



Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning.
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals
- To stimulate generous service of others

Break and Lunchtime Supervision Policy

The Senior Management Team are responsible for timetabling and providing adequate supervision of the children during Break and Lunchtimes.

Lower School

General Organisation

A member of staff is rotated for each day and provides support for the playground and lunchtime supervisors. They administer First Aid, either fill in an accident form or record minor injuries in the Accident Book. They deal with behaviour problems.

The playground and lunchtime supervisors are responsible for the care, welfare and supervision of the children during the morning and lunchtime breaks.

Break Time: Year R to 4 go onto the Lower School Playground with 2 LSAs supervising.

Year 5 and 6 play on the area between the Senior and Middle School or in the cloisters, with a supervisor. When she is not present they join Year R to 4 on the playground.

The children are allowed fruit or vegetables for tuck.

At Lunch Time classes are staggered for lunch and staff supervise, assisted by the lunchtime supervisors.

See table below:

After lunch:

FINE WEATHER

- ⤴ After lunch children go to get coats and may gather in Activity Room with a video until majority of pupils have arrived
- ⤴ Children to go outside
- ⤴ Check for stragglers
- ⤴ Use Jungle Climber if timetabled - adequately supervised
- ⤴ In Summer the field may be used for all
- ⤴ If there is adequate supervision the boys may play football on the field or court
- ⤴ 1.15 tidy playground assisted by Leaders
- ⤴ 1.20 children to quietly line up and come in
- ⤴ Yrs 3,4,5,6 to classroom
- ⤴ Yrs R,1,2 to Activity Room
- ⤴ Give milk to those who have it
- ⤴ By 1.30 Registration

WET WEATHER

- ⤴ After lunch children go to get coats and may gather in Activity Room with a video until majority of pupils have arrived.
- ⤴ If it is free, children go to Sports Hall to play until Seniors arrive (approx 1.00)
- ⤴ Yrs 3,4,5,6 got to classrooms to play
- ⤴ Yrs R,1,2 to Activity Room to play
- ⤴ At 1.20 the rooms must be tidied
- ⤴ Give milk to those who have it
- ⤴ By 1.30 Registration

Outside:

If a child needs the toilet they must ask first and younger ones should be accompanied in by an older child.

If a child has bumped their head or needs minor First Aid then they should be sent in to the LS staffroom, accompanied by an older child, to the member of staff on duty.

In the event of a serious incident or accident an older child should be sent to fetch the member of staff.

Supervisors should not leave the playground.

All bumps, accidents, incidents (including bad behaviour) should be reported to the staff on duty and, if necessary, an incident form filled in.

All equipment, toys etc. must be tidied away, both on the playground and in classrooms and Activity room. Year 6 leaders should assist with this. They lead the younger children in at the end of play.

<u>JUNGLE</u>	<u>CLIMBER</u>	<u>ROTA</u>
Yrs 1, 2, 3, 4	12.20 - 12.40	Monday, Wednesday
Yrs 5, 6	12.30 - 12.50	Tuesday, Thursday, Friday
Yrs 7, 8	12.40 - 1.20	Monday, Wednesday
Yrs 9, 10, 11	12.50 - 1.20	Tuesday, Thursday, Friday

Lunchtime supervisors may use discretion to adjust times on a daily basis, if necessary.

Sensible shoes or trainers and joggers to be worn.

It is not to be used if it is wet and slippery.

No pushing, shoving or horse-play allowed. (If continued child banned for a week.)

Tyre chippings to be kept in area.

Groups of children may be allocated to remove leaves.

Senior School

General Organisation

A member of staff is rotated for each break and lunch session. They patrol the buildings and site, they administer First Aid, either fill in an accident form or record minor injuries in the Accident Book. They deal with behaviour problems.

At lunchtime they are supported by a playground supervisor.

Safeguarding issues and general advice

Supervisors must:

- ^ always be aware of the children's safety and their own!
- ^ not lift or swing the children - or allow others to do so
- ^ allow children to get up on their own if they fall – and not lift them
- ^ not have mobile phones switched on when supervising the children
- ^ watch exits and ensure that gates are closed
- ^ closely supervise climbing apparatus
- ^ move around, be vigilant and pro-active with the children.
- ^ encourage children to socialise with peers and discourage “clingers-on”
- ^ if necessary, initiate games and include those who have difficulties
- ^ be aware of bullying and also of Child Protection procedures
- ^ try and defuse potential trouble - the benches in the quiet area can be used for “time out”
- ^ expect children to be polite and responsive (treat others as we would be expected to be treated ourselves).
The children are taught that supervisors have the same authority as teachers and should be shown the same respect
- ^ avoid confrontation – always treat the children with respect and have the expectation of being respected.
Remind children how they should behave.
- ^ never strike a child or make degrading comments about them
- ^ encourage the use of the Friendship bench
- ^ make sure all children are treated equally and fairly
- ^ ensure that children are not lingering in the corridors or classrooms (particularly Year 5 and 6)
- ^ be informed by the children going to lunchtime clubs / activities
- ^ not leave children unsupervised in classrooms
Classrooms: Yrs 5-6 At least one supervisor
 Yrs 3-4 One supervisor with door open between rooms
Activity Room: Yrs R-2 One supervisor
- ^ be aware of broken or unsafe equipment and remove it or report to Staff
- ^ once a week, check equipment and note concerns / breakages in caretakers book in the office
- ^ ensure all areas are tidied at the end of play
- ^ report any concerns to the staff on duty or head of Lower School
- ^ be aware that all matters relating to the school, children and staff are confidential. Issues must not be passed directly to the parents
- ^ undertake training as required
- ^ be familiar with: the Code of Conduct,
 the Child Protection policy
 the Break and Lunchtime Supervision policy
 the Behaviour and Discipline Policy

Prepared Oct 2011 SG / review 2013