



Oakhill Church School

Lunchtime Policy

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Lunchtime Policy

The school has responsibility for the provision of school meals and the supervision of the pupils at lunchtime. The school meals at Oakhill Church School are prepared in the Kitchen by Edwards & Ward, who has full responsibility for providing the meals. The lunch break at Oakhill Church School is from 12:00pm to 13:00pm. All children eat in the dining hall irrespective of whether they are eating a hot meal or a packed lunch.

The Head Teacher (HT) or Senior Teacher (ST) in their absence is obliged to ensure there are satisfactory levels of supervision throughout the lunchtime. To assist with the supervision, Oakhill Church School has appointed six (pending appointments) mid-day supervisory assistants (MDSA). 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. Children who are happy and well cared for at lunchtime start the afternoons refreshed and ready to learn.

The Headteacher has overall responsible for the management, training and welfare of the MDSAs in school and is supported by the PE leader.

The Role of the Lunchtime Supervisors

Each member of the Mid-day Supervisory Team has a specific role to play within the general organisation and is given a schedule to follow; this should be kept to, so that all aspects of the children's care are provided for.

General duties

Each member of the Mid-day Supervisory Team is responsible for:

- Supervising children eating their lunch: encouraging children to eat their food, behave politely and respect others within the dining hall, assisting younger children with their meals where necessary.
- Managing the children's behaviour, including orderly queuing, where necessary.
- Ensuring children do not run into the hall for their meal.
- Monitoring the playground, cloakrooms and classrooms to make sure pupils are not in unsupervised areas they should not be.
- Monitoring the use of the toilets to ensure they are being used appropriately.
- Making sure all children respect themselves and each other and dealing with any misdemeanours in accordance with the school's Discipline and Behaviour Policy.
- Administering First Aid for minor accidents.
- Ensuring classrooms and the dining room are tidied after use.
- Organising and assisting with games and other activities – especially during wet weather lunchtimes.
- Supervising the use of the climbing frames, if the weather is appropriate.

- Blowing the whistle at the end of lunch break and ensuring the children are lined up ready for the teachers to collect them.
- Undertaking any reasonable duties assigned to them by the Head/Senior Teacher to facilitate a calm and positive atmosphere within school.

General advice for supervisors

- Move around the playground, 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.
- Avoid standing and 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 Behaviour Procedures.
- Aggressive play, bullying or rudeness should be stopped and dealt with following school procedures. Children are to be reminded about acceptable forms of play.
- Record all accidents in CPOMS and seek help if the accident is a cause for concern.
- Have knowledge of the schools' Health and Safety Policy for advice.
- If a child accidentally bumps their head, complete a CPOMS incident and inform the office staff. The child should be observed, and the office staff will call home to advise parents of the bump.

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.
- Pass all lunchtime issues to appropriate staff via CPOMS – not directly to parents.
- Avoid gossip. MDSAs must express concerns to the SLT (Senior Leadership Team) rather than discuss issues between themselves.

Confidentiality

Be aware that, as a member of staff, you will be expected to keep all matters relating to the school and the pupils within it confidential. Please pass on all lunchtime issues to appropriate staff – not directly to parents.

Support for Mid-day Supervisory Assistants

For MDSAs to fulfil their role at Oakhill Church School, we believe it is crucial that they are valued, respected and well managed, and that their professional development needs catered for. The children are taught that the MDSA's have the same authority as the teachers and should be shown the same respect.

To enable the MDSAs to make a significant contribution to the school, the following procedures are in place:

- Support is always available from the Head Teacher/Senior Teacher and class teacher(s), who determine the appropriate action after a serious misdemeanour. Help is also given if there is a serious accident.
- The SENDCo will meet with the MDSAs at least once every term to discuss matters of concern and any new initiatives.
- Training – such as from the Healthy Schools initiative, for First Aid, or Team Teach – will be provided as appropriate. Payment for time taken for training and meetings can be claimed using the overtime form.
- MDSAs will receive updated Safeguarding training as and when necessary.

Structure of Lunchtimes at Oakhill

- Arrival in school for 11:30, MDSAs will setup tables and chairs in the dining hall.
- Set up appropriate games/activities on the playground ready for the children (weather permitting), complete a walk around to ensure no obvious outside issues. Report to the SLT if any concerns found. HT/ST will decide should it be too wet/cold for children to go outside. If unsure contact one of these staff to clarify.
- 12:00 – Two MDSAs will work in the dining hall, four MDSAs (pending appointment) will be on duty in the outside space. HT or ST will be on duty at lunchtime.
- Children will bring their lunch boxes and coats with them. They will deposit their lunch boxes in the hall on the way to play. When they eat the children will put their coats on the back of their chairs. After lunch they return their boxes to the hall table and go to play. They will then take lunch boxes back to class at the end of lunch.
- Swallows and Glow Worms eat at 12:00, the remaining three classes will eat on a weekly rotational basis to ensure that the same class is not last every week.
- One MDSA will carry a radio, HT/ST will have a second device, the main office has the third.
- The school grounds are divided into several areas as listed below and dependent on the weather will be used as per the table in **appendix A**.
 - Main playground (P)
 - Playing field (F)
 - Chicken enclosure (C)
 - Allotments/Polytunnel (A)
 - Sensory garden (S)
 - Reception playground (R)
- From 12:45 onwards the two MDSAs in the dining hall need to clear the tables and chairs and sweep the floor to ensure the hall is ready to be used for PE at 13:00. Dining hall monitors (pupils) will assist with the chair stacking and table clearance.
- At 12:55 send a pupil from the playground to the staff room to give class teachers a 5-minute warning to collection.
- At 12:58 MDSAs will blow the whistle to get children to freeze, then a second whistle to clear away equipment and line up ready to be collected at 13:00 by class teachers.

- 13:00 MDSAs will ensure the playground is clear of equipment and that equipment lockers are closed and locked. Check the hall to ensure the area is clean and safe for the afternoon session. Record any issues or medical treatment in CPOMS.
- 13:15 is the finish time for all MDSAs.

Wet play arrangements

If a wet lunchtime is announced by HT/ST the following arrangements will be activated.

- Glow Worms & Swallows will eat first as normal. The other classes will remain in their own classrooms supervised by one MDSA. The sixth MDSA will wait in the dining hall until Glow Worms and Swallows begin to move to Glow Worms classroom.
- When Glow Worms/Swallows complete their food, they will proceed to Glow Worms classroom and will be accompanied by two MDSAs. The second MDSA will come from the class that is eating next in the dining hall.
- MDSAs will move around the classrooms as children move to the dining hall to ensure no one is unsupervised.
- The last year group to eat will help the MDSAs to clear the tables and chairs from the dining hall. The aim is to have a clear dining hall by 13:00.

Appendix A