

## AGREED PROCEDURES FOR LUNCHTIME SUPERVISION



- Confidentiality is of the utmost importance. No information should be shared with anyone outside of school (including parents and carers).
- All incidents and accidents must be reported to AC/AN or LC and these will be passed on and dealt with. AC/AN and/or LC will then pass to HT if appropriate.
- If a parent or carer approaches you outside of school and speaks about events or concerns etc in school, encourage them to come into school to discuss with a member of staff. Do not give any advice other than this.
- The rota is created by the LC, DHT and AC/AN Supervisors in Charge. There are two rotas – one for outdoor playtimes and one for indoor playtimes. These will be changed regularly. As the rotas are very complex and involve a high number of staff, it is vital that these are adhered to at all times. If there is an issue with a rota please inform AC/AN immediately. Rotas have been prepared with appropriate ratios in mind in order to ensure that we have a high level of supervision over lunchtime.
- It is vital that all staff are in position at 12:00. If you are unable to attend or are running late, please inform the school office ASAP (0191 5537674). At the end of lunchtime please do not leave children unattended in class at 1:00pm.
- Mobile phones must be switched off or turned to silent, with all Bluetooth connectivity turned off. If you need to be contacted during your shift, please let friends and family know they can do this by contacting the main school office on: 0191 5537647. Do not take out your phone to check it whilst on duty.
- We would prefer you not to eat whilst on duty. Plastic water bottles can be brought.
- When out on the yard please ensure that you remain in your area. This is to ensure that we have the appropriate ratio of adults to children in order to safeguard and protect all children. Please do not come into school or move to another classroom unless there is an emergency; use walkie-talkies to contact AC/AN. If a member of staff leaves their position, other staff will then be left unsupported and there will not be an appropriate level of cover.
- When out on the yard, please spread out around all areas. Interact with the children, encouraging them to play and participate positively.
- In the dining hall, if you think that a child has inappropriate items in their packed lunch, draw this to the attention of AC or AN. Staff will then speak to parents or carers. Do not make any comment to the child about the contents of a packed lunch box, and do not remove any item from the box.
- On a daily basis, some children's eating habits are being monitored. AC, AN or class teachers will let you know who these children are.
- If a child needs to be changed, please do not ask FS staff to do this. Contact AC/AN and she will manage this.
- Classrooms are out of bounds for children over lunchtime, unless by prior arrangement with the class teacher and with the appropriate level of supervision. Corridors are not to be used as areas to play or sit in.
- Some routines will change on a daily basis e.g. whether the children can play on the field. Such decisions will be made by AC/AN and passed on to all staff at the beginning

of the lunch period. These decisions must be adhered to in full by all members of the team. This is in order to ensure a consistent message is given to all children.

- If playtime is indoors, games and resources will be made available by teachers. Individual teachers will make a decision as to whether iPads and class computers can be used over these periods. Teacher laptops and Smartboards are not to be used.
- All classrooms must be left tidy by the end of the lunch period. Allow at least 10 minutes for tidying away and settling the children down again in time for afternoon lessons. For younger children a story could then be read. Reception children must be accompanied back to FS.
- Please always speak to children in a calm, normal speaking voice, not in a raised voice. If a child is within walking distance, walk over to them to speak with them. If they are further away, give one blow on the whistle to draw their attention. Do not overuse the whistle.
- Give one blow on the whistle to alert staff/children to any danger.
- Always use 'correct' English (i.e. not slang) and speak in a positive tone.

L Cole  
Deputy Headteacher

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