



St Luke's School Lunchtime Supervision Policy 2025

As a Rights Respecting School our philosophy is underpinned by the values and principles of the United Nation's Convention on the Rights of the Child (UNCRC).

Article 3 (Best interests of the child): All actions concerning children should prioritize their best interests. This could influence decisions about the nutritional value of meals, the environment in which children eat, and the social aspects of lunchtime.

Article 6 (Survival and development): Schools have a responsibility to ensure conditions that support the healthy development of children, including providing nutritious meals and a safe, supportive lunchtime environment.

Article 12 (Respect for the views of the child): Children should be given the opportunity to express their views about their lunchtime experiences, and those views should be taken into account when shaping policies.

Article 24 (Health and health services): This article emphasizes the right of children to enjoy the highest attainable standard of health, which includes nutritious food and clean drinking water.

Article 31 (Leisure, play and culture): Encourages the provision of appropriate leisure and recreational activities during lunchtime, ensuring that children have adequate time and space to relax and play.

We believe lunchtime should be a positive experience for all children. There should be a happy, lively and relaxed atmosphere. Children should be able to play in safety, secure in the knowledge that bullying and anti-social behaviour are not acceptable.

CYPES guidelines on staffing ratios:

EYFS (Nursery & Reception) - 1 adult to every 10 children

Key Stage 1 (Year 1 & 2) - 1 adult to every 50 children

Key Stage 2 (Year 3, 4, 5 & 6) - 1 adult to every 75 children

<i>The Children will...</i>
EYFS children eat in their provision area supervised by both EYFS staff and lunch time supervisors.
All KS1 and KS2 children will play first and then eat.
All KS1 and KS2 children eat in the main hall.
Access required additional support in a small group as part of a social skills/SEN programme. This will be organised and staffed by additionally allocated staff.
Be expected to walk as they move around the school. When a larger group of children are moving around the school, the lunch time supervisor must ensure that the children walk quietly in single file. Any child who repeatedly disrupts the line should walk with the lunch time supervisor.
Walk when lining up for Hot School Lunches and stand quietly waiting their turn.

Demonstrate good manners at all times in all areas where food is being eaten. They should ensure that the area around them is kept tidy, and that any undue mess is cleared up before they leave.

Talk quietly amongst themselves as they eat.

Raise their hand and wait patiently if they wish to speak to the lunchtime supervisor.

Begin to eat their dessert when the supervisor has monitored that they have eaten sufficient amount of their main course and that they have returned their plates to the trolley.

Ask permission to leave the table at any point.

If unable to go outside due to bad weather, stay in their classes where they follow the **Wet Play** routines and choose an appropriate activity.

Lunchtime Supervisors will...

Supervise children at all times during the lunch time break either in the playground or in the hall.

Ensure the health and safety, welfare and good conduct of pupils during the lunch time break.

Manage pastoral/disciplinary issues within the structure of school policies.

Have the highest expectations and standards in relation to behaviour and to ensure that all colleagues display the same standards.

In the first instance liaise with the class teachers over any concerns or queries relating to the lunch time systems.

Supervise the children as they enter the hall, encouraging them to walk directly to their allocated seating place:

** Seating places are organised by the class teacher and displayed on the hall board. Any changes to these **must** be approved by the class teacher.*

Once children are seated and settled they will be invited to line up ready to go to the hot servery to collect their food. Children receiving a vegetarian lunch will be served first. The Lunchtime Supervisor is responsible for marking off the children on the Flourish Hot Dinner register.

Children eating packed lunches may start once the lunchtime supervisors are happy that they are ready to begin eating in a calm manner.

On occasions when escorting children around the school, walk at the front of the line, stopping frequently to ensure that children behind are walking appropriately. On any longer journeys around the school, or when the supervisor is leading a larger group of children, the supervisor should stop on every corner and wait until all children are appropriately behaved.

In the event of **Wet Play** Lunch time Supervisors will stay with their designated class ensuring that children are seated and following the **Wet Play routines** and taking part in activities quietly. Children are not left unsupervised in a classroom at any time.

In the event of supervising the children outside when the weather becomes wet, their allocated year group supervisors will line the children up and take them inside. The children are expected to walk sensibly following the instructions of their allocated lunch time supervisor. They will then follow the **Wet Play Routine** for the class.

Clear and clean the lunch hall in readiness for the next group of children to enter/end of session. This includes sweeping/cleaning the floor. *Additional time may be claimed, following agreement with the Headteacher/Deputy Headteacher, if the amount of cleaning regularly falls outside of contracted times.*

Health & Safety

At no time leave children unattended on the playground or in the hall.

If an incident occurs that requires urgent additional adult support please send a child **to the staff room** for immediate assistance with the **red "Help!" Card**.

Children are to be directed to the toilet and to wash their hands after they have been playing outside.

Lunch time supervisors are to wait in the corridor with their allocated class until the hall has been cleared and tidied by the staff allocated to the previous sitting.

Children to be supervised by their allocated Year group supervisor at the hot food servery to avoid contact with the bain-marie and walking back to their places carrying hot food. Children are directed back to their places.

Any hot water used for cleaning tables must be kept away from the children.

At the end of lunch the tables must only be folded and moved once the hall is clear of children.

Behaviour

Display a positive, supportive, respectful, fair but firm attitude towards our children at all times.

Expect all of our children to be polite and respectful.

Don't allow inappropriate behaviour (e.g. play fighting).

Follow the school guidelines around use of play space (e.g. no footballs on the top playground).

Be seen to be actively fair to all children – make a visual effort to listen to all sides in any argument.

Support any children with SEN following the guidance from the class teacher/SENDCO making adaptations to expectations based on their level of need.

All behavioural incidents are recorded in the **Lunch time Supervisors Incident Books**. All incidents must then be written up on the **Lunch Time Incident Sheet** and put in the **Lunch Time Incident Folder**.

Feedback any incidents to class teachers at the end of the session, when they collect the children. This should be done by using the **Lunch Time Incident sheet***. The class teachers and Lunch time Supervisors should then date and initial the Incident Book.

**NB: it may not be possible for the teacher to discuss this in detail during this transition time so including as much information as possible will enable them to deal with the incident once the afternoon learning has started and they have more time to discuss it with the child.*

Stages of Behavioural Support

Stage A

The Lunch time Supervisor addresses the child's inappropriate behaviour.

The Supervisor talks to the child explaining why their behaviour is unacceptable. The incident is recorded on the lunch time incident slips. The child is encouraged to prove that they can behave appropriately.

Stage B

The Lunch time supervisor enforces a "Time Out" period if needed.

The child is given a "Time Out" period where they are moved away from friends for up to ten minutes maximum. The supervisor talks to the child and tries to identify the cause of the inappropriate behaviour. The incident is recorded and class teacher informed.

Stage C

Ongoing behaviour concerns are shared with the Key Stage Leader who will meet initially with the child to discuss the situation in order to gain a full understanding of the situation. The Key Stage Leader will then follow the school Behaviour Policy.

Accidents

Any accident that occurs during lunchtime must be recorded in the **first aid file**. A bump to the head requires an accident slip to be completed and given to the teacher who will send this home informing the parent/carer of what happened for monitoring.

Children needing basic first aid (grazed knee etc.) can be looked after by any lunch time supervisor.

If the incident requires the attention of a qualified first aider please send a child **to the staff room** for immediate assistance to locate a first aider using the **red "Help!" Card**.

Medical gloves are worn at all times when dealing with any injury.

No creams, medicines or inhalers should be administered by any lunch time supervisor.

Teachers will...

Remind the children of the school's rules and the standards of behaviour that are expected from the children throughout the lunchtime period prior to going to lunch play/eat.

Supervise their children walking through the school as they escort them to the play ground.

Support the lunchtime supervisors welcoming their class onto the playground, remaining for **at least** the first 5 minutes to ensure a smooth transition and provide Lunchtime Supervisors with any pertinent information relating to the presentation of the class or individuals.

Ensure that, if an incident has occurred, they read the completed **Incident form** that has been handed to them when they collected the children from the Lunchtime Supervisor.

NB: it may not be possible for the teacher to discuss this in details during this transition time so including as much information as possible will enable them to deal with the incident once the afternoon learning has started and they have more time to discuss it with the child

If selecting to eat a Flourish Hot Lunch provided by school, they will sit at a table with their class and support the Lunch Time Supervisors in the hall for the 30 minute session.

Collect their class **at least** 5 minutes before the end of the session to ensure a calm transition out of the hall.

Follow up any lunchtime supervisor's concerns or queries relating to the lunch time systems with members of the Senior Leadership Team.

Support staff (Caretaker & Secretary) will...

Set up the lunch tables daily at 11:50 am.

Provide some assistance to lunch time supervisors to tidy and clean the hall after all lunches are finished.

Headteacher, Deputy Headteacher & Senior Leaders will...

Ensure the lunch time systems are in place and that all staff act in compliance with health and safety guidance.

Ensure that staffing ratios are within the CYPES guidelines:

EYFS (Nursery & Reception) - 1 adult to every 10 children

Key Stage 1 (Year 1 & 2) - 1 adult to every 50 children

Key Stage 2 (Year 3, 4, 5 & 6) - 1 adult to every 75 children

Ensure that all staff are compliant in following the school policies.

Advice for all Colleagues supporting children at Lunchtime:

- Be pro-active.
- Have high expectations.
- Promote a positive attitude.
- Be consistent.
- Be aware at all times, there are many situations that can occur during the lunchtime period.
- Respond to situations appropriately, being fair and giving support to the child. This helps them to develop positive attitudes and behaviour.
- Do not judge any situation, listen to all sides and respond fairly.
- Dress appropriately for the weather – half the session will be based outside in all but the worst weather, so you will need to be equipped to be warm in the winter and cool in the summer.
- Give clear feedback to other colleagues, as they may have dealt with the same situation during the lunchtime, and this will enable us to pin point any problems.

- Use your incident slips. Information recorded can be used to help solve situations that may occur later on.
- Talk through any ideas, worries and problems with teachers and phase leaders for clarity in the first instance.