of the academy team
- To develop social skills
- To encourage healthy eating in line with Healthy Schools guidelines
- To provide a period of exercise and relaxation in preparation for the afternoon session

All children in Year 2, Year 1 and Reception are entitled to a free school meal and we strongly encourage parents to exercise this right as it ensures the children receive a nutritionally balanced meal. They have the choice of a hot school meal or a sandwich bag provided by the kitchen.

All children eat their lunch in the hall/dining room with the exception of Year 6 who have their own dining area.

The Principal is obliged to ensure there are satisfactory levels of supervision throughout the lunch break. Midday Supervisors have a very important role within the academy and the contribution they make to the management of the academy, and the care and welfare of the children, is valued very highly.

The Role of the Midday Supervisors

- To supervise pupils on the academy site, overseeing their care and welfare during the lunch break, in the playground and dining areas.
- To encourage healthy eating and the development of social skills
- To be aware of the individual needs of pupils.
- To be aware of the emergency procedures.

- To deal with minor accidents and incidents.
- To oversee activities for pupils during wet lunch breaks.
- To report to the Principal or Teacher in Charge on issues, concerns and procedures.
- To keep records of incidents and accidents.
- To undertake training as required.

General organisation:

Although the Midday Supervisors work as a team, each has a specific role to play within the general organisation and has a schedule to follow.

12.00 The infant children line up to be checked off by the lunchtime supervisor and either go to the counter to collect their hot meal or pick up their sandwich bag. The food team member serves the hot dinners from the servery. There is another member of staff supporting supervision in the hall.

As soon as the children have finished they go out to play. A supervisor will accompany them to the playground.

12.10pm Key Stage 2 children line up on the playground and are sent into the hall to collect their hot dinner or eat their packed lunch from home. When the children have finished their dinner, they go out to play.

1.00pm the lunchtime supervisors all complete the cleaning and preparation of the hall.

At the end of the morning session

- Teachers send the children to use the toilet and wash their hands prior to lunch.
- The children make their way to the dining room in an orderly manner.
- Children select own places on their house table in the dining room. Year 6 select their own places in their dining area.

NB. Children may be removed to a different place should they demonstrate consistent inappropriate or challenging behaviour.

Children having school lunch

- The children select their own cutlery and place it on the table and line up.
- At the beginning of term the youngest children are served first and assisted with this until they become secure in the routine. This gives them extra time to enjoy their food and builds self-confidence and independence.
- Children are encouraged to eat dinner first before pudding.
- Children must put their hand up and have a member of staff check they have eaten enough before starting pudding. They must also check before they take the leftovers to the bin and leave the hall.

Children having packed lunch

- Packed lunches should be in accordance with the Government Guidelines (Appendix 1)
- The children set out their lunch and are encouraged to develop a sensible order of eating i.e. sandwiches first.
- All items of litter are kept until the end of the meal.
- Staff need to check packed lunches to ensure the children have eaten sufficient amount. Not everything has to be eaten as some packed lunches have more than enough in. If dinner staff feel any child has not eaten enough they need to inform the class teacher so they can inform the parents.

When children have finished their lunch

- School dinner children empty any uneaten food into the bin, reporting any spillage

- They stack trays ready for washing.
- Packed lunch children put their rubbish in the bin and replace their bags on the trolley.
- The children help to put their benches away.

When children are in the playground

- Appropriate outdoor clothing is worn. The requirement to wear a jumper and or coat is at the discretion of the teacher/mid-day supervisor on duty. (sun cream/hats in the summer etc as applicable)
- Children must always ask to leave the playground on the grounds of Health and Safety.
- Staff must spread out and walk around playground constantly monitoring the children playing.
- If children get wet feet or clothes there are spares in the cupboard.
- Children are not allowed to go through the gate or out of view.
- Any injuries or incidents needs to be recorded, the relevant forms completed the relevant staff members informed.
- Progressive Sports will provide an activity each day on a rota basis. Lunchtime supervisors are responsible for any first aid incidents.

Wet lunchtimes

- The children have activities such as colouring, dvd's and a wide selection of games to play.
- Two lunchtime supervisors supervise Key Stage 1 in the Sunshine Room
- Two lunchtime supervisor supervise Key Stage 2 in the Activity Area
- Progressive Sports take their nominated group to the Junior Library.

Start of afternoon session

- At 12-55pm the children are asked to tidy up the toys and line up.
- At 12.58pm the bell goes. Teachers collect the children from the playground. The handover takes places and any incidents are reported to the Class teacher and/or are recorded in the incident file.

General duties:

Midday Supervisors are responsible for

- Supervising children eating their lunch, dining hall, playground or classroom.
- A class/group of children during lunchbreak when wet.
- Managing the children's behaviour, including orderly queuing.
- Monitoring the playground, cloakrooms and classrooms to make sure that children are not in areas they should not be, eg: toilet blocks.
- Making sure all the children observe the rules of conduct.
- Dealing with children who break the rules in line with the Behaviour Policy procedures.
- Dealing with accidents
- Taking a first Aid kit onto the playground and dealing with minor injuries outside as trained.
- Assisting younger children with their meals as necessary.
- Ensuring all playground equipment has been put away neatly.
- Ensure all children have collected their belongings from the playground such as coats and hats.

Guidelines:

General advice for Midday Supervisors

- Do not stay in one place for any length of time unless you are involved in specific play duties or supervising a set zone of play.
- Make sure that you patrol all areas for which you are responsible.
- Follow the School Disciplinary procedures, sanctions and rewards.

If a child is unsafe, causing harm to others, rude to a staff member:

- Using a calm voice, ask the child to make the right choices about their behaviour.
- Contact and offer other choice options.
- The Child will be removed from the situation and offered Time Out.
- If the behaviour persists then a member of staff will contact a teacher or principal.
- All incidents will be recorded in a lunchtime log.
- Any serious incidents or incidents relate to a child currently being monitored for behaviour issues then the class teacher must be informed at the end of lunchtime.
- A positive comment about children who are showing good behaviour or improving behaviour as a result of monitoring would be well received from the class teacher. This would also help develop relationships between the Midday Supervisors and the children. Stickers will be awarded to children who demonstrate good behaviour. Certificates will also be awarded each week to children who demonstrate exemplary behaviour at lunchtime.

Should an accident occur:

- Refer to First Aider on duty for advice.
- Record in the Accident log.
- If a child bumps their head, the class teacher must be informed and a "Bump head" letter provided to take home to inform parents.

Disclosure:

- Should a child confide in you that they have been abused or you see what you consider as non-accidental injuries, you must inform the child that you have a duty to report it to the teacher responsible for Child Protection, (the Principal) who will set the Child Protection Procedures in motion.

Treatment of children/presentation:

- When involved with playground games always be aware of the whole area of play around you.
- Avoid questions that could be interpreted as "prying" into family matters.
- Pass all lunchtime issues to appropriate staff, not directly to parents.
- Treat all children fairly and equally, regardless of prior knowledge or behaviour.
- Be aware of personal space and intimidating behaviour. Midday Supervisors are allowed to intervene in extreme circumstances to restrain or control a child if endangering others. This should not be attempted if the Midday Supervisor has not been trained in the correct response.

Snacks during the day:

- Children in Reception, Year 1 and Year 2 are entitled to free fruit and this is readily available in the classrooms.
- Children may bring a snack in to school for morning break. Acceptable snacks are:

Fruit

Breadsticks
Cheese
Pepperami.
Yoghurt

- Children are encouraged to drink water freely throughout the day. They may bring water and clear flavoured water into school. Fizzy drinks and squash are not permitted.
- No other items will be permitted and these will be returned home.

Support for Lunchbreak Supervisors:

In order for Midday Supervisors to fulfil their role we recognise that they need to be valued, respected and well managed and that their professional development needs are catered for.

Children must also be aware that Midday Supervisors have the same level of authority at lunchtime as teachers and should be shown the same respect.

Documentation:

Safeguarding Children Policy:

Health & Safety Policy
Staff Behaviour at Work
Behaviour Policy
Safeguarding Policy

Equal Opportunities Policy

Boney Hay Primary Academy is an inclusive Academy which recognizes it is the entitlement of all pupils to have access cross the curriculum. We are a Dyslexia friendly Academy and acknowledge that our practices and strategies are vital in improving access for dyslexic students. They are also good inclusive classroom practice and will have an impact on the attainment of all students.

Signed (Chair of Governors)

Date:

Review date:

