



How do we  
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Lunchtimes are busy times and sometimes there are challenging situations to deal with. We have created guidelines for lunchtime staff and helpers. We follow these guidelines to ensure our pupils receive the care they need:

### SUPERVISION OF THE PLAYGROUND

- The outdoor space is divided into zones for the lunch time period and there are between 2-6 adults covering these zones during the lunch period.
- At 12pm, there will be one MDS supervising the tennis courts and 1 MDS supervising the main playground, positioned near the shed, friendship bench so they have a good view of the whole area.
- By 12:10, a third MDS will arrive outside to supervise the increased numbers on the main playground. By 12:30 they will be joined by a 4<sup>th</sup> then 5<sup>th</sup>
- Once the last pupils have eaten their lunch, the 6<sup>th</sup> MDS will come outside, leaving the kitchen team to complete the clearing away of tables and chairs.
- The MUGA area is timetabled and pupils can choose to use the area for basketball, football, netball or an alternative activity. They must not climb the fencing or goal posts. The hoops are also timetabled.
- The trim trail is not to be used if it is wet or slippery. Once there are 3 MDS outside, one of these should supervise this upper area of the playground.
- A MDS can select table-top game resources, giant Jenga, parachute or books to provide additional adult led activities for the pupils. These are found in the shed.
- No PE curriculum is to be used for playtimes as this is essential curriculum equipment which we can not risk misplacing or damaging it as this impacts on teaching and learning.
- There is an everyday tub of equipment for each day of the week and separate tubs for jenga blocks. Please encourage pupils to have fun with the equipment, take turns but return it to be put back away at the end of break.

## VISITORS AT THE GATE

- No visitors are to be let in at the school gate by a MDS, instead, they will send two pupils inside to alert a member of the office staff or senior leader that there is someone at the gate. This ensures that our premises are kept safe and safeguarding procedures are correctly followed. There are no exceptions to this.

## SUPERVISION INSIDE THE BUILDING

- Pupils need to ask permission from a MDS before entering the building to go to the toilet. Other than this, they should not go into the building. They are not to enter unsupervised classrooms or spend time in the middle area unless a member of staff is taking responsibility for them (for example a lunchtime club)
- Pupils who are unwell should not be left unattended in the middle area and need to remain with a member of staff either in the dinner hall or outside with a midday supervisor. If they are too ill to be in school then a senior member of staff needs to be notified to contact next of kin.
- When a class is called for lunch, they need to line up quietly. They will be taken to wash their hands and then be led quietly through school in single file by an adult.
- Pupils are expected to be well behaved and show good social skills in the dinner hall. We encourage them to talk to their friends and be respectful to all but they are not to get too loud. We want the dinner hall to be a pleasant environment for everyone.
- If anyone notices something split on the floor or a safety issue of any sort, they should report it to an adult who will try to do something about it or make the area safe from any hazard.
- Pupils are to clear away their own trays at the end of the meal and push their chair under the table before leaving the dining hall.
- Pupils are not to go from the dinner hall through to the inside toilets unsupervised. They can use the toilet to the side of the dinner hall or access the usual toilets from the outside playground.

## LINING UP AT THE END OF LUNCH

- A couple of minutes before 1pm, a MDS will send 2 pupils inside, through the main entrance rather than through classrooms) to ring the bell and signal to staff that it is the end of break.
- **Just before 1pm a MDS will blow the whistle loudly and children will stand still with their voices off.** A second whistle is blow to signal pupils are to return any equipment to the relevant place and walk sensibly to their own class line. A MDS will position themselves at the front of each class line. There are 6 classes and 6 MDS.
- Once pupils have had time to get to their line, one MDS will blow the third whistle to signal silence and that everyone should be stood in straight lines awaiting return to class. A MDS will ensure each line is lined up correctly.
- It is important that this is calm and orderly for everybody's safety.

## TAKING SHELTER IN AN EMERGENCY

- If a member of staff identifies that there is an external danger they need to remain calm and do the following:
  - **Blow their whistle loudly.**
  - **Everyone should stand still with voices off to await instruction.**
  - Loudly give the instruction followed by repeated short blasts of the whistle.
  - The instruction should be something like: "Voices off, quickly and sensibly take shelter inside".
  - Repeat three short blasts on the whistle a few more times
- All MDS need to go inside with pupils ensuring none are left on the playground.
- The MDS team need to ensure they are spread out and supervising the different classes/ year groups.
- If it is a serious emergency situation, LOCK DOWN must be triggered by repeating the three short blasts of the whistle and taking shelter, in accordance with the emergency plan. External doors must be locked.
- Other adults in the building will hear the emergency signal and take shelter also, following the emergency plan.
- A member of staff (senior leader) will give the signal once there is an all clear.

## A CHILD IS UNWELL

- Check what is wrong and find out if they feel well enough to eat. Their dinner can always be saved until later. If they have earache or similar, they may need to be supervised inside but a member of staff would need to be responsible for their care in this time. This could be in the dinner hall or in exceptional circumstances by a senior member of staff until next of kin arrive to collect them.
- A member of staff may need to phone for the next of kin to come to collect the child if they are too unwell to remain in school. This is the decision of a first aider (Jackie Wood) or the child's class teacher / Headteacher so please pass on your concern and opinion.
- If it is a pupil with an existing medical condition, their medical plan must be followed and the school first aider informed (Jackie Wood).
- If it is an emergency situation, an ambulance can be called. Someone needs to remain with the child throughout.

## A CHILD ISN'T EATING

- If it is the first time you notice this, do what you can to encourage them to eat and find out if there is anything wrong.
- If they chose a school dinner that they do not like, encourage them to eat the parts that they do like or choose an alternative option from the menu.
- If they do not respond to your request, pass on your concern to a member of staff they may be more familiar with.
- If they still refuse to eat, make sure you pass this information onto the child's teacher, as parents will need to be informed.
- If you notice a pattern in behaviour raising a concern, pass this information onto the child's teacher so they can contact the parents and try to resolve the situation.

## SOMEONE NEEDS FIRST AID

- The outside MDS will have the first aid folder with them containing the record log, bump notes, antiseptic wipes and plaster. Ice packs are kept in the fridge in the central area. Asthma inhalers and additional first aid

equipment is kept in the first aid cupboard in the central area, marked with a green cross.

- If a pupil has an injury, the Midday Supervisor on duty will administer first aid for basic slips, trips or falls. This might involve an antiseptic wipe for a graze, a plaster or a cold compress.
- All head bumps require careful monitoring for signs of concussion which can be life threatening. Ensure the pupil is given the correct bump form which identifies possible signs of concussion.
- The class teacher must be informed at the end of lunch of any head injury or significant first aid incident so that they can follow health and safety procedures and also ensure that the child's parent is informed.
- If there is a first aid emergency, the school first aider will be called upon. This is Mrs Woods or a senior leader in her absence. These staff members are trained in Basic First Aid at Work. Unless it is a situation where you think expert medical intervention is needed or a child needs to go home, a MDS should be able to deal with the first aid requirement, seeking direction from their line-manager (Becky Walsh) if necessary.
- If a child sustains an injury, this must be logged in the first aid file and the pupil should be given a bump note to take home with them.
- Older children who may slip and graze a knee or end up with a minor graze or injury need to be checked over by a member of staff and a discussion held to check they are okay and to remind them to talk to their parent or carer about it. They do not need a bump note for a grazed knee as are old enough to talk to a grown up about what happened.
- If there is a volunteer or new member of staff supporting lunchtime supervision, they are not expected to administer first aid and should refer the incident on to an established member of staff.
- As many staff members as possible complete emergency first aid training on a regular basis. All members of staff are invited to attend this, including support staff and MDS

#### A PUPIL IS HURT BY ANOTHER CHILD

- If another child hurts a pupil, the staff member needs to ensure they are okay and offer the necessary reassurance. Be mindful that the child may be in pain or may be in shock. They will need close monitoring following an incident, even if they have not sustained a serious injury.

They also need to know that an adult has responded appropriately to the incident, know that they have been supported and know that we care. If there has been a sanction for the pupil who hurt them, this needs to be communicated back to the victim.

- The MDS dealing with the situation needs to talk to the children involved and allow them to say what happened. It is important to gather all relevant information. There is often two sides to a story and each needs to be presented. Witnesses may need to be called upon following on from this to establish what took place.
- It is the responsibility of the adult who was first made aware of the incident to ensure that it is reported to the victim's class teacher at the end of break, even if they have not sustained a serious injury. This is to ensure they are monitored and supported throughout the afternoon and that parents are made aware.

#### A CHILD INTENTIONALLY HURTS SOMEONE

- If a child has broken our school rules and hurt someone intentionally, they will need to be supervised by one of the staff members on duty while they spent time out of playing to reflect, away from the other children. This may be walking around with the MDS, standing to the side of the playground or in exceptional circumstances, with a member of the senior leadership team.
- Any possible bullying must be reported to the class teacher so that our anti-bullying procedures can be followed. The MDS who responded to the initial situation needs to ensure that full details are passed on to the relevant children's teacher, including details of what they did to follow it up.
- If a pupil intentionally hurts another person, the teacher of the pupil must be informed at the end of lunch handover so they can record details in the electronic behaviour log. The pupil will receive a red card and parents will be informed. They may also face a withdrawal and possibly fixed-term exclusion, depending on the context. It is therefore important that all necessary information is past on to the child's teacher.
- It is vitally important that parents of both the victim and perpetrator are informed. This can be done by meeting with them at the end of the school day or via a phone call prior to the end of the day or shortly afterwards.

- Where the incident is serious (threat of serious harm, racist/ prejudice attack/ violence/ victim is injured or very upset), a member of the senior leadership/ Safeguarding must be informed as soon as is possible in the following order:
  - 1) Lee Christopher (Headteacher & Senior Leader)
  - 2) Becky Shardlow (Deputy Headteacher & Senior Leader)
  - 3) Jen Swinburne (Senior Leader)
- If none of these staff members are on site, a member of staff needs to phone one of them and pass on details of the incident so that the school Behaviour Policy can be followed.

## SAFEGUARDING, PREVENT DUTY OR HEALTH & SAFETY CONCERNS

- If you have a concern, you must pass it on to the safeguarding officer as soon as possible.
- Our school safeguarding officers are
  - Lee Christopher
  - Rebecca Shardlow
  - Jen Swinburne
- It is your legal duty to do what you can to keep people safe from harm. If you notice any safety hazard, do something about it. This includes ensuring all of our emergency procedures are followed.

## PUPILS WITH ADDITIONAL NEEDS

- A pupil with additional needs is likely to have an individual behaviour plan in place. This will determine if they have 1 to 1 support or permission to go to an identified 'Safe Place' during lunch.
- If you are unsure whether a child has a behaviour plan and think that perhaps they need one, please speak to their teacher who will be able to give you the relevant information.
- If you are aware of a pupil you feel has additional needs or is concerning you in any way, please talk to their class teacher in the first instance.

Originally created by: V Dilnot (Headteacher at the time)

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