

Midday Lunch and Play & Dining Room Supervisors Roles and Responsibilities

Overview of the Role

The main areas of work responsibility will be the dining areas and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed at all times in school and it is important that this should be maintained throughout the dinner period.

However lunchtime is also a time for developing social skills therefore children should be encouraged to chat (not shout) whilst eating and the dining experience should be a pleasant one for all concerned.

The Midday Supervisor should act as a responsible caring adult with the health, safety and welfare of the children always in mind.

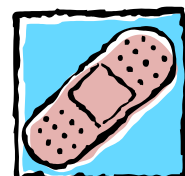
The Midday Supervisor must be aware of how to get access to the first aid equipment and to the telephone, and of the fire evacuation procedures in the event of it not being possible to contact the responsible member of the Senior Leadership Team (SLT) or Headteacher.

Each Midday Supervisor will be allocated areas and children for whom they will be responsible for each day though this may vary. You must be mindful of any instruction from the senior MDSA or any senior member of staff relevant to your role.

First Aid

The MDSA should provide comfort and immediate care in the case of minor accidents and must ensure all incidents/accidents are recorded in the accident book.

- If a child has an injury that is more than minor (potential fracture, deep wound, possible concussion, a senior first aider should be called – (this is for significant injuries or concerns).
- Illness – if a child complains of feeling unwell during Lunchtime please report this to the class teacher or class TA following lunch, children often say they have been sick in the toilet but this is often not the case, the class teacher will know how the child has been during the morning and is the only person with the authority to send a child home ill.
- Children who have vomited must not be left alone.



While Children are eating



Ensure an orderly wait at the severy and be on time!
Move around amongst the children within the dining area maintaining a positive attitude towards eating and socialising and encouraging children to try new foods and eat up.

- See that the overall arrangements for children to dine promotes an orderly and pleasant meals service.
- Assist younger children with cutting their food and for all children make sure that they have water available to drink at the table.
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan, and brush is readily accessible.
- Ensure acceptable standards of behaviour are maintained but always bearing in mind that the children will talk and be active during their break times.

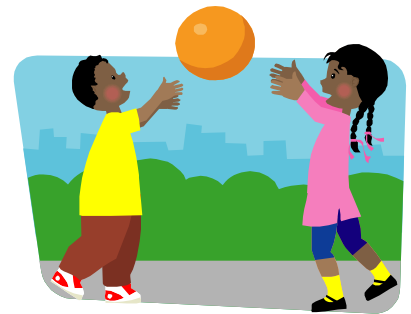
During outdoor playtime

Once lunch has been eaten engage with the children in activities outside which promote healthy and active lifestyles.

Enjoy their company!

Regularly rotate activities on offer to the children.

- Promote the inclusion of all pupils and encourage reluctant or shy children to participate.
- Be mindful of games and fun getting out of hand (rough play is NOT allowed).
- Watch children at all times and ensure you and other MDSAs are spread out on the playground.
- Encourage children to play regulated games, there is lots of play items in the shed for them to use. There is a rota for the playground equipment.
- Keep an eye on groups of children especially if they are in a far corner or appear to be trying to be out of sight.
- Step in quickly if an argument starts before there is a chance for escalation.
- Call for help if needed.
- Play equipment should be treated with respect and used appropriately (eg skipping ropes only for skipping)!
- Do not use play equipment if it is wet and slippery.



During wet playtime

Children will stay in class and play games if it is too wet to take them outside. Chatter and socialising is acceptable and should be expected.



At the end of lunchtime

Take pupils back to the class and pass them to a responsible member of teaching staff.

Dining Room Staff

Ensure you follow the schools Health and Hygiene procedures at all times and wear appropriate uniform as supplied.



Keep the dining room clean and clear of spills.
Encourage children to bring their dishes back for clearing.
Support the MDSAs during mealtimes.

Ensure water is available at all times.

All staff at all times

Understand and comply with the School's Health and Safety policy ensuring the health, safety and welfare of pupils is maintained at all times.

Understand and comply with the School's Child Protection policy and who you should report concerns to.

Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.

Take the role seriously, that you only work for a short period each day does not mean that it is any less important a post than any other role in school.

Do not discuss or disclose any information you hear or read at school out of school.

Finally

Working with children can be challenging and emotionally exhausting but it can also be great fun, worthwhile and very rewarding. Get to know the children in your care, respect them and treat them fairly and you will be given this in return.