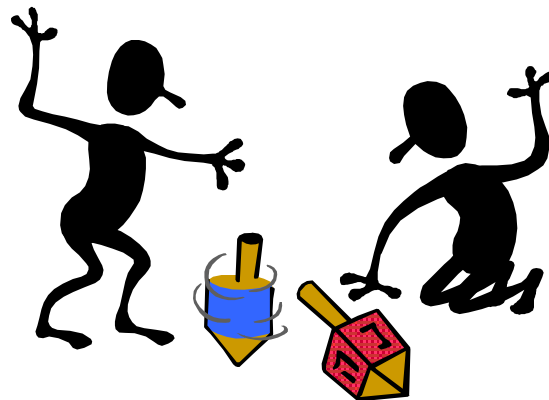
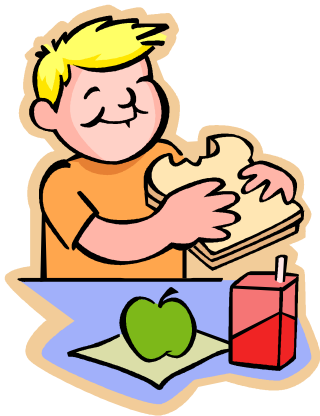




Roman Road Primary School Lunchtime Supervision Policy

Reviewed April 2018
To be reviewed April 2020
Leisa Adams



The school has responsibility for the provision of school meals and the supervision of the pupils at lunchtime.

The responsibility includes health and safety, management of staff and nutritional standards. The school meals are organised by the Catering dept.

The Teaching Assistants, as part of their duties cover lunchtime supervision of our pupils. So we have good continuity and support for our pupils.

The lunch break at Roman Road School is from 12 p.m. to 1p.m and children eat their lunch in the main hall.

The Learning Mentor or Assistant Headteacher in her absence ensures there are satisfactory levels of supervision throughout the lunch break. All Teachers Assistants play 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 highly valued. The Learning Mentor is responsible for the management, and welfare of the Teaching Assistants in the school. The Headteacher is responsible for any training needed for lunch time.

The Role of the Teaching Assistants

- Supervise children eating their lunch
- Oversee the care and welfare of the children during the lunch break, in the playground, dining areas and classrooms.
- Organise activities for the children during wet lunch breaks
- Deal with minor incidents and accidents
- Ensuring classrooms and the dining room are cleared up after use
- Assisting younger children with their meals as necessary
- Managing the children's behaviour, including orderly queuing
- Monitoring the playground, cloakrooms and classrooms to make sure pupils are not in areas they should not be, for example, toilet blocks
- Making sure all children observe the code of conduct

- Deal with children who break the rules (in accordance with the School Behaviour Procedures)

General Organisation

There is a playground rota which is given to all TA's and staff are expected to follow it closely. In the absence of a TA, the Learning Mentor will make alternative arrangements.

Guidelines

General advice for Teaching Assistants

- 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
- Do not stand talking to other adults or spend a long time with one group of children
- Follow the school disciplinary procedures. When dealing with misbehaviour, initiate the school rewards and consequences policy. If it is a minor issue, just remind the children how they should behave.
- Aggressive play, bullying or rudeness should be reported to the Learning Mentor or Assistant Headteacher in her absence.
- Record all accidents in the accident book and seek help if the accident is a cause for concern
- If a child accidentally bumps his/her head, the class teacher must be told. The child must be observed and must take an Accident Form home.

If a child makes a disclosure to you that they have been abused, or you see what you consider to be non-accidental injuries, you must inform the child that you have a duty to report it to the Safeguarding Team who will then follow the Safeguarding procedures.

Treatment of Children

- 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 too much time with you as it can prevent them from mixing with other children
- Avoid questions to children that could be interpreted as 'prying' into family matters
- Avoid gossip

Support for Teaching Assistants

In order for Teaching Assistants to fulfil their vital role at Roman Road Primary School, we believe it is crucial that they are valued, respected and well managed and that their professional development needs catered for. The children should also be aware that Teaching Assistants have the same authority as the teachers and should be shown the same respect.

To enable the Teaching Assistants to make a significant contribution the following occurs:

- All Teaching Assistants are monitored by the Assistant Headteacher, Learning Mentor and Headteacher from time to time.
- All Teaching Assistants meet with the Assistant Head, Learning Mentor or Head teacher at the start of every term to discuss important issues, share information and concerns

Agree and signed by Governors:

To be Reviewed: April 20120