



The Ark Federation

Policy for Supervision of Pupils at Lunchtimes

This policy was adopted by the Teaching & Learning Committee of the Ark Federation at the meeting held on 6 May 2015 and will be reviewed annually.

Signed:.....
(Mrs J. Smith, Chair of Governors)

Obligations

Pupils attending Ark Federation schools have the right to learn in a secure and safe environment. Staff have a duty of care to supervise the pupils in their charge as a contractual obligation. Appropriate levels of supervision must occur at all times.

The aim of this policy is to ensure that:

- a safe and secure environment is created for all pupils in the schools
- agreed and appropriate supervision is in place at all times
- all staff and parents are aware of duties in regard to supervision of children
- arrangements are in place regarding feedback about quality of supervision

The Executive Head-teacher as overall manager of the schools has specific responsibility to ensure the policy is effective. The approved lead will delegate in the absence of the Headteacher as agreed.

The Executive Head-teacher will ensure that all staff are deployed appropriately and are aware of their responsibilities to maintain adequate supervision. All staff have responsibility to expect and encourage high levels of behaviour and conduct from children.

The Executive Head-teacher, or approved lead in his/her absence, is obliged to ensure there are satisfactory levels of supervision throughout the lunch break. The Ark Federation believes that MTA's have an important role to play within schools and the contribution they make to the care and welfare of the children is valued very highly. Children who are happy and well cared for at lunch time start the afternoons refreshed and ready to learn.

The Executive Headteacher is responsible for the management, training and welfare of the MTA's in school.

The main aspects of the role of an MTA are as follows:

- Oversee the care, welfare and supervision of the children during the lunch break, in the playground/field and dining areas
- Deal with minor accidents and incidents and complete the appropriate records informing the office staff of any injuries that need reporting to parents (head injuries)
- Report issues of concern to the Headteacher/ Head of Teaching & Learning. (H of T&L)
- Undertake training as required
- Organising activities for the pupils, both during good weather and 'wet breaks'
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General Organisation

The lunch break is divided into two, with staff supervising children while they are eating their lunch and afterwards when they are in the playground/field, but there is some overlap between these sections due to children finishing their lunches at different times. Children should never be left alone to eat or finish their lunch.

General Duties

All lunchtime staff are responsible for:

- Supervising children eating their lunch; encouraging children to eat their food, behave politely and respect others within the classroom, and with assisting younger children where necessary
- Managing children's behaviour, including orderly queuing where necessary
- Ensuring children do not run in the corridors or classrooms
- Monitoring the playground, cloakrooms and classrooms to make sure pupils are not in unsupervised areas they should not be. Playground leaders will also support this duty.
- 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 policy on behaviour
- Administering first aid for minor accidents, completing the Accident Book, and informing the Office if necessary of any head bumps
- Ensuring classrooms are cleared up after use
- Organising and assisting with games and other activities
- Supervising the use of the play frame (in accordance with the rules laid down for this)
- Ensuring the children line up in an orderly way at the end of lunchtime in their classes
- Undertaking any reasonable duties assigned to them by the Executive Headteacher (or a H of T&L)

General points:

Supervisors should:

- Try and move around regularly from place to place
- Make sure they visit all areas of the school building and grounds for which they are responsible to check children are safe
- Not stand talking to other supervisors or spend a long time with one group of children – try and talk to and engage with as many children as possible so that they get to know you and you are aware of anything untoward
- Not use mobile phones and/or MP3 players during the lunchtime period
- Expect children to be polite and responsive
- Avoid confrontation with the children
- Follow the Federation disciplinary policy. Any issues should be recorded in your books
- Report to the Teacher and /or H of T&L any Aggressive play, bullying or rudeness
- Record all accidents in the Accident Book (kept in the Medical Centre), and seek help if the accident is a cause for concern. If a child bumps his/her head, the Office must be informed, as the parents are always phoned. Maintain an observation of the child, and inform the class teacher at the end of lunchtime.
- Remember that they must inform the Senior Designated Officer for Safeguarding (the Head Teacher), if a child confides to them that they have been abused, or they see what they consider to be non-accidental injuries. They must NOT under any circumstances discuss it with anyone else, and NEVER tell the child they can keep secrets.
- Direct visitors to the school to the Office so that they can be recorded in the appropriate book.

Relationship to Children

- Children respond well to adults who smile a lot and are 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
- Encourage children not to spend all their time with you, as it can prevent them from mixing with other children and making friends. Encourage them to join in with other children, or ask Year 6 playground leaders to help.
- Avoid questions to pupils that could be interpreted as 'prying' into family matters
- Make sure all children are treated fairly and equally, no matter who they are, or what you know about their previous behaviour
- Try to avoid invading a child's space so that they feel intimidated, as this can lead to confrontation

Confidentiality

All members of staff are required to keep all matters relating to the school and the pupils within it confidential. Any issues should be passed onto the appropriate member of staff or the Headteacher, not directly to parents.

Support for Lunchtime Supervisors

Lunchtime Supervisors play a vital role within the Ark Federation. We believe it is crucial that they are valued, respected and well managed, and that their professional development needs are catered for. Children are taught that MTA's have the same authority as the teachers and should be shown the same respect.

Support is always available via the Executive Headteacher, or the Hs of T&L, and/or the class teachers who will determine the appropriate action after a serious misdemeanour. Help is always on hand if there is a serious accident. Training, for example First Aid or Child Protection etc, will be provided as appropriate. Payment for time taken for training and meetings can be claimed at the usual hourly rate.

Important Documentation

Lunchtime Supervisors should make themselves familiar with the following documents:

- Playground safety risk assessment
- Behaviour Policy
- Equal Opportunities Policy
- Child Protection Policy

All MTA's will be expected to complete a CRB/DBS check before taking up their post, and to have this reviewed every three years.
