

## **LANGLEY SCHOOL** **LUNCHTIME POLICY**

### **Context**

Lunchtime provides unique opportunities for the children at Langley School in the following ways:

- Access to a range of play equipment and organised games;
- Access to a range of clubs

This time of the day is overseen by lunchtime supervisors and TA's although there may be students on placement who will also help during this time. There is always a member of the SLT available.

### **Lunchtime Routine**

#### **The Role of Lunchtime Supervisors**

The principal role of lunchtime supervisors is to help foster and encourage the ideals of the school whilst providing positive role models for the children.

They can do this by:

- Referring to the code of conduct
- Rewarding with the Friendship Cup, praise and stickers
- All applying the same sanctions
- Being friendly but in control
- Emphasising the positive
- Being approachable
- Being calm and fair
- Encouraging older children to set a good example and doing it themselves
- Encouraging independence for the children in personal hygiene and cleanliness
- Carrying out specific tasks, including recording incidents (with support as appropriate), liaising with class teams, assisting with clubs or leading outside activities

### **Lining up to come in to the dining hall**

A lunchtime supervisor is assigned to each class and will meet the children in their class at 11.50.

### **Social Skills at Lunchtime**

Meal times can provide excellent learning opportunities and lunchtime is viewed as part of the school's teaching time. During this time, lunchtime supervisors should encourage independence and help where required, observing their class's behaviour and table manners.

### **Foundation Department**

The children are served their dinner in the classroom by appropriately trained class staff and supported by lunchtime supervisors.

### Incidents and accidents

If a child sustains an injury during lunchtime, the member of staff first on the scene tells someone where they are going and takes the child to the nearest First Aid box. They administer whatever care they feel necessary and refer the child to the named First Aider if there are any serious concerns. The dinner supervisor should always inform the class team no matter how small the incident/accident. Appropriate paperwork (e.g. bumped head letter) should also be completed.

When an incident occurs, lunchtime supervisors should use positive behaviour management to deal with it, as far as is possible. If further assistance is required, the member of SLT on duty for that day can be called upon. A record of the incident should be made on the incident forms held in Pastoral Support. Assistance in completing these forms will also be given through Pastoral Support, if required.

If it is a member of staff that is injured the line manager should be informed so that she can record the incident and fill out any relevant information.

### Wet Lunchtime Routine

To ensure the Health & Safety of both staff and children, it was decided that on a wet day classes would stay in their own rooms.

### Lunchtime Clubs

As many of our children are transported into school on minibuses, it is very difficult for them to attend after-school clubs, which is why we offer clubs at lunchtime. We aim to provide a range of activities and experiences should they choose to attend.

### Summary

A good lunchtime atmosphere is the starting point for a good afternoon; a happy, safe, calm environment is the main objective.

Reviewed and amended May 2016