



Guyhirn Church of England Primary School & Pre-school

Member of the Diocese of Ely Multi Academy Trust

This policy was ratified on:	20 th March 2019
Reviewed:	January 2020, updated January 2021, July 2021, June 2022, June 2023, September 2024 June 2025
To be reviewed:	June 2026

Break Time & Lunch Time Policy

Our Vision

Agape – To live, to learn, to love together

Through our Christian values we aim to inspire all of our school community to show equality and tolerance to all in a safe, challenging environment.

Developing resilient, aspirational and compassionate individuals who are enthused by all faiths and lifestyles showing faith and belief in one another.

“Live in agreement with one another. Do not be proud but ready to mix with everyone. Do not think yourself better than others.” - Romans 12:16

“An intelligent heart acquires knowledge, and the ear of the wise seeks it out.” - Proverbs 18:15

“Love the Lord your God, and love your neighbour as yourselves.” - Matthew 22:37

Our Values

We are a small, family centered Church of England Primary School that is committed to promoting our Christian values of Thankfulness, Compassion, Creativity, Peace, Hope, Endurance, Forgiveness, Tolerance, Kindness, Respect, Trust and Friendship each linked with the core value of Love.

We are determined to create an inclusive culture of learning where everyone will be challenged in their thinking, to succeed to the best of their abilities and strive to become lifelong learners.

We will empower our children to become respected citizens to enable them to make valuable contributions locally, globally and to contribute to our world's sustainable future.

INTRODUCTION

Every child has the right to enjoy a positive break time and lunch time experience. Guyhirn Church of England Primary School & Pre-School is committed to providing a safe break time and lunch time environment for all pupils. We believe that break times and lunch times contribute to children's social, physical and emotional well-being, as well as provide times for fun and interaction in an unstructured way. We believe the supervision of children is an active occupation. We expect children to be polite and courteous to other children and all school staff. Likewise we expect all staff to treat children and other adults with courtesy and respect at all times.

1. AIMS OF LUNCH TIME / BREAK TIME

- 1.1 Eat a healthy balanced lunch or snack at break time
- 1.2 Have a break from structured routines and adult led activities
- 1.3 Go to the toilet
- 1.4 Take exercise to improve health and fitness
- 1.5 Develop new skills, find new challenges and take risks
- 1.6 Develop friendships
- 1.7 Talk to staff members in a more informal situation
- 1.8 Choose to be alone or part of a group
- 1.9 Take responsibility for own actions
- 1.10 Learn to play together
- 1.11 Explore the world in which we live.

Children will be expected to and encouraged to play outside as much as possible. They will only be kept indoors if it is unsafe to go outside or if the weather does not allow it. While the Head teacher has overall responsibility for deciding whether it is indoor/outdoor play, the teachers and midday supervisors may decide upon the best course of action, depending on the playground conditions at the time.

2. ORGANISATION

- 2.1 All children access the playground together at break time and during lunch time this is staggered with only two classes being on the playground at once.
- 2.2 During break time, teachers and teaching assistants are on duty. During lunch time Midday Supervisors (MDSs) are responsible for supporting and encouraging children in the playground.

3. GENERAL SUPERVISION AT LUNCH TIME

This will be undertaken by the midday supervisory staff under the direction of the Senior Leadership Team (SLT). Adequate supervision will be present at all times; children should never be on the playground, in the dining room or in the classroom unsupervised.

All Lunch time / Break time staff will:

- 3.1 Manage behaviour in line with the school's Positive Behaviour Policy.
- 3.2 Report safeguarding concerns in line with school policy.

- 3.3 If training has been provided, administering emergency first aid cover across the duty period.
- 3.4 Completing clerical duties linked to the post: accident reports on SmartLog, behaviour tracking etc.
- 3.5 All staff have responsibility to ensure the health and safety of all pupils in their charge. This policy should be read in the context of the Code of Conduct for Employees and the school's Health and Safety Policy.

4. Midday Supervisors (MDS)

- 4.1 Monitor lunch time supervision to ensure children have a high quality lunch time experience and are kept safe at all times.
- 4.2 Check weather conditions/safety of playground to decide if lunch time play is indoors or outdoors.
- 4.3 Co-ordinate activities and resources appropriately.
- 4.4 Set up the outdoor first aid station with relevant first aid equipment in a cool bag, the accident book and ice packs.
- 4.5 Ring the bell at the end of each lunch time and supervise the children going back into the classroom.
- 4.6 Ensure appropriate behaviour is maintained in line with the school's Positive Behaviour Policy.
- 4.7 Reporting safeguarding concerns in line with school policy.
- 4.8 Administer first aid as appropriate and inform the relevant families via SmartLog.
- 4.9 Conduct themselves safely and appropriately on the playground and in the lunch hall.
- 4.10 Ensure the safety of pupils at all times and intervene when necessary in games/ activities which are not safe.
- 4.11 Listen to the children and promote positive play with their peers.
- 4.12 Supervise areas of the playground
- 4.13 Report to the SLT if a query arises regarding your role or responsibility.

5. Dining Hall Supervision

- 5.1 Have high expectations of behaviour.
- 5.2 The relevant member of staff should notify the Midday supervisors of extra-curricular activities or trips.
- 5.3 Ensure children are lined up sensibly and supervised while queuing at the hatch.
- 5.4 Ensure children maintain good table manners and positive relationships while eating. Children should avoid wandering around.
- 5.5 Ensure children ask to leave the table politely.
- 5.6 Maintain reasonable levels of noise and encourage quiet voices.
- 5.7 Encourage children to eat all of their lunch and hydrate themselves adequately.
- 5.8 Ensure children leave tables tidy and clear their plates appropriately.
- 5.9 Ensure the cleanliness of the dining room furniture at all times.
- 5.10 Deal with accidents/incidents and ensure hazards from breakages/spillages are dealt with immediately using the hazard warning signs in the first instance.

6. Playground Supervision

- 6.1 Ensure the safety of all children at all times and be aware of the whole playground.
- 6.2 Have high expectations of behaviour and positive play.
- 6.3 Report any concerns regarding behaviour to the SLT and record on Bromcom (the management information system). NB Safeguarding concerns should be reported on CPOMS.
- 6.4 Monitor vulnerable children; encourage involvement and suggest games.
- 6.5 Mediate and discuss disagreements before they escalate.
- 6.6 Promote positive play – suggest games and alternatives to 'rough' play.
- 6.7 Monitor new children and ensure they have a buddy.
- 6.8 Report any breakages, unsafe equipment or unsafe areas to the SLT.
- 6.9 Monitor the use of the toilets.
- 6.10 Direct and support prefects/ Playground squad in their role.

7. Indoor Supervision

- 7.1 Each MDS will be responsible for a specific class
- 7.2 Teachers will remain with the class until the MDS arrives.
- 7.3 The MDS will liaise with the Senior Leadership Team to determine indoor or outdoor play
- 7.4 The MDS should ensure classes are appropriately occupied with appropriate material. The class teacher will highlight which resources or activities are available.
- 7.5 Laptops and iPads must not be used at lunch times.
- 7.6 Activities involving scissors must be supervised.
- 7.7 Running and chasing games are not allowed.

8. PROMOTING POSITIVE BEHAVIOUR (ref Positive Behaviour Policy)

- 8.1 Promote Positive behaviour.
- 8.2 Be a good role model: - Stay Calm - Use a controlled, calm and confident voice. Speak quietly and deliberately - Give praise where it is due - Ensure warnings are clear - Avoid threatening, instead remind children of the rules and consequences - Sanctions must never be corporal. They must be fair and consistently applied - Where a child persistently makes a poor behaviour choice, use the Behaviour Policy and report to your line manager
- 8.3 Have high expectations of behaviour and positive play: REWARDS - Verbal Praise - Visual Praise - Distribute house points and stickers - Role modelling – encouraging children to tell good tales -.
- 8.4 Have high expectations of behaviour and positive play: SANCTIONS - Verbal Warnings – Restorative/ CCTT (Cambridge Critical Therapeutic Thinking) approach
- 8.5 Report and record incidents as appropriate: - Report unsafe or unacceptable behaviour to the Class teacher and record on Bromcom.
- 8.6 Incidents where children need time for reflection. Children can be removed from the playground and taken to the library where they must be supervised by a member of staff where an investigation can take place.

9. FIRST AID PROCEDURES:

- 9.1 If a child is hurt or unwell at lunchtime, he/she should report to a MDS.
- 9.2 MDSs, who have First Aid training should respond to the child's needs as appropriate.
- 9.3 Those who are not trained should seek a member of the lunchtime team who is trained.
- 9.4 Where possible, First Aid should be provided at the First Aid Station on the playground and reported on SmartLog. If further attention is needed the MDS should take the child to the library and liaise with the school office regarding a phone call home if appropriate.
- 9.5 The class teacher should be informed of any injuries, A red band (head injury) or a yellow band for first aid treatment is placed on the child's wrist as a visual reminder for parents.
- 9.6 In the case of an emergency, an ambulance should be called and member of SLT must be notified.

10. SAFEGUARDING: (Ref: Safeguarding Policy, Health and Safety, Code of Conduct)

- 10.1 All staff should complete the Child Protection Safeguarding Training on appointment at the school and at regular intervals after this.
- 10.2 All safeguarding referrals should be completed on CPOMs and assigned to the designated officer straight away. In the absence of the designated officer, a member of SLT should be informed.
- 10.3 Midday Supervisors must ensure the safety of pupils at all times and intervene when necessary in games/activities/behaviour which are not safe.

Amended and ratified by the LGB on 15.07.2025