CHRIST CHURCH C OF E PRIMARY SCHOOL

Our journey – love, live, laugh, learn

LUNCHTIME HANDBOOK

2014-2015

The Whole School Team

Our lunchtime supervisors are an important part of the school team and are always welcome to suggest ways of enhancing lunchtime routines.

Signed: __________________________  Date: ___________________

Christ Church C of E Primary School is committed to safeguarding and promoting the health and welfare of children and expects all staff and volunteers to share this commitment.
We strive to create a nurturing and trusting environment where children feel safe and secure and, one that enables them to develop, learn, grow and flourish.

Designated Safeguarding Lead - Zoe Mandeville
Deputy Designated Safeguarding Lead - Andrew Webber

Children’s Helpdesk
01452 426565

Governor Lead: Judy Ashcroft
Lead Member of Staff: Zoe Mandeville

INTRODUCTION

Welcome to our school. Midday Supervisors are an integral part of Christ Church Primary School and this handbook is available to all lunchtime staff, teaching staff, teaching assistants, admin staff, parents, governors and visitors to the school. It will form the basis of the induction of new lunchtime staff as well as clarifying the procedures for existing staff.

Playtimes and lunchtimes should be an enjoyable and valuable experience for children where through play they can discover, explore and develop the understanding of the environment around them.

General Ethos of School
Our mission is to foster the educational, spiritual and social development of the children that comprise this community.

Ethos Statement
Recognising its historic foundation, Christ Church C of E Primary School, Chalford will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils and staff.

Aims
Learning at Christ Church C of E Primary is a journey, sometimes travelling together, sometimes working as an individual; needing a guide, sometimes needing support - step by step; tackling challenges to reach their personal best; having a sense of awe and wonder with discoveries; always enjoyable.

We are privileged to be involved in each and every child’s learning and development and we value each child’s talents and skills. We believe that the best learning happens when every child has a creative approach to learning, access to ICT, is able to develop independence and has a range of wide and varied stimulus. There is access for all.

(Developed 2nd June 2009)
Our School Values

To be the best you can be and...

SHINE

Be Honest

Be a Peacemaker, not a Peacebreaker

Do as you would be done by

Be a True Friend

Say Sorry, Show You are Sorry

Be Proud of ourselves of the school of others

Confidentiality
Anyone who is in close contact with children is in a trusted position and confidentiality must be respected at all times. Any matters relating to children at our school will never be discussed outside school.
Any questions from parents/guardians relating to lunchtime, or any other time of day, must be referred to the teachers or Headteacher.

**Child Protection**
Every school is required to have a named person responsible for Child Protection. At Christ Church C of E Primary School the named people are Mrs Zoe Mandeville and Mr Andrew Webber. Also refer to the Child Protection Policy and Procedures and Safeguarding Policy.

Should a child disclose anything that suggests any form of abuse this should be reported immediately to Mrs Mandeville or Mr Webber who will follow procedures to deal with it. If a child does disclose it is important for you to:

- **Remember exactly what the child said**
- **Believe them**
- **Listen**
- **Show no personal feelings**
- **Avoid questioning them**
- **DON’T promise that you won’t tell anyone.**

All individuals working with children, young people and their families have a duty and responsibility to report any allegations or concerns of a child protection nature, which comes to their attention.
When such a concern is raised you should:

- Discuss with the school’s Designated Safeguarding Lead, Mrs Zoe Mandeville or in her absence, Mr Andrew Webber.
- Complete a written record – see Child Protection Policy
- Log a child welfare concern and seek advice with the Safeguarding Helpdesk on 01452 426565
- Further information can be found on the Gloucestershire Safeguarding Children’s Board website

**Allegations Management**

All school staff should take care not to place themselves in a vulnerable position with a child. We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Headteacher.
The Head Teacher will follow procedures recommended by the Gloucestershire Safeguarding Children’s Board.

The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO).
If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will follow the procedures GSCB and communicate with the LADO as above, without notifying the Headteacher first.

See Safeguarding Policy and School notice board in the staff room.

**Safeguarding**
*Please refer to the Safeguarding Policy*

**Fire Procedures**
In the event of a fire or the sounding of the fire bell, the lunchtime supervisors in the playground will move the children to their class lines in the playground.

Staff in the school building will move children through the fire exits to their emergency class lines on the playground.

The staff will check the toilets are empty.

In the event of a fire during a ‘wet lunchtime’, when the children are all indoors, the lunchtime supervisor, teachers and Headteacher will supervise the children out of the buildings, through the fire door, to their emergency class lines.

**Other Emergencies:** Refer immediately to the Headteacher or member of staff

**First Aid**
First aid materials are available in the labelled cupboard next to the photocopier.

Staff holding First Aid Certificates are listed in the office and on the door to the first aid materials.

Staff treating injuries must hold an up to date and relevant first aid qualification.

- Superficial cuts and bruises can be dealt with by the member of lunchtime staff referred to.
- Information about accidents MUST be passed on to a member of the teaching staff. The lunchtime supervisor is responsible for entering the details in the accident book and writing the note home.
- **Incidents of ‘bumped heads’ must ALWAYS be reported to a teacher. The lunchtime supervisor will record it in the accident book and write note home. The lunchtime supervisor may also refer the child to a member of staff, if they feel it is serious enough.**
- Two signatures are required in the school accident book

**Health and Safety**
Lunchtime supervisors have a responsibility to ensure the health and safety of the children in their charge at all times.

- Children’s feet should be kept on the ground at all times unless children are using the apparatus. This means no climbing on gates, benches, fences, walls or piggy backs.
- Children should stay visible at all times especially when upset. This means no playing or hiding in the toilets or in the classrooms.
- Children should walk in and out of the school at all times.
- Children’s shoes should be kept on their feet at all times
- Children should report any broken glass, sharp objects or dead animals/birds to the lunchtime supervisors and not pick them up themselves.
- Children should follow the four ‘s’ during hot sunny weather – slip on a fastened shirt, slap on a hat, slop on some sun cream and slurp plenty of water
- Children should be supervised at all times and never left alone in the playground.
Physical Restraint
For their own and the children’s protection, lunchtime supervisors should not use physical intervention, attempt to move or restrain any of the children without appropriate training. Any issues that may need physical intervention or restraint please call the Headteacher or a member of staff. Please refer to the Physical Intervention and Restraint Policy.

Behaviour
The staff and children have agreed these values which, along with our Christian Values, underpin behaviour in our school:
To be the best you can be and shine
To adhere to our set of school values:
To be honest
To be a peacemaker, not a peace breaker
To be a true friend
To do as you would be done by
To say sorry and show you are sorry
To be proud of ourselves, school and others

How we encourage good behaviour
Everyone at Christ Church School agrees that the following are effective ways of encouraging good behaviour

- Adults should show an interest and listen to the children.
- Adults should communicate appropriately with the children.
- All children should be treated fairly and equally.
- Give gentle reminders.
- Adults should stay calm. This will help you to remain in authority and be effective.
- Give praise frequently – it’s more effective than criticism.
- Adults should recognise and reward good behaviour using team points and/or stickers.
- Adults should encourage children to apologise and be considerate and caring of other people’s feelings – say sorry show you’re sorry.
- Digress children out of awkward situations which would prevent bad behaviour occurring.
- Smile and be happy; hence producing happy children.

GOOD TO BE GREEN cards are displayed in KS1 class and outside large KS2 classroom.
Green cards can be replaced with a yellow or red card.

Golden time - All children start with the allocated time, children are given a verbal warning then a warning (yellow card).
If the unacceptable behaviour continues a red card is given. When a red card is issued a KS1 pupil has lost 5 minutes of golden time, a KS2 pupil has lost 30 minutes of golden time. This cannot be ‘earned’ back. The children are excluded from Golden Time for the required amount of time and sit away from the activity. This is recorded in the ‘Red book’ held centrally with assembly resources.
All cards are replaced with green cards at the beginning of the day - a new day, a fresh start.
A child receiving a yellow card on three consecutive days will also receive a red card.
Parents of KS1 children will be informed of the reasons why the yellow/red card was given. KS2 parents will be informed of significant or continual behaviour.
If a child has specific difficulties then a behaviour monitoring system is introduced, parents and Governors may be involved. (see behaviour policy)

The school’s Behaviour Policy is available in the office. Lunchtime staff are expected to maintain the same standards of behaviour as all staff. Behaviour problems at lunchtime will be dealt with promptly by class teachers or, in cases of persistent problems, the Headteacher. Lunchtime supervisors are to inform the teacher’s of any behaviour issues.

Lunch Times
The children will wash their hands and say a lunchtime grace before they leave the classrooms.

Packed lunches
Packed lunch boxes are stored in the hall/classroom.
Empty lunch boxes are taken back to their storage point.

School Dinners
The lunchtime person arrives at approximately 11.50. They will get the table out and set out the lunches. The lunchtime person appointed will clean their hands with anti-bacterial cleaner and measure the temperature of the lunches and record accordingly. Children having a school lunch will wait quietly in the infant classroom until called. During this waiting time they can talk to a friend and look at a book. There is a rota for Year groups receiving lunch first.

Buddy Lunch
Fridays is Buddy Lunch. At the beginning of each year the children are partnered with a buddy. Buddy lunch is time for them to get to know and look after each other.

Lunch outside
On warm dry days packed lunches (and school dinners should there only be a few) are welcome to eat their lunch outside preferably in the shade and wearing a sun hat. The Y6s can eat their lunch in their privilege area as long as they are frequently supervised. If the weather is too hot then lunch should be eaten inside for protection.

Eating Lunch
Children’s Responsibilities
• Always walk
• Sit down to eat your lunch with minimal mess. If a mess is made there is a dustpan and brush available.
• Use your cutlery to eat.
• Eat your own lunch. It is very kind of you to offer items of food to others but others may have an allergy or may not be allowed to have what you are offering.
• If you need help, put your hand up and wait for an adult to come.
• Talk quietly to your friends.
• Try and eat your lunch within a reasonable time so that you have time to play.

Staff Responsibilities
• Teaching staff to ensure the children are on time for lunch.
• Ensure the children wait for their lunch quietly and considerately in the infant class.
• Encourage children to say ”please” and “thank you”.

ZM Feb 12, Sept 14
• Encourage the children to use cutlery correctly, to eat their lunch and to stay sitting properly at the table until they have finished.
• When a child throws or drops food or litter on the floor, he/she should be asked to pick it up or sweep up at the end of lunch.

Water Bottles
Water bottles may be used inside and taken outside but are the children’s responsibility.

Playground

Gates
When the children are in the playground, both games should be locked. The gates should be unlocked at the end of play. The key can be found hanging up in the entrance to the infant classroom.

Visitors to school
Should visitors arrive during lunchtime play the lunchtime supervisors on duty will welcome the visitor by politely asking who they are and who they are visiting. Please then refer them to the office. If no one is in the office then please ring the buzzer.

Cars in the playground
The school meals will be brought to Christ Church via a car parked in the playground. The car leaves the playground during the children’s’ playtime. A lunchtime supervisor will ring the bell and the children will stand to the side of the playground and stay until the bell rings again.

Y5 and Y6 Privileges
The Y5 children are allowed to sit on the wall at the end of the playground. The Y6 children are allowed to spend their lunchtime on the decking area outside the KS2 room. The children are aware of the type of behaviour that is expected when spending time in these areas.

Coats
Children are encouraged to wear a coat on wet and cold days.

Buddy Bench
The Buddy Bench is used as a tool to promote friendships. If a child feels they have no one to play with they can sit on the Buddy Bench and expect another child to invite them to play.

The role of the children
• The children will consider the needs of other groups in the playground. There must be respect for equipment, boundaries and other people's safety.
• The children will organise playground games and keep the rota up to date. No ball games are allowed before or after school.
• The children will keep all equipment tidy.
• The children will talk to the School Council (CHIPS) if there are any changes needed to lunchtime play, games or privilege areas.
• The children will respect and be polite and courtesy to the lunchtime supervisors.
• There will be no bullying, fighting, kicking, bad language or rudeness.
• To keep the cloakroom tidy by hanging up coats and bags.

ZM Feb 12, Sept 14
The role of the Lunchtime Supervisors

- Get to know the children and form trusting and respectful relationships.
- Communicate appropriately with the children.
- Use positive reinforcement and encouragement to promote outstanding behaviours and encourage a positive self-esteem.
- Ensure all the children play safely.
- Encourage children to play co-operatively.
- Reinforce ‘Positive Playground Behaviour’ by making positive comments relating to how they are playing or behaving.
- Children should go singularly to the toilet during play as required, after seeking permission from an adult.
- The lunchtime supervisors award appropriate behaviour with reward stickers and/or team points.
- Feedback to staff at the end of a lunchtime period.

Using the School Bell

Ring the bell twice:

1st bell: Children stand still and remain still until they hear the 2nd bell.
2nd bell: All children line up and teachers will collect.
Ensure door is locked after the last child.

Wet Playtimes

The following activities can be done by all children but they must be sitting down games, drawing, cards, quizzes, reading.

The Back Garden and Apparatus

During the dryer, warmer months the back garden is used on a rota basis with one lunchtime supervisor around the back and one positioned in the playground. See rota.

This policy was written in consultation with lunchtime supervisors, staff and children. It will be reviewed every other year.