



Approved by the Governing Body on:

Review Date: June 2018

ONGAR PLACE PRIMARY SCHOOL MIDDAY BREAK POLICY

Ongar Place Primary School is committed to safeguarding and promoting the welfare of children. The recruitment and appointment of staff, school policies and procedures always consider the safeguarding of children as the first priority.

Aims

1. To provide a range of social, physical and imaginative opportunities for the children in a safe, secure and stimulating environment.
2. To provide a time for eating sociably in a calm and relaxed manner.
3. To ensure the midday break is an enjoyable experience for both the children and the adults.

General Principles

1. A Positive Approach

The role of the lunchtime staff is a vital one in helping to ensure that a child's time in school is as happy and successful as possible. A child who is unhappy at lunchtime, for whatever reason, is less likely to be receptive to teaching in the afternoon.

It is, therefore, crucial that the supervision of the children at lunchtime is carried out in a positive way and the Midday Supervisors (MDS) need to actively engage the children in play activities as well as monitoring and supervising independent activities.

A weekly rota is drawn up by the Senior Midday Supervisor (SMDS) to indicate how and where individual staff are to be deployed.

2. Developing Good Relationships

At Ongar Place we believe that everyone should act with courtesy and consideration to others at all times and the adults in the school have a role in modelling behaviour expected from the children. It is vital that MDS, like all staff, should seek to build relationships with the children and should

- treat all children fairly and equally
- be friendly and approachable
- stay calm, be polite and give gentle reminders
- avoid getting into a confrontation
- avoid shouting or using sarcasm
- always use the child's proper name
- help loners in collective play
- implement rules consistently

Behaviour Rules for Lunchtime

Our School Rules

The following six rules have been agreed throughout the school and are applicable throughout lunchtime.

- We are gentle; we don't hurt others
- We are kind and helpful; we don't hurt anybody's feelings
- We listen; we don't interrupt
- We are honest; we don't cover up the truth
- We learn well; we don't waste our own or anybody else's time
- We look after property; we don't waste or damage things.

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Rewards

It is important to reward children who are always good, kind and helpful as well as the children who are often difficult but have made a special effort.

The MDS will reward children in the following ways

- lots of praise “catch the children being good” as often as possible
- stickers
- a mention to Classteacher, Senior Teacher or Headteacher

Consequences

Midday supervisors should follow the Ongar Rules Consequences.

Examples of minor incidents

- use of inappropriate language
- overly rough play
- being cheeky to / ignoring / smirking at MDS with apology given
- being somewhere you should not be
- not looking after equipment
- being disrespectful of the school environment

Examples of serious incidents

- continued rudeness / ignoring / smirking at MDS with no apology given
- any act of violence particularly without provocation
- extreme rudeness to MDS e.g. swearing
- destroying / damaging school environment and equipment deliberately
- serious unkindness towards other children e.g. name calling, racism, etc.

Field

- The field can be used in the summer if dry.
- Small equipment will be used on the field in the Summer Term e.g. skipping ropes, bats and balls.

Guidelines on physical contact with children

1. When changing a child it is ideal, but not always possible, for 2 adults to be present.
2. Do not remove earrings from a pupil's ear. If pupils cannot remove the earring themselves then the earring remains in the ear.
3. You are advised not to touch a pupil's hair to check for head lice. Notify the Classteacher who can then let the parents know.
4. In a non-emergency situation if you do need to make physical contact with a pupil always ask permission first.
5. If a pupil is causing harm to others you may physically remove the child from the situation, using positive touch strategies.
6. If you are unsure about an immediate situation seek advice from the SMDS, Headteacher or Senior Teacher, or other members of the teaching staff.
7. A red incident card should be sent to the school office or staff room if immediate support from a member of teaching staff is required.

First Aid

1. Minor cuts and bruises are dealt with by the MDS on site in the playground. First aid boxes are kept in the disabled toilet and are taken out onto the front and back playground.

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2. More serious injuries must be referred to the SMDS and reported to the school office. All serious injuries and bumps to the head must be entered in the accident book that is kept in the School Office.
3. Other significant incidents must be written in the Minor Injuries book that is kept in the First Aid bags.
4. A red incident card is kept in each Playground First Aid box and should be used for accident and/or illness emergencies. It should be sent straight to the staff room and a member of staff will deal directly with the situation.
5. For pupils with specific medical requirements individual named discs will be kept in the relevant Playground First Aid boxes.

Staff training and Meetings

Ongar Place School is committed to the professional development of all staff and considers regular meetings and in-service an essential part of that commitment. Regular meetings are held for the senior midday team with the Bursar, and the Headteacher attends occasionally as necessary. The Senior Midday Supervisor reports regularly to the Business Manager and the Headteacher.

From time to time the team will be invited to in-service sessions on whole school topics such as

- Assertive Discipline
- First Aid
- Behaviour Management

Monitoring and Evaluating

If our Midday Break Policy is to be fully effective, it must be consistently implemented. The responsibility is as follows:

Governors By playgrounds observations, discussion with SMDS, MDS, Headteacher and Senior Leadership Team.

Headteacher Through lunchtime observations and monitoring the number of incidents resulting in Time Out.
Through discussions with SMDS and all MDS

Business Manager Through lunchtime observations and monitoring the number of incidents resulting in Time Out.
Through discussions with SMDS and all MDS.

Senior Midday Supervisor Through daily implementation of the policy and monitoring all aspects of the policy.
Through discussions with the MDS

Midday Supervisors Through implementation of the policy and assessing its effectiveness and manageability.

The Midday Break Policy should be read in conjunction with :-

- Health and Safety Policy
- Fire procedures
- Behaviour Policy
- Anti-Bullying Policy
- Treatment Plans for individual children
- Staff Development Policy
- Induction Policy
- Recruitment Policy

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