

# Benton Dene Primary School Lunchtime Policy



Head teacher: Mrs J Forster

Chair of Governors: Janet Hunter

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Policy written by: Karen Brown

# Benton Dene Primary Lunchtime Policy and Guidelines

At Benton Dene Primary School we aim to have lunchtime breaks that leave pupils and staff refreshed and ready for afternoon school. Eating together and playing together are social occasions. Our hall becomes a dining room where good manners and sensible behaviour are vital.

The senior lunchtime supervisor will decide what should happen at lunchtime with the Deputy Headteacher's agreement (KB). It would be helpful if teaching staff would reinforce this authority in their approach.

We do not expect lunchtime supervisors to raise their voices to the children in school, we expect all children to be treated with respect and spoken to appropriately. (please refer to behaviour policy).

## **Rewards**

If children are well behaved or well mannered staff will acknowledge this. A word of praise is always effective. We have house points for lunchtime good behaviour and special mention could be made in achievement Assembly.

## **Consequences**

The same consequences as those listed in the behaviour policy and should be followed through as appropriate.

If you do not follow instructions

This will happen:

1. You will be reminded
2. You will be warned
3. You will be removed from the group (stand at the side of the playground)
4. You will have to leave the room/playground for a few minutes
5. You will miss a playtime / lunchtime
6. You will be sent to Gillian Reiling or Karen Brown/ Ashleigh Lawrence

## **Restraint (positive handling)**

Is only used as a very last resort if the child, another person is in danger. If at all possible it will only be employed by trained staff in pairs. We aim to train staff in these techniques by rotation.

If there is an incident where a child becomes physically violent

1. Tell them to stop calmly using a quiet but confident voice!
2. Do not engage in a verbal exchange with the child.
3. Tell them you are sending a child for a teacher/ Mrs Reiling or any other staff member trained in 'team teach' (JiF, AC, DB, JA) and do so
4. move other children away from the child experiencing an extreme emotional response and ensure their safety.
5. If appropriate to the child use the 5 point scale and remain calm.
6. keep interaction to a minimum so the child has the opportunity to calm down.
7. If possible encourage the child to accompany staff to Gillian Reiling's room
8. lunchtime staff will at no time positively handle a child, this will always be carried out by trained staff as a last resort.

### **Timetable**

Lunchtime is	11.30	12.45 for EYFS
	11.45	12.45 for KS1
	12.15	13.15 for KS2

□ At 12.00 the Senior Lunchtime Supervisor starts work, preparing for Lunchtimes in KS2, including organising any equipment that may be used in the playground.

□ At 11.30 The EYFS Lunchtime Supervisors start work The two lunchtime supervisors are timetabled to vary which job each is doing - in the dining room and which parts of the playground. EYFS will go to the toilets in yellow zone and then wash hands following this they will go straight to the dinner hall, where they will help the children to choose their meal, direct children to a seat, help collecting lunch, cutting up food etc they will also clean tables and floors ready for the next sitting.

□ At 11.45 The KS1 Lunchtime Supervisors start work. The four lunchtime supervisors are timetabled to vary which job each is doing - in the dining room and which parts of the playground.

Year 1 will go to the toilets in green zone and then wash hands following this they will go straight to the dinner hall, where they will direct children to a seat, help collecting lunch, cutting up food etc they will also clean tables and floors ready for the next sitting.

at 11.45 Year 2 will go into green yard to play with 2 lunchtime supervisors and 1 member of TA staff. At 12 o'clock they will go to dinner hall and supervisor will help with trays, seating and cleaning as year 1.

At 12.15 the KS2 lunchtime supervisors start work The four lunchtime supervisors are timetabled to vary which job each is doing - in the dining room and which parts of the playground. At 12.15 they will go to dinner hall and supervisor will help with trays, seating and cleaning as year KS1.

### **Guidelines for the dinner hall include**

- Having good table manners
- Using a knife and fork
- Making a real effort to eat the food they have been served with
- Try to choose a healthy lunch
- Eating their packed lunch tidily
- Maintaining a sensible noise level
- Keeping the floor clean

If children do not follow instructions this is what happens

1. A reminder
2. A warning
3. To be removed from the group for a few minutes
4. Sent to see Mrs Reiling/ Mrs Brown/ Miss Lawrence

All staff at Benton Dene Primary School should be held in the same high regard. If this is not the case please refer the child to the Deputy Headteacher Karen Brown.

### **First Aid**

- The main first aid equipment store is in the medical room.
- There are cold packs in individual staff fridges and the medical room.
- Always wear gloves if you are treating a blood injury
- If it continues to bleed use pressure to stop the bleeding where possible do not put a plaster on.
- If a child falls never pick them up, ask them to get up on their own
- A list of children with health problems is available in the office
- All staff have had First Aid Training and this is updated on a three year plan.
- If an injury is causing concern, please refer to Gill Smith (lower KS2)
- If any head injury occurs a first aid slip must be completed and handed to the class teacher, if appropriate parents should be informed and given the option to come to school to check their child and seek further medical advice.
- If a child complains of feeling unwell, speak to their class teacher, offer the child reassurance and monitor the situation. If appropriate speak to the class teacher who will ring parents to collect their child.
- Serious accidents/ illnesses should be reported immediately to a member of school staff.

### **Wet Playtimes**

All children should remain in their own classrooms if it is a wet play. A box of wet day things will be available for the children to use. They should not be using best paper or interfering with displays etc. In each classroom children will know what they are allowed to use.

It may be possible to set up a DVD in the hall or a classroom for the children to Watch.