



Policy Document Title: Break and Lunch time Supervision

Reviewed: 10/2021

To be reviewed: 10/2022

**This policy is available on the school intranet and website www.stvin.com*

The school has a responsibility for the provision of supervision at both break times and lunch times.

The Care Staff will take on this responsibility with the help of other members of the school staff as and when needed.

The care and welfare of the pupils is of high importance at all times, as is the care and welfare of fellow members of staff.

General Duties

- Supervision of pupils.
- Managing the pupil's behaviour at all times.
- Monitoring the Youth club area, outside play areas, dining room, toilet and cloakroom areas.
- Making sure all pupils observe the school rules.
- Dealing with pupils who break the rule, in accordance with the school Behaviour policy.
- Dealing with accidents – reporting and recording.

Guidelines for staff on duty

- Move around from room to room in Youth Club area.
- Never just stay in one place or room.
- Make sure there is always a member of staff outside if pupils are out.
- Do not stand talking to other members of staff or spend a long time with just one group of pupils.
- Do not let pupils think they can misbehave because you are not watching them.
- Follow school disciplinary procedures.
- Aggressive play, bullying or rudeness should be reported to Senior on duty.
- Record all accidents in Accident File and seek help if the accident is a cause for concern.
- If pupil accidentally bumps their head, the senior on Health Care Worker and senior staff on duty should be informed.
- Pass all break or lunchtime issues to appropriate staff – record in Log Book.
- Treat the pupils fairly and equally, no matter who they are, or what you know about their previous behaviour.
- Remember some pupils may be on a school behaviour plan – if so remember to follow guide lines of plan.
- Avoid gossip.

- Treat each pupil with respect. Do not make degrading comments about them or use unkind labels to describe them.
- Never strike a pupil. Do not threaten them physically or invade their space so they feel intimidated.

Support for Staff on Duty

- The pupils should be aware that break and lunchtime staff have the same authority as the teachers and should be shown the same respect.
- All Care staff to meet school staff to discuss any important issues, share information and concerns.
- Support is given by the Head of school, Head of Care and Duty Head, who will determine the appropriate action after a serious misdemeanour.
- Help will also be given if there is a serious accident to report by a member of SLT.