

## **DEEPING ST NICHOLAS PRIMARY SCHOOL**

### **LUNCHTIME MANAGEMENT POLICY**

**UPDATED 1 June 2015**

**MSAs are an important part of the school team, who are able to enjoy positive relationships with all children in an informal setting. MSAs should be aware of the need for confidentiality, and politely defer any parents seeking information to the class teachers or headteacher. Children may well feel more able to talk to MSAs, and teachers should be informed of any concerns that are raised. For matters of a sensitive nature, the headteacher should be made aware.**

**Hot school meals are provided by “The Farm Kitchen” outside catering and are delivered to the school in hot boxes. Hot meal equipment must be kept clean in a sterile environment.**

**All midday supervisors have a Food Hygiene Certificate and could test and serve the hot food.**

**All children having a hot meal will be checked against a master list made available at the beginning of every week to the server of hot meals.**

**On arrival at 12.00 pm, MSAs will find that tables and chairs will have been set out by the caretaker and hot meals will be on the serving table ready for sorting.**

**Hot meals will be tested for temperature and placed on the serving table for serving.**

**MSAs will ensure that a weekly menu, cutlery, paper towels and water are available for all children on their tables. Please fill the water jugs from the sink in the Ivatt Suite. Table captains will set out the cutlery and fill the cups with water as the children arrive.**

**At approximately 12.10pm the sandwich trolley will be pushed into the cloakroom area.**

**At 12.15, all children will enter the hall. Children having sandwiches will arrive in the hall with their lunchboxes. The children will know which table that they are sitting on, and all children will sit down at a table. Table captains will supervise children on their tables. Each table will be named after a fruit for identification purposes. Seating arrangements will change monthly. During the lunchtime, children will be encouraged to hold polite conversations and use appropriate voice levels.**

Hot meals will be served to the children at their table. Care should be taken to make sure that the correct meals are served to the correct children as these may change on a daily basis.

Children having a packed lunch will be encouraged to choose the order in which they eat their food. **Children with known eating issues may eat their lunch in an unusual order without comment.** Any food is better than no food. If children are given too much food, or are not eating, class teachers will be informed so that they can discuss this with parents. Children are not responsible for packing their lunchboxes, so sensitivity should be shown.

Good manners and language skills should be modelled during the lunch hour. **Raised voices should only be used as a last resort if the attention of the children cannot be reached any other way.**

A member of staff will aim to eat their lunch in the hall with the children so that good table manners and polite conversation can be modelled.

At the end of the meal, stars will be awarded by each MSA and the teacher to tables that have had the best eating experience.

When all the children have finished eating, MSAs will put water jugs on the end of the serving table ready for the caretaker to wash and put away. MSAs will put away cutlery and paper towel holders. Hot food boxes should be packed so that the caretaker can return these to the entrance of The Ivatt Suite.

Table captains will stack chairs into groups of four and pour water into the water jug for MSAs to collect.

One MSA will leave with the first table to go straight outside. There is to be no queuing at Mr Winn's classroom door. Children may wait at the back door whilst checks should be made that the playground is safe before children go outside with one MSA.

Any unknown adults on the premises should be challenged before they enter the playground. Please alert the Headteacher.

All children will make their way into the playground in an orderly fashion. The second MSA will follow outside with the last children.

The caretaker will clean tables and chairs with anti – bacterial spray, currently Titan but due to change to another product which does not require rinsing, before putting them away. Hot boxes are returned to the Ivatt Suite entrance to be collected. The hall floor must be swept, and any wet patches identified using the yellow hazard cones.

Outside, MSAs should encourage children to be active in their play, using the wide range of class equipment available. Joining in games is appropriate so long as there is one MSA Supervising the whole playground looking out for any problems.

**MSAs should be mobile, making sure that all the playground is in view.** There are vantage points where all areas of the playground are in view. Interacting with the children and promoting good social skills is important. Pleasant conversations should be modelled. Times when MSAs talk to each other during the lunchtime duty should be avoided.

Children who are alone should be approached. Sometimes, they may require some personal space; other they may appreciate becoming involved with others.

Class teachers will make you aware of any circumstances that may be affecting a child that may need to be taken into consideration during the lunch hour.

If a child discloses a potential child protection issue, be sure not to ask direct questions and follow child protection guidance. Report to the Headteacher.

Minor first aid can be managed on the playground with wipes and plasters from the bum bags. There is a file on the shelf in the corridor containing first aid, child protection and feedback forms to be completed.

If there has been an incident causing concern, please make every effort to tell a member of the teaching staff so that the matter can be settled before the children go home. Problems are harder to rectify once the children have left at the end of the day. More serious concerns must be checked with class teachers. Injured children should only move if they volunteer to do so. Other children should be discouraged from helping them up.

Teachers can be fetched from the staff room quickly using a responsible child as a messenger.

Children, who are playing inappropriately, should be reminded of the need to play safely.

Children who do not play appropriately after a warning, should join the MSA as she walks around the playground so that they can engage in a conversation regarding their inappropriate behaviour and miss out on their play. **Standing against the fence for long periods is not an option.** Persistent offenders should be reported to class teachers.

Minor incidents should be managed in the playground wherever possible. Please inform teachers of more serious concerns.

**At 1.00 pm, children should be encouraged to put away lunchtime play equipment and walk to their class groups for circle time. MSAs may join these circles to share in feedback. Teachers will lead circle time, but MSAs may begin if a teacher is delayed for any reason. Please report to class teachers any exchanges between yourself and children that may be raised by parents later. If staff know about incidents, then they can be managed effectively.**

**Children will stay inside when it is wet. A senior member of the teaching staff will support you in making this decision. All classrooms are equipped for wet play. Please start clearing away before 1.05pm so that the children are ready for assembly promptly at 1.05pm.**

**Ideally, children should use their classrooms for wet play. A senior member of the teaching staff will join you to ensure that this can be achieved. When only 2 MSAs are available, the children should be shared between the EYFS/Y1 classroom and the Y4/Y5/Y6 classroom.**

**Injury forms should be completed by the MSAs so that there is full evidence of the cause for the injury.**

**Any other concerns can be recorded on a MSA feedback form if it was not possible to address the issues during circle time. Safeguarding issues must be recorded on the safeguarding forms: telling the class teacher or safeguarding officer is no longer sufficient for our records.**

### Midday Supervisory Assistant Feedback Form

Date	Children involved	Incident/Issue	MSA