

Lunchtime Supervision at GPS



Children are supported by a number of supervisory assistants over the lunchtime period in class, in the hall and outdoors. The same high expectations are in place over lunchtime, with LSAs following the agreed school policies and procedures regarding safeguarding, behaviour, anti-bullying and first aid. A number of staff on duty over the lunch period have up to date training. These include LSAs and TAs.

All LSAs undertake in-house safeguarding training with the DSL and, as part of whole school staff, with external trainers such as Together for Children.

The team are line managed by the Deputy Headteacher, who oversees rotas and responsibilities. LSAs follow an agreed set of principles:

- Confidentiality is of the utmost importance. No information should be shared with anyone outside of school (including parents and carers).
- If a parent or carer raises a query with an LSA outside of school hours, in the local community, they will be directed to speak to a member of staff in school. LSAs will not make comment or offer any advice, other than to encourage the parent/carer to make an appointment to speak with a member of school staff.
- All incidents and accidents must be reported to appropriate members of staff e.g. class teachers, DHT and HT.
- There are two rotas – one for outdoor lunch periods and one for indoor lunch periods. As the rotas are very complex and involve a high number of staff, it is vital that these are adhered to at all times. If there is an issue with a rota the DHT should be informed immediately. Rotas have been prepared with appropriate ratios in mind in order to ensure that we have a high level of supervision over lunchtime.
- LSAs will be in position at 12:00. If this is not possible for any reason, LSAs will inform the school office ASAP (0191 814 9820). Teaching staff will be in class at the end of lunchtime to greet children and escort them into class at 1:00pm.
- Mobile phones will be switched off or turned to silent, with all bluetooth connectivity turned off. They will not be used in class, the hall or on the yard and not whilst children are being supervised. If you need to be contacted during your shift, please let friends and family know they can do this by contacting the main school office. Phones should not be taken out to check whilst on duty.
- LSAs have access to walkie-talkies to communicate with one another, with staff in the hall and with the office. These will be used to call for support and to ensure that members of the LSA team do not leave the yard. This is to ensure that appropriate levels of supervision remain in place at all times.
- When out on the yard, LSAs will be allocated an area to supervise. They will interact with the children, encouraging them to play and participate positively.
- In the dining hall, if an LSA is concerned that a child has inappropriate items in their packed lunch, this will be passed to class teachers to discuss with parents and carers. No comments will be made to a child about the contents of a packed lunch box, and no items of food will be removed from the box. The exception to this would be if a child has items of food which contain nuts, as these pose a risk to the health of other children.
- Parents and carers may request that their child's eating habits are monitored. Information will be shared with LSAs as appropriate.

- LSAs will not take supervise any intimate care of children. Support in this area will be sought from teaching staff.
- The DHT and teaching staff will share with LSAs any additional information that they may need to know, only as appropriate
- Class teachers will share any changes to routine with LSAs e.g. if a child has been granted permission to remain indoors etc.
- Some routines will change on a daily basis e.g. whether the children can play on the field. Such decisions will be made by class teachers and the DHT and will be passed on to all staff at the beginning of the lunch period. These decisions must be adhered to in full by all members of the team. This is in order to ensure a consistent message is given to all children.
- If playtime is indoors, games and resources will be made available by teachers. Individual teachers will make a decision as to whether iPads and class computers can be used over these periods. Teacher laptops and Smartboards are not to be used.
- All classrooms will be left tidy by the end of the lunch period and children will be asked, at least 10 minutes prior to the end of lunchtime, to tidy the class room and settle again in time for afternoon lessons.
- Any relevant information from the lunch period will be passed on to the class teacher at the end of lunchtime, if this has not already occurred during the lunch period.

V Hanlon
DHT

Policy reviewed: February 2025
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