

Lunchtime Policy



Wheatley Hill Community Primary School

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Why?

“A caring, inclusive school at the heart of the local community. We believe that quality learning takes place both inside and outside the classroom.”

How?

The Wheatley Hill Way - We care for each other; we look after our learning environment and we always do the right thing.

This policy is to be read alongside The Wheatley Hill Primary Staff Handbook.

At Wheatley Hill Primary School, we are committed to ensuring our children have an enjoyable, safe and happy time, whilst at school – this includes at lunch times. Quality learning takes place outside of the classroom, including the dinner hall and outdoor spaces during the lunch period. It is important that we all have high expectations and lead by example encouraging and modelling good table manners, and positive interactions with others.

Children in departments will all have lunch in the dinner hall and will be supported to do so, when and where needed.

Expectations of Staff

School Expectations of Behaviour (Staff)

All staff members have a duty to be professional at work (and in the wider community) and to ensure that they always demonstrate a high degree of respect for the all members of the school community. Staff members are reminded of “Our Core Commitments” and “Non-negotiable Expectations.” (See Staff Handbook) Staff members will be held to account using these documents and we would encourage all members of staff to reiterate these and challenge each other using these guidelines. We will not tolerate any staff member actively working against these expectations and staff members will be challenged about their professional manner, attitude and commitment to supporting the school’s vision.

Staff members should be mindful of the language they use when talking to and about the children and families we work with. This applies to all public spaces, e.g. the staff room or in public places, as there may well be relatives or family friends present, who could be offended by flippant or inconsiderate remarks.

Mobile phones

Upon arrival at school, mobile phones must be stored out of the view of children, parents and visitors within lockers within the school – mobile phone lockers provided or in another secure location i.e. left at home or in your vehicle. This is a safeguarding requirement in order to protect our children and staff members from accusations. Phones will remain locked in these secure locations throughout your working day. As a member of staff, it is your responsibility as part of our culture of safeguarding to challenge or remind any staff member about ensuring their mobile phone is put away.

All staff members are reminded that it is not acceptable to have a mobile phone switched on during working hours. Neither is it acceptable for staff to talk on phones walking around the school building during the normal school day. The on duty SLT - Mr Scarr and Miss Hodge may have their phones in school in order to take calls from staff members on school visits or to communicate with our off-site provision. Admin staff and the caretaker may also have access to school mobile devices as contact is also often required with third parties. Staff should take care to keep their mobiles and other personal possessions safe as the school cannot take any responsibility for any losses.

Punctuality

Lunchtime staff members have clear starting and finishing times according to the hours they are paid for. Staff members are expected to be in school, ready to work at the time their employment starts. Punctuality will be monitored and poor timekeeping will be managed under the Capability Policy. If you are having issues in regards to personal time keeping etc. then please arrange a meeting with the Headteacher. The working hours of the posts is relatively short so there are no allocated breaks or non-contact time, therefore, it is expected that toilet breaks are primarily taken prior to and upon completion of your hours.

Online Safeguarding and Protecting your Professional Reputation

It is extremely important that staff members protect both the children in their care and themselves when it comes to using online devices. Staff members should take note of the following points:

- Never give your personal phone number or personal email address to parents of children you work with.
- Never interact with a pupil on social media. If a pupil contacts you, do not reply and notify a senior leader.
- Keep all school-related conversations focused on school, teaching and learning.
- Make sure that your mobile phone has a password on it and is kept in a secure location in your locker. It must not be used to take photographs, video or record children.
- Log out of emails.
- Be professional on the internet - including all personal social media platforms. Even outside of your school hours, you can still be held to account about your activity & comments on social media.
- Do not post anything inappropriate, including comments or photos, which might embarrass yourself or the school.
- Remember, there is potential for anything you post online to be copied and distributed. Bear this in mind every time you post and be aware of your privacy settings.
- Never take a photograph or video of a child using a mobile phone or personal device.
- All staff will be required to sign an acceptable use policy at the beginning of their contract.
- If any incident does occur, notify a senior leader as soon as possible.

Staff Dress Expectations (Including Students, Visitors)

The dress code is to help you manage the impression you give to parents/carers, children and the public when you meet them on the school site. All employees are to be smartly dressed, presenting a positive and professional image of Wheatley Hill Primary at all times. Lunchtime staff are expected to dress in the appropriate work uniform & PPE. Employees must not wear:

- Low cut tops and tops that reveal midriff and/or have slogans on them
- Blue denim jeans and/or fashion tracksuits or shorts (unless P.E. lesson, educational visit or non-uniform)
- Scruffy or high fashion trainers
- Above the knee shorts
- Clothes should not be distressed or ripped.
- Although not strictly dress code, you should never wear personal stereos.

E-mail

All long term temporary/permanent staff members must have an accessible @whprimary.com email account. If you require help accessing your account then please ask at the office. All staff must check their work email regularly.

PeopleHR

All staff have a PeopleHR account where all of their sickness absence and employment records are held. All staff must ensure they have access to this system.

Absence through ill health

Should ill health prevent attendance at school then the following procedure must be followed. Telephone or message the Head of Department by 7.30am to advise them that you are unwell. If the Department Head does not answer or respond then contact Mrs Bingham.

Your non-attendance at work must be received and confirmed by one of these staff members. Staff members should make contact in person unless they have been hospitalised or there is an emergency. (Family members to make contact only in emergency). It is the staff member's responsibility to make sure they have the required numbers. Staff members must phone the school directly by 2.00pm on the day they have been away to let the school know whether they will be returning to work or not the following day and if not, why not.

Staff members who are absent should keep the school informed daily if they continue to be absent unless they have been signed off by a doctor. If absence goes into a fourth working day, you must obtain a self-certification form. Once absence extends to five working days, a fit note from a GP is required. If staff members have had only one or two day absence, they are required to fill in a "Return to Work" form within PeopleHR. Longer absences will require a face to face interview with their Department Head and Mrs Bingham. This is standard absence management practice of Durham County Council.

On the day of return to work, the staff member must request an appointment for this interview with the relevant member of staff. As part of our commitment to staff welfare, we occasionally make home visits to staff who are absent from work (if

appropriate and agreed). Unfortunately, we are not able to do this for all staff however staff are welcome to request visits if they need assistance.

Planned absences from school

Staff are expected to give us as much notice as possible about absences from school. Planned absences include: medical appointments that cannot be made out of school time; courses; meetings at other schools; other special leave. Wherever possible, staff should speak to the Headteacher. Staff can also request a "Leave of Absence" if they wish to have time off for other reasons i.e. weddings etc. Whether staff members are paid for a leave of absence will be decided on a case by case decision by the Headteacher following local authority guidelines.

Appointments

Routine doctors and dentist appointments should not normally be made during school hours unless there is an emergency. For appointments such as hospital appointments, staff members should show the appointment card to the School Business Manager.

Absence for other reasons

The Headteacher can authorise other absences as paid or unpaid depending on the type of absence. This authorisation is discretionary, is likely to be unpaid and is carefully monitored over the year. Such cases might include: personal/family reasons; compassionate leave; attending a wedding of a member of immediate family; attendance at a religious ceremony; graduation. It is essential that staff give us as much notice as possible and try to avoid absence wherever it is not a danger to health.

Staff members are advised that absence is monitored as part of the LA's Attendance Management Framework. Staff members will be asked to discuss absences with the Headteacher or School Business Manager upon their return to work.

Our Lunchtime Timetable

The lunch time rota is as follows:

Wheatley Hill Primary – Lunchtime Procedures

				
11:15 – 11:30	Dinner Hall			
11:30 – 11:45	(Explorers to Allocate Any Additional)			
11:45 – 12:00	School Yard	Dinner Hall		
12:00 – 12:15		(Pioneers to Allocate Any Additional)		School Field (Trailblazers to Allocate)
12:15 – 12:30			Dinner Hall	
12:30 – 12:45			(Pathfinders to Allocate Any Additional)	
12:45 – 13:00			School Field	Dinner Hall
13:00 – 13:15			(Pathfinders to Allocate)	(Trailblazers to Allocate Any Additional)
13:15 – 13:30				
Notes –				
<ul style="list-style-type: none"> • Department Heads to allocate additional support the equivalent of 30mins per day • Support staff to receive 1 HR lunch if covering a PPA session after lunch (Department Heads to look at how to cover and gaps on PPA afternoon) • Days when classes are on Challenge Day then lunch staff will support in other areas. 				

Lunchtime supervisors will support and help in the dining hall during these sittings and will then support children outside with designated zones / areas of responsibility.

Supporting Pupils in the Lunch Hall

Outstanding behavior in the dinner hall is non-negotiable. We have this expectation of children in the classroom and at break times; therefore, the dinner hall is not an exception.

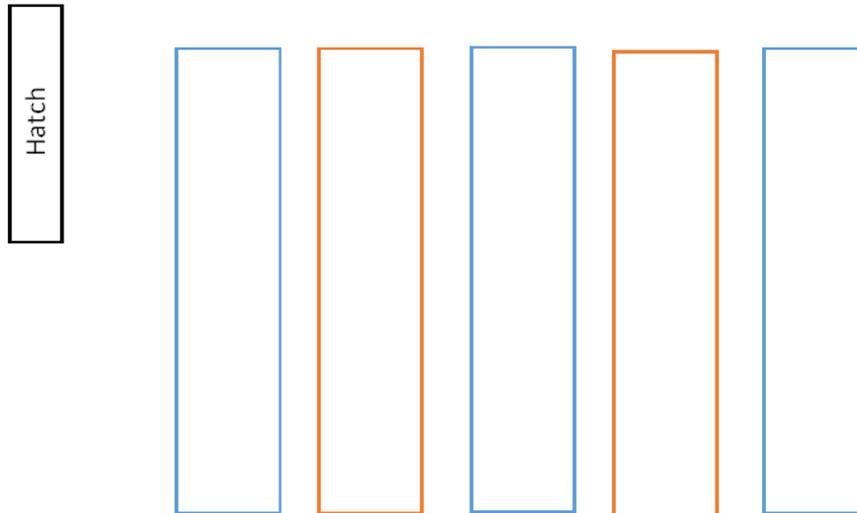
Examples of unacceptable behavior in the dinner hall that must be challenged include:

- Shouting and being generally unruly.
- Wandering around and disturbing others.
- Making an unnecessary mess.
- Not following instructions given by lunchtime members of staff.

The 'Ready to Learn' system will be used and we will maintain excellent behaviour at all times.

Lunch hall set up:

There are 3 classes in the hall, per sitting with 5 tables. The Outer tables (Blue tables in diagram) will be used and set for the children to sit on. The inner tables (Orange tables in diagram) will be clear and unused. The orange tables can be used to sit children on if they need some support, or reflection time:



Prior to the children arriving in the hall:

- Tables should be clear and cleaned with appropriate cleaning products
- Knives and forks to be on the tables for the children
- Water jugs to be filled and on tables
- Cups to be placed on the tables for the children.

As the children enter:

- Children will be lined up with their teacher in the corridor next to the hall. Teachers will ensure that their children are quiet and ready to enter the hall.
- Dinner staff to support the children to enter the dining hall calm and quietly
- Encourage children to sit with their class mates at their allocated table.

Once children are in the hall:

- Once the children are in their seats and settled, staff to send a table at a time up to the hatch for dinner, again modelling how to do so.
- Staff to remind the children that they can quietly talk to the children around them, but not to shout
- Encourage the children on packed lunches to eat their lunch and support where appropriate
- Staff should not all be stood together. Staff need to be actively engaging with the children at different spots around the hall. One member of staff will be allocated to each table to support with filling up water jugs, cutting food if needed, wiping up spillages etc.
- When children are finished eating **ALL** of their dinner, they should be encouraged to scrape their plates at the scraping station at the end of each class of tables
- Staff to take all of the empties, from the scraping stations to the kitchen for kitchen staff to wash.

As the children leave:

- Children will remain in their seats until everyone has finished and cleared their plates. 30mins is ample time for the children to eat and clear away, so as long as they have had a quiet and settled lunch there is no reason why we should be late.
- Children will then be selected by staff, table by table, to line up. The children's teacher or Teaching assistant will be waiting to take the children outside.
- Children should be reminded to leave quietly and in a calm manner.
- The next sitting do not enter until the dining hall is clear and set up for the next sitting – they will wait in the corridor with their teachers.

At the end of all sittings:

- All tables cleaned thoroughly
- All chairs cleaned thoroughly and placed on the tables
- Floor to be swept and collected
- Bins to be emptied
- Staff to collect the box from the staff room and give to the kitchen to wash

Behaviour Support:

At Wheatley Hill Primary we DO NOT have any 'naughty children'. We do, however, have some children who struggle to make the right choice or who need some support with their behaviour. Those children need some support from staff. Staff will not know the background at home for some of our children, nor do they need to know, but it is important that we understand that some of our children may be more challenging than others because of SEND, home life or any other issue. This is why it is important that we support our children appropriately where needed.

If a child is shouting, being silly, getting up and out of their seat when they shouldn't or being rude etc, they may need some extra support and to be reminded of how we behave in the lunch hall:

Do's:

- If a child is being silly upon entry, ask the child to go back and stand with their teacher, who is escorting the children in.
- If a child is wandering around, remind the children, in a kind manner, of where they should be / what they should be doing
- If a child is shouting, ask the child to talk rather than shout
If a child is resisting what you are asking them to do, give the child two choices "A. You need to sit down and eat, or B. You will need to move from your seat to another place. It's your choice. I'll leave you to think about it for a minute" This way the child feels in control and usually will make the right choice. You can then go back and say, "Fantastic, you have made a good choice". If the child is still refusing
- If a child is continuing to misbehave or ignore you, now would be the time to move them onto an empty table between the classes. This **IS NOT** called a naughty table
- If a child is not calm whilst exiting, they can go to the back of the line or wait until end

- Let an adult know who collects the child that they have had a tricky lunchtime or if there is anything that has concerned you. Obviously any safeguarding issue needs to be taken to a Safeguarding lead immediately.
- Ask for support. If you are struggling managing a particular child, don't take this as a negative. Take the time to speak to the class teacher or a member of SLT about how best to support them.

Don't:

- Shout at any child / children
- Call any child names
- Give them a consequence which you cannot fulfil
- Argue with a child
- Be negative
- Talk about a child in front of them

Things to note:

- No tables will be collapsed or chairs put up, until all of the children have left the hall. This includes the nursery table
- It is lovely that you have some of your own children here at Wheatley Hill Primary School, by all means say a quick 'Hello' to them, but please remember that you are at work and have lunchtime jobs to complete.
- Pupils can ask permission from lunchtime staff to use the toilet during lunch. They will be allowed to go to the toilet individually and not with friends as this could be a flash point or lead to poor behaviour incidents in the toilet. Don't let any more children from your table go to the bathroom until the previous pupil has return.

Appendix 1

Job Description

Post Title Supervisory Assistant Grade 1
Responsible to The Head Teacher/Office Manager

To be responsible for the care and supervision of the children before and after meals, covering the full interval between the close of the session preceding the meal and the re-opening of the session after the meal, in accordance with the Council's policies and procedures.

The main duties and responsibilities:

- Supervise the washing of hands of pupils.
- Supervise entry/exit into/from the dining hall by the pupils.
- Assist pupils during the meal service.
- Ensure pupils maintain high standards of behaviour, reporting any cases of misbehaviour, especially bullying, as appropriate.
- Clear up all spillages during mealtime promptly.
- Assist in wiping up tables, chairs when necessary at end of the meal.
- Supervision of children in designated areas ensuring good conduct in behaviour in accordance with the schools behaviour policy.
- Initiate games and activities where appropriate, whilst maintaining broad supervision.
- Supervise children in classrooms during inclement weather.
- Engage pupils in safe, enjoyable, and creative activities.
- Perform basic first aid for minor incidents/accidents.
- Maintain accurate and relevant incident/accident records.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Role requires working with a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
- The Post holder may undertake any other duties that are commensurate with the post and the duties and responsibilities reviewed as necessary