



Dean Bank Primary and Nursery School

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Dean Bank Primary and Nursery School

Lunchtime Policy

Headteacher: Mr C Brown
Chair of Governors: Mr J Davison

Date: April 2026
Date for Review: April 2027



Lunchtime Policy



The school has responsibility for the provision of school meals and the supervision of the pupils at lunchtimes.

Chartwells are responsible for supplying the school meals and nutritional standards. The school has previously achieved Healthy Schools' status and actively encourages healthy nutritional content of packed lunches.

The lunch break is from 11.45 am to 1.00pm

Year Group	From	To
Nursery / Reception	11:45am	12:30pm
Year 1, 2 and 3	12:00pm	12:45pm
Year 4, 5 and 6	12:15pm	1:00pm

AIMS

- To provide the children with a positive dining experience
- To ensure the lunch time runs smoothly for all members of the school team
- To develop social skills
- To encourage healthy eating in line with Healthy School's guidelines
- To provide a period of exercise and relaxation in preparation for the afternoon session

Children eat their lunch in the dining room whether having a school provided lunch or bringing a packed lunch from home.

The Head teacher is obliged to ensure there are satisfactory levels of supervision throughout the lunch break. Midday Supervisors have a very important role within the school and the contribution they make to the management of the school, and the care and welfare of the children, is valued very highly.

The Role of the Midday Supervisors

- To supervise pupils on the school site, overseeing their care and welfare during the lunch break, in the playground and dining areas.
- To encourage healthy eating and the development of social skills
- To be aware of the individual needs of pupils.
- To be aware of the emergency procedures.
- To deal with minor accidents and incidents.
- To oversee activities for pupils during wet lunch breaks.
- To report to the Head teacher or Teacher in Charge on issues, concerns and procedures.
- To keep records of incidents and accidents.
- To undertake training as required.

General Organisation:

Midday Supervisors and support staff work as a team, communicating via walkie-talkies to ensure the yard and dinner hall are appropriately staffed and supervised. They also engage with children throughout dinner to reward, encourage and model appropriate behaviour, social skills and games. However, each has a specific role to play within the general organisation and has a schedule to follow that may include:

- Getting out equipment and setting up the yard
 - Supporting in the dinner hall
 - Supporting in the EYFS
 - Supporting on the main yard
 - Tidying away equipment
- Updating school systems to record first aid and other appropriate incidents

First Aid Bags are to be carried by all staff and paperwork completed before leaving school by the supervisor giving treatment.

At The End of the Morning Session

Teachers lead the children to the dinner hall in their appropriate line or outside depending on the rota.

Children from EYFS eat near their door and the rest of the children eat in the main dining room. Children select own places in the dining room.

Children Having School Lunch

Children are able to pre-order their lunch to ensure their dinners are enjoyable and support in reducing waste and ensuring they have an appropriate diet.

Children Having Packed Lunch

- The children set out their lunch and are encouraged to develop a sensible order of eating i.e. sandwiches first.
- All items of litter are kept in their lunch boxes
- Staff need to check packed lunches to ensure the children have eaten sufficient amount. Not everything has to be eaten as some packed lunches have more than enough in. If dinner staff feel any child has not eaten enough they need to inform the class teacher so they can inform the parents.
- Parents are regularly supplied with a packed lunch policy and food is monitored to ensure a healthy diet has been given.

When Children Have Finished Their Lunch

- School dinner children empty any uneaten food into the bin, reporting any spillage and being supported by the dining room staff.
- They stack trays ready for washing.
- Packed lunch replace their bags on the trolley or put them back in their bag.

When Children Are In the Playground

- Appropriate outdoor clothing is worn. The requirement to wear a jumper and or coat is at the discretion of the teacher/mid-day supervisor on duty. (sun cream/hats in the summer etc as applicable)
- The playground equipment container is opened by the midday supervisor and equipment is set-up on the yard prior to the children arriving. Supervisors ensure it is tidy before it is locked at the end of lunch.
- Supervisors must ensure the yard is monitored appropriately and engage the children in play.
- Any minor injuries or incidents needs to be recorded, the relevant forms completed the relevant staff members informed.

Wet Lunchtimes

- The children have activities such as colouring, DVD's and a selection of games to play.

Start of Afternoon Session

- At 12:45pm (year 1, 2 and 3) and 1.00 pm (year 4, 5, and 6) the whistle is blown and the children line up in year groups. Teachers collect the children from the playground. The handover takes places and any incidents are reported to the class teacher at the time. Any accidents or minor injuries are recorded in the class

accident book and the teacher informed to ensure appropriate procedures are followed.

General Duties:

Midday Supervisors are responsible for

- Supervising children eating their lunch, dining hall, playground or classroom.
- A class/group of children during lunchbreak when wet.
- Managing the children's behaviour, including orderly queuing.
- Monitoring the playground, cloakrooms and classrooms to make sure that children are not in areas they should not be, e.g.: toilet blocks.
- Making sure all the children follow the community rules.
- Dealing with children who break the rules in line with the Behaviour Policy procedures.
- Dealing with accidents
- Ensuring classrooms and/or dining room are cleared up after use.
- Taking a first Aid kit onto the playground and dealing with minor injuries outside as trained.
- Assisting younger children with their meals as necessary.
- Ensuring all playground equipment has been put away neatly.
- Ensure all children have collected their belonging from the playground such as coats and hats.

Guidelines:

General Advice for Midday Supervisors

- Involve children in specific play and supervising a set zone of play.
- Make sure that you monitor all areas of the yard to ensure that positive behaviour is promoted and any incidents are prevented or addressed promptly.
- Follow the School Disciplinary procedures, sanctions and rewards.
- Follow guidance within school behaviour policy

Should A Major Accident Occur:

- Refer First Aid issues to Miss Carpenters for advice.
- Record on CPOMs following the first-aid format
- If a child bumps their head, the class teacher must be informed and a "Bump head" message sent to parents.

Disclosure:

- Should a child confide in you that they have been abused or you see what you consider as non-accidental injuries, you must inform the child that you have a duty to report it to the teacher responsible for Child Protection/DSL who will set the Child Protection Procedures in motion.

Treatment of Children/Presentation:

- When involved with playground games always be aware of the whole area of play around you.
- Avoid questions that could be interpreted as “prying” into family matters.
- Pass all lunchtime issues to appropriate staff, not directly to parents.
- Treat all children fairly and equally, regardless of prior knowledge or behaviour.
- Be aware of personal space and intimidating behaviour. Midday Supervisors are allowed to intervene in extreme circumstances to restrain or control a child if endangering others. This should not be attempted if the Midday Supervisor has not been trained in the correct response when response from trained personnel should be sought.

Support for Lunchbreak Supervisors:

In order for Midday Supervisors to fulfil their role we recognise that they need to be valued, respected and well managed and that their professional development needs are catered for.

Children must also be aware that Midday Supervisors have the same level of authority at lunchtime as teachers and should be shown the same respect.

Documentation:

Safeguarding Children Policy:

Health & Safety Policy
Staff Handbook
Behaviour Policy
Child Protection Policy

Equal Opportunities Policy

Signed (Chair of Governors)

Date:

Review date: April 2027