

# Midday Supervisors Handbook



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All Midday Supervisors assist school staff to;

- Provide a **caring, happy and secure environment** in which our children are happy, valued and safe
- Develop lively and enquiring minds through a **well planned, broad, balanced and challenging curriculum** for all our children
- **Encourage children to work together** and to become self-confident, responsible and independent young people
- **Help children to be responsible** for their actions and behaviour and to be sensitive to the needs of others
- **Encourage respect** for religious and moral values and to be tolerant to the views of other religions, races and cultures
- Encourage children to value and to **be proud of their school** environment and to take care of it
- Ensure that all staff and children have appropriate access to **effective communication** and decision making systems
- **Share the values and achievements of the school** with the children, parents, staff, governors and the wider community

## Safety Points

Move around to spot potential accidents/incidents

Remind older children that they are behaviour role models for the younger children

Ensure children remember:

No football on non-football days

Safety on the adventure playground when damp

No games involving guns (pretend or otherwise)

To use kind hands and feet

Not to lift or carry younger children

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## **On the playground please:**

...make sure that children are **appropriately dressed** for the weather conditions (including suitable footwear).

...be aware of, and explain when necessary, expectations for **safe playground play**.

...monitor **entrances/exits to school premises** (ensure that children do not enter the school building without permission).

...**be aware of any visitors** to the site and report any concerns to the senior supervisor. Anyone staff do not recognise should be challenged and, if necessary, referred to the senior supervisor.

...follow the **First Aid, Health and Safety** and **Fire Evacuation** procedures.

...engage in conversations with the children and, where possible, **organise play activities**.

...when involved with playground games always **be aware of the whole area of play** around you.

...ensure that all **lunchtime issues are communicated with the senior supervisor**, not directly to parents.

...**treat all children fairly and equally**, regardless of prior knowledge or behaviour.

...engage in eye contact with the children, **drop down to younger children's height**, remember to reward pupils verbally and with house points.

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## **Wet Lunchtimes**

Although some tasks will obviously remain as before any staff outside will be allotted classrooms to supervise. The Midday Supervisors timetable will display these allocations.

There are wet playtime boxes in all the classrooms, which contain a variety of board games, and construction toys.

Please encourage and remind children of good behaviour.

The senior supervisor will be patrolling and will deal with any problems as they arise.

Children must ask for permission to leave the room to go to the toilet visits (individually only)

Computer and scissor use is not allowed

Please wait with the children until school staff return at the end of the lunch period.

## **Fire Drill**

From the hall – children exit through the fire doors to line up in classes by the edge of the field and playground.

Children wait until registers are called and all children are safely accounted for.

Adults will be checked off using the signing in folder.

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## Letting Dinners in

Collect the lists from the dining hall and tick off school meal (SM) children as they enter

Use your whistle and class name cards to call children in for lunch

Remind children to **wash their hands**

**Coats** to be placed on the backs of chairs please

Expect and reward **quiet and orderly walking through school to and from the dining hall, politeness and good table manners**

Look out for birthday lunches

Let the hall supervisor and cook know when all the children are in

## In the Dining Room please encourage:

...healthy eating and where necessary, **assisting with cutting** food, pouring of water, opening packets etc.

...all pupils to eat their lunch and be aware of and **report any pupils causing concern over their food consumption to the senior supervisor.**

...good behavior from the children reporting any concerns to the senior supervisor e.g. good manners, eating up, clearing away, lining up etc.

...**Y6 buddies** to encourage children to **clear and stack** their plates, **open packaging** and **stack chairs** when tables are empty.

**Please interact with the pupils as they walk around the dining hall, offering support where necessary**

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## **General advice for Midday Supervisors**

Do not stay in one place for any length of time unless you are involved in specific play duties or supervising a set zone of play.

Follow the School behavior procedures and rewards.

We encourage all members of our community to express their feelings - positive or negative - so that we become more aware of the impact of our actions. We use 'affective statements' which might include:

"I felt really proud of you when you helped your friend ."

"You looked really happy when you took turns in that game. "

"When you dropped that rubbish on the floor, it made me feel disappointed."

"I feel disappointed that you ignored me."

When faced with a problem or upset, we help to resolve it using restorative questions:

"What happened?"

"What were you thinking at the time it happened?"

"What do you think now?"

"Who has been affected by this and how?"

"What needs to happen to put this right?"

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If a child is unsafe, causing harm to others or is rude to a staff member work through the following procedure:

- ❖ Using a calm voice, ask the child to make the right choices about their behaviour.
- ❖ Offer other choice options.
- ❖ Offered the child 'Time Out' in the library.
- ❖ If the behaviour persists ask another member of staff to contact the deputy or head teacher and record the incident in the behaviour log in the school office.
- ❖ The senior supervisor will inform the class teacher at the end of lunchtime of any serious incidents.
- ❖ Let the senior supervisor know any positive comments about children who are showing good or improving behavior.

## **Should an accident occur:**

- Escort the child to the First Aider on duty for advice.
- Describe the incident to the first aider who will record this in the Accident log.
- If a child bumps their head, the class teacher must be informed via the "first aid slip" to be handed to the senior supervisor who will take these to class teachers.

## **Disclosure:**


Should a child confide in you that they are at risk or you see what you consider as non-accidental injuries, you must inform the child that you may have to speak to another adult who can help. Log your concern on the yellow logging form in the staffroom and hand this to the school Designated Person, (the Deputy or Headteacher).

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## Restorative questioning reminder cards:


**When someone has been harmed...**

- What did you think when you realized what had happened?
- How has this affected you?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right?



**When things go wrong...**

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you need to do to make things right?



As a Midday Supervisors you work alongside school staff as valued members of our team. There is a commitment to ensure that you are given the necessary information and training to fulfill your role with confidence. You should all take part in staff induction, receive training, a Midday Supervisor Handbook and attend regular meetings. Your responsibilities are detailed in the attached Job Description sheet.

**As part of the school staff you are welcomed to join all social events both in and outside school hours.**