

## GREENWAY ACADEMY

### Lunch Supervision Policy: COVID-19 Adaptations

The academy has responsibility for the provision of meals and the supervision of the pupils at lunchtimes. As a result of the COVID, 19 pandemic, a limited catering service will be in place.

The lunch break for pupils in years 4, 5 and 6 is from 12.30pm to 13.30pm, including 15 minute supervised eating session in pupils' classrooms.

The lunch break for pupils in year 3 is from 12.00-13.00, including a 15 minute supervised eating session in pupils' classrooms at 12.45-13.00.

Changes to this policy, as a result of COVID-19 risk assessment, are as follows:-

- Lunch time for years 5 and 6 is 12.30-12.45 classroom based and supervised for eating; in good weather the children may picnic outside, with supervision
- Lunch time for year 4 is 12.30-12.50 classroom based and supervised for eating; in good weather the children may picnic outside, with supervision
- Lunch time for year 3 is 12.00-13.00 classroom based and supervised for eating; in good weather the children may picnic outside, with supervision
- Lunch time play for years 5 and 6 is 12.45-1.25pm
- Lunch time play for year 4 is 12.50-13.00
- Lunch time play for year 3 is 12.00-12.45
- Years 4,5 and 6 children to be in class ready for learning by 13.30
- Year 3 children to be in class ready for learning by 13.00
- Packed lunches only at academy
- FSM packed lunches delivered to the Learning Pod each morning
- Packed lunches will be eaten in class under the supervision of class teachers
- Pupils will have supervised play in their Year Group locations (see map).
- Equipment will be available in each location.
- Children will sanitise their hands leaving and entering the classroom.
- Children will sanitise their hands if they change activities.
- Sanitiser will be available at each station.
- Classroom hygiene practices are in place before and after eating.
- Jenga and Connect 4 games will be sanitised by the Play Leaders at the end of the lunch session.
- At the end of lunch, children are responsible for spraying their own equipment such as cricket stumps.
- Toilets available for pupils between 12.30 and 12.45

#### Wet lunch

- Children will remain in their own class Learning Pod
- Children will sanitise their hands before and after using games
- Games will be wiped down, after use by children

#### Staffing

- Play Leaders are allocated to a specific Year Group Pod
- Play time and lunch time rotas are published to staff (see timetables)

- Additional staffing has been allocated due to the physical spread of children through the school site
- All staff are first aid trained



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**Approved: LAC (electronic)**

## **AIMS**

- To provide the children with a positive dining experience
- To ensure the lunch hour runs smoothly for all members of the academy team
- To develop social skills and engage in play and lead play
- To develop opportunities for playing and exploring, active learning, creativity and critical thinking
- To encourage healthy eating in line with Healthy Schools guidelines
- To provide a period of exercise and relaxation in preparation for the afternoon session

The Headteacher is obliged to ensure there are satisfactory levels of supervision throughout the lunch break.

Play Leaders have a very important role within the academy and the contribution they make to the management of the academy, and the care and welfare of the children, is valued very highly.

The Senior Play Leader is responsible for ensuring Play Leaders are organised and ready to lead play by 12:30 pm. This includes ensuring engaging play opportunities are set up.

### **The Role of the Play Leader**

- To supervise pupils on the academy site, overseeing their care and welfare during the lunch break, in the playground and dining areas.
- To encourage healthy eating and the development of social skills.
- To be aware of the individual needs of pupils.
- To be aware of the emergency procedures.
- To deal with minor accidents and incidents.
- To oversee activities for pupils during wet lunch breaks.
- To report to the Headteacher or Teacher in Charge on issues, concerns and procedures.
- To keep records of incidents and accidents.
- To report head injuries to a member of the senior leadership team and the office with immediate effect.
- To undertake training as required.

### **General organisation:**

Although adult Play Leaders work as a team, each has a specific role to play within the general organisation and has a schedule to follow.

~~This schedule is on display in the Hall, every classroom and in the Staffroom.~~

~~It is the responsibility of the Senior Play Leader to ensure these are updated and rotated each week for the purpose of the children's enjoyment.~~

~~Children are called in to the hall a year group at a time.~~

~~Children are expected to line up quietly in single file in the hall.~~

Children are expected to model core values and tidy up after themselves.

A joint responsibility is held for the cleanliness of the hall/eating space.

Rewards tokens are given by Play Leaders for children showing great respect to members of the academy community and the environment.

### **At the end of the morning session**

- Teachers send the children to use the toilet and wash their hands prior to lunch.
- ~~Year 3 children are escorted to the dining room/lunch time provision (e.g. structured lunch) in an orderly manner.~~
- ~~Years 4, 5 and 6 are escorted to the playground.~~
- ~~Children select own places in the dining room (where available).~~

NB. Children may be removed to a different place should they demonstrate consistent inappropriate or challenging behaviour.

### **Children having lunch**

- Visual Timer on IWB counting down 15 minutes to support children's time management
- The children set out their lunch and are encouraged to develop a sensible order of eating i.e. sandwiches first.
- All items of litter are kept until the end of the meal.
- Staff need to check packed lunches to ensure the children have eaten sufficient amount. Not everything has to be eaten as some packed lunches have more than enough in. If Play Leaders feel any child has not eaten enough they need to inform the class teacher so they can inform the parents.

### **When children have finished their lunch**

- ~~Children should put their rubbish in the bin and replace their bags on the trolley.~~
- ~~Any children who have not finished their packed lunch have the opportunity to finish their lunch outside on the bench if needed.~~

### **When children are in the playground**

- Appropriate outdoor clothing is worn.
- In Autumn/Winter pupils should be encouraged to wear a jumper and or coat.
- In Spring/Summer, sun cream/hats should be encouraged.
- Playground equipment cupboard is opened by the Play Leaders.
- Only Play Leaders are allowed in to the cupboard for health and safety reasons.
- Play Leaders MUST make sure that the cupboard is locked before 12:00 pm when children are on the playground. Play Leaders are responsible for putting away toys.
- Sports Leaders (pupil role) lead play and write pupil challenges on the board daily.
- Children must always ask to leave the playground on the grounds of Health and Safety. If pupils need the toilet then they MUST collect a toilet pass from a Play Leader.
- Play Leaders are in charge of leading play in their particular zone whilst constantly monitoring the children playing.



- Children are not allowed to go through the gate or out of view.
- Any injuries or incidents needs to be recorded, the relevant forms completed the relevant staff members informed.
- Any behaviour incidents should be dealt with in accordance to the lunch time pyramid (see Behaviour for Learning Policy).
- Behaviour incidents should be dealt with immediately if possible and children should be given time out in accordance to the Behaviour for Learning policy.
- Reward points should be given freely to children showing core values.
- ~~Children are allowed one at a time on each section of the adventure playground. This area MUST be supervised at all times when children are present.~~

When the children are in their Year Group zones:-

- Play Leaders must position themselves in visible areas.
- Care must be taken to choose sensible areas for children to play sports.
- All equipment must be returned to the cupboard
- Children are not permitted to climb or swing from trees

### **Wet lunchtimes**

- The children have activities such as wet play books, colouring and a selection of games to play. These are in designated boxes in each classroom. It is the Play Leader's responsibility for ensuring these games/equipment are respected and replenished ready to use.
- The computer should only be used if an adult is present all of the time. Only age appropriate programmes such as Newsround or cartoons should be shown.
- Children are to engage in activities seated, avoiding unnecessary movement in order to keep safe.

### **Start of afternoon session**

- ~~At 1:25 pm the children line up in their classes ready to transition back to class.~~
- ~~At 1:30 pm teachers collect their class from the playground and escort their pupils back to class.~~

### **'Post Play' Play Leader Responsibilities (13:30 – 13:45) (13.00-13.10 Year 3 Play Leader)**

- Play Leaders ensure all equipment has been returned and stored neatly in the cupboard.
- ~~Play Leaders ensure that benches and netball posts are moved to the side of the playground for Health and Safety measures.~~

### **General duties:**

Play Leaders are responsible for

- ~~Supervising children eating their lunch, dining hall, playground or classroom.~~
- Attending a weekly meeting to feedback positive points for improvement around either pupils, procedures or incidents.
- The Senior Play Leader is responsible for organising and leading these meetings with a member of SLT in attendance.
- Leading play

- Promoting physical activity counting towards the guidelines of 60 active minutes per day.
- A class/group of children during lunchbreak when wet.
- Managing the children's behaviour, including orderly queuing.
- Monitoring the playground, cloakrooms and classrooms to make sure that children are not in areas they should not be, eg: toilet blocks.
- Making sure all the children observe the Core Values.
- Dealing with children who make poor choices (see Behaviour for Learning Policy).
- Dealing with accidents
- Ensuring classrooms and/or dining room are cleared up after use.
- Taking a First Aid kit onto the playground, dealing with minor injuries outside, as trained.
- Assisting younger children with their meals, as necessary.
- Ensuring all playground equipment has been put away neatly.
- Ensure all children have collected their belonging from the playground such as coats and hats.

### **Guidelines:**

#### **General advice for Play Leaders**

- Be proactive and set up your play zone before the children start their lunch time period (12:30 pm) (12.00 year 3)
- Build up positive rapport and relationships with all pupils
- Make sure that you patrol all areas for which you are responsible.
- Follow the Behaviour for Learning policy, using maximum rewards and minimum sanctions.
- Maintain confidentiality.
- Ensuring necessary equipment and stations are set up to encourage playing and exploring, active learning, creativity and critical thinking.

If a child is unsafe, causing harm to others, rude to a staff member:

- Using a calm voice, ask the pupil to make the right choices about their behaviour.
- Contact and offer other choice options.
- The pupil will be removed from the situation and offered Time Out.
- If the behaviour persists then a member of staff will contact a teacher or head teacher.
- All incidents will be recorded on lunch time incident logs (Outside HT office)
- Any serious incidents or incidents relate to a child currently being monitored for behaviour issues then the class teacher/SLT must be informed at the end of lunchtime. A report MUST be completed.
- A positive comment about children who are showing good behaviour or improving behaviour as a result of monitoring would be well received from the class teacher. This helps develop positive relationships between the Play Leaders and the children. Stickers will be awarded to children who demonstrate good behaviour. Certificates will also be awarded each week to children who demonstrate exemplary behaviour at lunchtime.
- To feedback positive comments to the Senior Play Leader/Teacher during weekly update meetings.

**Should an accident occur:**

- Record in the Accident log.
- If a child bumps their head, the class teacher and Senior Leader must be informed and a “Bump head” letter provided to take home to inform parents.
- Inform the school office as a matter of priority.

**Disclosure:**

- Should a child confide in you that they have been abused or you see what you consider as non-accidental injuries, you must inform the child that you have a duty to report it to the teacher responsible for Child Protection, (the Headteacher) who will set the Child Protection Procedures in motion.
- You will be asked to complete a yellow children protection form.

**Treatment of children/presentation:**

- When involved with playground games always be aware of the whole area of play around you.
- Avoid questions that could be interpreted as “prying” into family matters.
- Pass all lunchtime issues to appropriate staff, not directly to parents.
- Treat all children fairly and equally, regardless of prior knowledge or behaviour.
- Be aware of personal space and intimidating behaviour. Play Leaders are allowed to intervene in extreme circumstances to restrain or control a child if endangering others. This should not be attempted if the Play Leaders has not been trained in the correct response.

**Support for Play Leaders:**

In order for Play Leaders to fulfil their role we recognise that they need to be valued, respected and well managed and that their professional development needs are catered for.

Children must also be aware that Play Leaders have the same level of authority at lunchtime as teachers and should be shown the same respect.

**Linked Documentation:**

Health & Safety Policy  
Staff Handbook  
Behaviour for Learning Policy  
Child Protection Policy  
Equal Opportunities Policy