

ST NICHOLAS CE PRIMARY ACADEMY



“Learning, loving and encouraging through Christ.”

Lunchtime Assistants Handbook 2020/21

Vision Statement

St Nicholas provides a welcoming, inclusive and aspirational learning environment at the heart of its community. We nurture, encourage and support all children, adults and their families to be the best as God intended. Following God’s example of love and trust, we develop resilience and creativity in all we do.

Introduction

At St Nicholas we are all immensely proud of our pupils, our school community and those who are a part of our school.

We believe that there is nothing that our pupils and staff cannot achieve given the right support, levels of enthusiasm and willingness to take a risk. We actively encourage curiosity, experimentation and celebration of achievement, and we aim to support our pupils to find their place in an ever changing society, and to become valuable and essential elements of their own communities.

This handbook aims to lay out some of the important aspects of the school. It should be read in conjunction with school policy documents, and any questions should be addressed to Mr Dale or Mrs Turner for clarification. We hope that all adults who are a part of our school will actively enjoy being here, and we will strive to ensure that the experience of all members of our school community is positive, enjoyable and memorable.

Safeguarding Statement

St Nicholas CE primary Academy is committed to the safeguarding of all pupils in our care. To that end, all staff, governors and volunteers will help keep our children safe by:

- Adhering to the school's Child Protection and Safeguarding policy
- Providing a safe place for our children to learn
- Ensuring that our behaviour does not make any child or member of the school community, uncomfortable or leave us vulnerable to accusation
- Having the children's physical, emotional, and personal safety at the forefront of all we do.
- Immediately notifying the DSL of any concerns, however trivial they may seem, in order to pull together a picture of any potential safeguarding issues.

All staff employed by the school, and volunteers who work in school for a set minimum of time as outlined in official guidance, will be subject to DBS checks. References will be sought and safer recruitment procedures adhered to at all times.

The MDS Team

Miss Ellie Banks

Mrs Sharron Broadbridge

Miss Millie Clifton

Mrs Nina Dale

Mrs Jacky Day

Mrs Emma Field

Ms Claire Gunn

Miss Emilie Judge – Team Leader

Mrs Catherine Oats

Mr Alex Warne

Miss Courtney Williams – Team Leader

Miss Samantha Wagland

School Staff

Staff member	Role
Mr Christopher Dale	Headteacher
Mrs Victoria Turner	Deputy Headteacher
Mrs Hilary Andrews	Business Manager
KEY STAGE 2 Teachers	
Mrs Lee	Year 6 – Elm, Upper KS2 Leader
Mr Hooper	Year 6 – Oak
Mrs Bader	Year 5 – Willow
Miss Welsh	Year 5 – Maple
Mrs Lilly	Year 4 – Beech, Lower KS2 Leader
Miss Ewart	Year 4 – Rowan
Mr Houghton	Year 3 – Birch
Miss Ryan	Year 3 – Chestnuts
KEY STAGE 1 Teachers	
Miss R Reynolds	Year 2 – Fox, Year 2 Leader
Mrs S Hall	Year 2 – Hare
Mrs A Pursey	Year 1 – Otter, Key Stage 1/ EY Leader
Miss C Wilson	Year 1 Badger
Mrs S Fisher	Year R – Hedgehog, Year R Lead
Miss M Williams	Year R – Squirrel
Teaching assistants	
KS1	
Mrs Leyshon & Mrs Jones	Yr R
Mrs Spencer-Rogers & Miss Clifton	Yr 1
Mr Warne, Miss Williams & Miss Wagland	Yr 2
KS2	
Ms Gunn & Ms Cox	Yr 3
Mrs Double, Mrs Field & ANOther	Yr 4
Miss Banks, Miss Judge & Mrs Spicer	Yr 5
Ms Liddell, Mrs Maxim & Mrs Mitchell	Yr 6
Support Staff	
Mrs Ailwood	Finance Officer
Mrs Bartlett	Administrative officer
Mrs Steer	Administrative officer
Catering Staff	
Mrs S Lucas	School Cook
Mrs C Rogers	Assistant Cook
Mrs J Rogers	Kitchen Assistant
Ms DeAndre	Kitchen Assistant

Organisation of the School Day

The School day runs from 8.45am to 3.00pm. It is organised as follows:

8.30am	Pupils go straight into class .
8.45am	Registration.
9.00am	Lessons start
10.30am	Break time – KS1 and Year 3 & 4
11.00am	Break time for years 5 & 6
11.45am – 12.45pm	Lunchtime for KS1
12.15pm – 1.00pm	Lunchtime for KS2
3.00pm	End of day
3.15pm – 4.15pm	After School Clubs

Registration

Pupils should be marked present in the school register using SIMs. Dinner requirements should be marked in the dinner register and returned to the office by 9.00am. Children arriving after registration will be marked as 'Late' in the registers by the office staff. Absences will be followed up on the first day of absence by the office staff. On returning to school, a note should be sent into the office to explain the absence. Unexplained absences will be marked as unauthorised. Please remember that these registers are legal documents and care must be taken when completing them.

Purpose

This MDS Handbook is designed to support your work as a Midday Supervisor it should be read in conjunction with the schools handbook, policies and procedures

Our Role: As a team of Midday Supervisors

- We believe that our job is to be there for the children; to make their lunchtimes happy and safe.
- We believe that food should be eaten in a calm and friendly atmosphere.
- We believe that play is important and will try to help this take place whenever possible.
- We believe we need to ensure that we listen to what the children are telling us.
- We believe that we need to earn the children's respect so that they in turn will show respect to us. Our Problems: We realise these things could potentially be difficult
- Getting children to listen
- Dealing with children who do not behave acceptably, e.g. bad language, poor attitude etc
- Keeping track of children's health problems

Things to think about:

When you are on duty, try to keep moving. Don't stay in one place for any length of time. If you stand talking to other supervisors or spend a long time with one group of children it means all sorts of things could be happening that you don't know about.

Supervisors should try to solve a child's/children's problems however insignificant. Telling them to go away and play nicely or similar comments is unhelpful. This usually results in a disgruntled child or even worse a child taking its own action to resolve the problem!

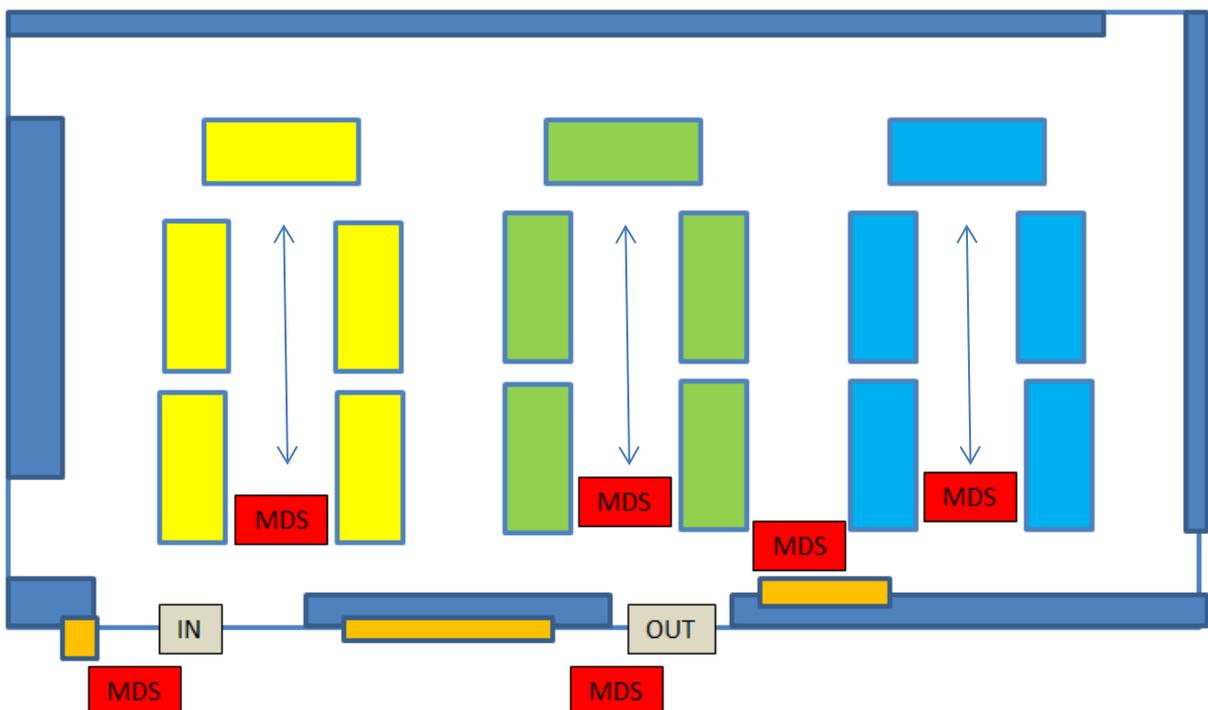
Any suspicion of bullying should be investigated immediately and reported to a member of SLT & the child's Class Teacher. A copy of the Anti-Bullying policy is available on the schools shared system or via the office, it is also provided with this pack.

Timings

- All Midday Supervisors should arrive at school for an 11.45am start (unless their contract specifically states otherwise) and sign in at Reception. All Midday Supervisors should then go to The Main Hall to assist with the set up for lunch.
- Shortly before 11.45am (KS1 sitting) those Midday Supervisors who are attached to an individual child should go to that child's classroom to collect them.
- At 12pm those Midday Supervisors who are on "Playground First" duties should go to the Key Stage 2 Playground to start their supervision. There will be games available for the children to play and these will be set up by the House Captains.
- At 12pm those Midday Supervisors who are on "Hall First" duties should make their way to the Key Stage 1 Playground to collect those children who are eating their lunch first. They should then accompany them to Jessica's Hall and supervise them whilst having their lunch.
- At 12.30pm those Midday Supervisors who have been on the Playground should accompany their children to the Key Stage 1 Playground to line up, ready for lunch.
- At 12.30pm those Midday Supervisors who have been in the Hall will line their children up in the Hall and then accompany them to the Key Stage 2 playground and start their supervision.
- At 1pm those Midday Supervisors in Jessica's Hall will make their way to the Key Stage 1 Playground and the equipment in the Key Stage 2 Playground will need to be collected in by the House Captains. At 1.10pm the children will line up in their Houses and one member of staff for that House will collect them and lead them in.
- At 1.00pm all Midday Supervisors will need to return to the Main Hall to finish any tidying that needs doing.
- After lunch Midday Supervisors should return to Reception to sign out and leave the school premises.

In the summer when the children are able to use the Green then all children will eat at the beginning of the lunch break and play together.

Main hall set up



KEY	
	Year R & 3 sitting
	Year 1 & 4 sitting
	Year 2 & 6 sitting
	Cutlery, bins & drinks
	MDS working stations

Illness

If you are unable to work the please:

- Telephone the school as soon as possible, after 9.00 a.m. Please ask to speak with Hilary Andrews (Business Manager) to inform her that you will be unable to attend on that day.
- Keep the school informed on a daily basis about when you intend to return to work.
- Provide a doctor's certificate if you are absent for more than 5 consecutive working days.

Mobile Phones

Children are not allowed to bring mobile phones into school. If a phone is brought in, it should be given to the class teacher for safekeeping and returned at the end of the day.

All Midday Supervisor mobiles must be turned off during the lunch break. If a Midday Supervisor is expecting a vital phone call, please give the office number for contact and arrangements will be made for you to take the call. The office is manned throughout the lunchbreak. Texting should not take place when on duty.

When on Duty in the Main Hall

Lining Up

The children should not enter the Main Hall making a lot of noise. They should line up quietly and when entering the hall not push or shove.

In the Hall;

- Supervise children eating their lunches; this includes encouraging children to consume their food. Encourage children to 'have a go' at eating food, but do not exert undue pressure and inform the class teacher if a child consistently leaves food so that the parents can be informed.
- All supervisors are to position themselves by the group they are in charge of – maintain discipline, plus remind children about noise and manners. Throughout the session supervisors must be involved in assisting and observing children, not standing by each other and chatting. This will also cut down the need for shouting.
- All supervisors should be made aware of any food allergies for individual children.
- Monitor the behaviour of children while they eat – no shouting across tables, standing up, hitting lunchboxes against each other etc.
- If a lunchbox is considered unhealthy e.g. mouldy or an unbalanced diet please inform the class teacher as soon as possible.
- Lunchtime is a time for developing social skills. Children should be encouraged to chat (not shout) whilst eating and given reminders about table manners and noise levels when necessary.
- No sweets allowed.
- **Nuts are not permitted in school at any time.** There are a number of children at school with severe nut allergies and parents have been told on numerous occasions that they must not bring food with nuts in to school. If you find a child who has nuts in their packed lunchbox then please ask them **NOT** to eat it and inform the class teacher. If they do not have enough to eat then additional food can usually be obtained from the kitchen for such occasions.

- No chocolates except for chocolate biscuits e.g. Kit-Kats, Penguins are acceptable.
- At least one sandwich to be eaten before moving on to 'goodies'. All empty yogurt pots and other containers are to be placed back into lunchboxes so parents can see what has been eaten.
- If lunch seems insufficient or child is not eating enough of her/his lunch please inform the class teacher.
- Children must be encouraged to leave their tables tidy at the end of the session and to pick up any rubbish on the floor.
- If there is an emergency that requires immediate attention then a **RED CARD** should be sent with a responsible pupil to the **staffroom** and assistance will be provided.

When on Duty Outside

Between the Midday Supervisors on duty in the playground, agree on the area to be patrolled. Each individual will be responsible for that area.

Ideal points to stand on the KS2 playground area are;

- Near the entry gate
- On steps of the raised area by the shed or near the pyramid play equipment
- By the fence between at the halfway point of the playground

If a Midday Supervisor needs to leave his/her section then s/he needs to inform the nearest Midday Supervisor. Midday Supervisors need to be in a suitable position to carefully supervise children when on the playground.

Weather-

- If it is drizzling or raining slightly - all children to go outside with coats on. If it starts to rain heavily then they should all be brought inside, but equally they should be allowed to play in the rain if it is not too bad.
- Coats should be worn on wet/very cold days.
- **ALL IN OR ALL OUT!** If you are not sure, check with the Team Leaders. Once the children have come in then they should not be going in and out even if the weather clears up.

Equipment

- All outdoor play equipment will be brought out by play leaders it should be checked by Midday Supervisors before use.
- Pupils need to know when they are allowed to play with play equipment and what equipment is available.
- Midday Supervisors should always be encouraging children in their play. When possible, feel free to join in with their games and set a good example of how to play.
- Midday Supervisors should ensure that pupils are respecting the equipment and sharing the items appropriately.
- Midday Supervisors can confiscate any equipment at any time. Please remember though that there is no correct way to use a particular piece of equipment and as long as the equipment and the people playing with it have respect for how they are playing then this should be encouraged.
- It is the responsibility of all the children to ensure that the equipment is put away at the end of the session and the play leaders will ensure the boxes go back to where they will be stored.

First Aid

- The Midday Supervisors on the playground should make sure they take a first aid kit each onto the playground with them to deal with minor injuries outside. These kits are kept in the adult cloak areas.
- In the event of an emergency or a bump to the head, an initial assessment should be made and, if appropriate, the child should be sent to the first aider on duty or in the event of a more serious injury the senior first aider (Mrs Barlett)

Intervention

- If there is an emergency that requires immediate attention then a **GREEN CARD** should be sent with a responsible pupil to the office and assistance will be provided.
- The senior First Aider (Mrs Bartlett) and class teachers **MUST** be informed of any injuries, incidents, illnesses etc at the end of the session and details recorded in the First Aid log.
- Sick bowls & Bodily fluid packs are kept in the cupboard outside the main reception.

Fire Alarm

If a bell is sounded, follow the procedures in the Staff Handbook and ensure: -

- Children are lined up on the Green in classes and wait for their class teacher.
- Children are lined up quietly waiting for the register to be called.

Wet Breaks

- Midday Supervisors to make decision- if uncertain check with the a member of SLT. Remember all in or all out!
- In the event of a wet break the children will still eat in the Main Hall as normal. The children due to be on the playground will be split into their designated class groups.(see below).
- See the class notice for what is available during wet breaks. The class teacher will make it clear where wet break activities are stored..
- Teachers usually provide 'wet-break' drawing paper. There may be magazines/comics available. Other classroom materials used for lessons or golden time e.g. lego and similar should not be used unless teacher agrees, so please check.
- A DVD can be played if agreed with the teacher.

Accidents

- If a child wets herself/himself then a class teacher should be sent for. If a child needs to be examined in a sensitive area then the class teacher or TA and a Midday Supervisor should BOTH be present.
- If a child is sick on the floor of the Main Hall then the caretaker should be sent for. Buckets, gloves and cleaning materials are available.

Uniform

A simple red 'tabard' and polo shirt uniform with logo will be provided by the school for all Midday Supervisors to wear. This can be worn over existing clothes and should be brought/ worn at school for each working session.

Behaviour

Rudeness and impertinence are unacceptable. We must show children appropriate responses and appropriate ways to behave. Persistent rudeness and impertinence should be reported to the class teacher. A copy of the school Behaviour Policy is available. Remember that the supervisors are in charge at lunchtime. You make the decisions. Any concerns or questions at lunch time should be directed to Mrs Turner.

Getting Children to Listen

- Use words children understand.
- Use the child's name if you know it. If not, ask what it is.
- Make eye contact and get on the same level as the child.
- Speak calmly – a bit louder possibly but DO NOT SHOUT.
- Look and sound confident and be firm.
- Be friendly – smile!
- Have fun within limits.
- Listen to children – remember they learn by copying!
- Always do what you say you are going to do.
- Take a child to the side and talk to them on a 1:1.
- Try clapping hands to get the attention of the children.
- Stand quietly to get attention.
- Explain why you are doing something.
- Apologise to a child if you are in the wrong. You earn their respect by showing you are prepared to do this.

How we encourage good behaviour:

- Adults should show an interest and listen to the children
- All children should be treated fairly and equally. Don't label children and jump to the wrong conclusions
- 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
- Adults should encourage children to take responsibility
- Adults should encourage children to apologise and be considerate and caring of other people's feelings
- Help children out of awkward situations which would prevent bad behaviour occurring
- Smile and appear happy; hence producing happy children
- Adults being polite to children
- Talk to pupils in informal situations
- Greet pupils, especially those with whom you have difficulty
- Set high standards in all you do with pupils

How to prevent inappropriate behaviour

At St Nicholas we believe it is more effective to try to prevent inappropriate behaviour. The following are guidelines.

What to look for:

- Noise level – too loud, too quiet, excessive laughter
- Groupings – large groups or isolated child
- Facial expression – crying, looking worried, upset or angry, frowning
- Body language – hunched shoulders, physical contact, boisterous play
- Pupils checking of adults whereabouts

Think about your:

- Voice – avoid the ‘loudness cycle’
- Gesture – pointing
- Body language – hunched shoulders, extended neck, tense
- Proximity – invasion of personal space
- Facial expression – looking miserable and cross
- Language: If a child is rude to you it is easy to respond with ‘Don’t you dare talk to me like that.’ or ‘Who do you think you’re talking to?’ These sorts of responses, while understandable, can often make matters worse. A more appropriate reply may be to say something like ‘I beg your pardon?’ or ‘Did you say something?’ Remarks like this give the child a chance to take back what was said. You can then go on to say quietly but very firmly that you will not accept rudeness.

Avoid Conflict by:

- Making rules clear
- Avoid audience participation
- Give choices – this helps avoid more confrontation
- Remain in control of yourself
- Don’t shout
- Explain how you feel
- Always follow up the incident
- Rebuild the relationship

We must ensure that children understand that the following are unacceptable:

- bullying – i.e. repetitive incidents to the same child
- treating people in a way you would not want to be treated
- refusing to do as an adult asks
- fighting
- swearing
- rudeness
- tripping people up/aggressiveness.
- taking other people’s property
- name calling
- being cheeky

Interventions:

We do not operate a ‘no touch’ policy at St Nicholas CE Primary Academy. There are occasions when it is appropriate to comfort, support physically or very rarely, to restrain a child in order to prevent him/ her from hurting themselves or others.

ALL adults working in the school should ensure that any physical contact between themselves and pupils is appropriate and does not cause discomfort to the pupil concerned. Adults working in the school should ensure they are never alone with a pupil and do not leave themselves vulnerable to misunderstanding. Adults should avoid physical contact such as sitting a child on their lap for an extended period of time but should not be afraid to comfort, encourage or support in an appropriate manner. Some children are uncomfortable being hugged or touched and adults must remain sensitive to this.

Where a child is at risk of hurting him or herself or others, then proportional, gentle restraint may be necessary.

Under no circumstances should an adult fully restrain a child unless they have up to date training in restraint techniques and are familiar with the policy and practices of the use of Reasonable Force. Additional adult help must always be summoned when an adult feels restraint may be needed.

We operate a Traffic Light System in class, this should also be used in the playground.

The following interventions should be used to stop inappropriate behaviour:

- A verbal warning should be given in the first instance. If poor behaviour persists then
- The child should be placed on “amber”. If poor behaviour persists or if an incident is deemed serious then:
- The child should be placed on “red”. If the child is placed on red then they must be sent to a member of SLT to explain what has happened. They will then decide on the appropriate outcome in accordance with our behaviour policy.

Positive rewards:

Please catch children behaving well. It sets a good example for others and shows that we are watching them doing something good. Feel free to give out House Points by giving a coloured counter to the child to put in the House Points Jar.

Risk Taking:

We encourage our children, in a safe and structured way, to take risks. Children learn by their mistakes and by being free to make them in a comfortable and safe surrounding. When appropriate children should be encouraged to “have a go” at an activity, take a risk and learn from their experiences.

Confidentiality

It is important never to repeat anything overheard or witnessed in school. If there are any concerns regarding a child/children please discuss with the designated teacher. A copy of the Confidentiality Policy is available.

Safeguarding

If a Midday Supervisor has any concerns about a child he/she should speak to the class teacher or designated teacher. If it is a child protection issue then the Midday Supervisor should complete the online form via My Concern. You can also speak to any of the Designated Safeguarding Leads – See staff list. A copy of the Child Protection policy is available. Never prompt a child, just listen and try to remember as much as you can then complete the form at the end of the session. If there is any person on the school site that you do not recognise please contact the Mr Dale. It is necessary for every supervisor to attend Child Protection training.

Health and Safety

Midday Supervisors should report all defects and near misses in the blue folder located in the office. Defects may include cracked seating, outdoor equipment and benches, toilets and trip hazards. Near misses may include slipping on wet or muddy surfaces, water too hot and dangerous objects found outside on the school site.

GENERAL

Maintaining a safe and healthy environment is the responsibility of ALL Staff. The Diocese of Canterbury employs Ellis Whittam to act as 'The Responsible Person' for all Health and Safety matters.

Reporting a Health and Safety or Premises Problem

Any critical Health and Safety issue must be reported immediately to the Business Manager for prompt attention (the Headteacher will then be advised). Routine maintenance must be reported via email. Please do not copy SBM in to the email as there is an automatic link.

The SBM prioritises the workload for the caretaker. Please do not make verbal requests to: the caretaker, cleaners or SBM as they are easily forgotten and need to be recorded in the online Maintenance Log for future planning.