

**Cockton Hill Infants' School**  
**Lunchtime Supervision Policy**



**Headteacher: Tom Cuthbertson**

**Chair of Governors: Bob Woods**

	<b>Date</b>	<b>Name</b>	<b>Position</b>
<b>Written By</b>		Tom Cuthbertson	Head Teacher
<b>Reviewed</b>	23/6/2026	Tom Cuthbertson	Head Teacher
<b>Equality Reviewed</b>	23/6/2026	Bob Woods	Chair of Governors
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## **General Statement**

The school recognises lunchtime is a very important part of the day for the children. It is a part of the day that the children need to let off steam and mix with their friends. The schools' Lunchtime supervisors are engaged to ensure they do this in an appropriate manner. All supervisors play a valuable role within the school and children will follow their examples. It is of paramount importance therefore that they set a good example to the children. Good manners and other social skills will be picked up by the children so a cheery, patient, kind and considerate disposition is helpful whilst working alongside the children and other members of their team. A bright, positive approach will gain respect from all! This is also a big part of our school ethos – we are a nurturing school where positive reinforcement will always be our primary method of behaviour management.

## **Employees' Duties**

Lunchtime Supervisors, under the direction of the Head Teacher, are responsible for the welfare, safety and behaviour of all children on the school premises at lunchtime. This includes maintaining statutory staff-to-child supervision ratios for EYFS pupils (Nursery and Reception) across both the dining hall and playground settings.

The Head Teacher must be informed primarily of any absence of Lunchtime Supervisors in order to obtain supply cover. All Lunchtime Supervisors have details of children with medical conditions and must review the medical and allergy photo-identification matrices before each shift.

## **Communication**

This procedure will be part of the school's induction process for all staff. Lunchtime Supervisors are a necessary and valued part of the whole school team. Advice and/or support from the teaching staff/Deputy/Headteacher is an important part of a successful and smooth running lunchtime.

## **Procedures**

Children will not leave the premises unless they are collected by an adult; in which case the class teacher will have informed the Senior Lunchtime Supervisor. If a child is ill during the lunch break, the Senior Lunchtime Supervisor will notify the school office.

The Lunchtime Supervisors:

- Have responsibility for the conduct of the children during lunchtime.
- Will pass on any relevant information to a member of teaching staff/Headteacher.
- Will be given any relevant information for the day.

## **First Aid**

Please refer to the First Aid Procedure. *All lunchtime supervisors must be fully trained to recognise the early symptoms of an allergic reaction and anaphylaxis, and must know the exact location of emergency Adrenaline Auto-Injectors (AAs) for children with prescribed medical plans.*

## **Dining Hall Supervision**

- **Hygiene First:** All children should use the toilet and wash their hands before entering the dining hall.
- **Calm Transitions:** Children are expected to enter and leave the dining hall quietly and in an orderly manner. Supervisors should gently remind those who forget and positively reinforce good behaviour.
- **Seating and Serving:**
  - Children with packed lunches will be directed to appropriate tables.
  - Children having school meals will line up quietly, collect their trays, receive their meals, pick up cutlery and a beaker, and be seated promptly.
- **Support During Meals:** Children needing assistance with their meals should ask a Lunchtime Supervisor politely. Supervisors will provide help while encouraging a calm atmosphere and promoting good table manners. If a child is not following expectations, they should be reminded respectfully.
- **Choking Prevention (EYFS & KS1):** Supervisors must actively monitor children while they eat. Staff must ensure that high-risk foods, such as whole grapes, cherry tomatoes, sausages, or large pieces of meat/fruit, are cut up into small, manageable pieces (and sliced lengthwise for spherical items) to eliminate choking hazards before the child consumes them.
- **Strict No Food Sharing Rule:** To prevent accidental exposure to life-threatening allergens, supervisors must strictly enforce a zero-tolerance rule for the sharing, swapping, or trading of any food items, snacks, treats, or utensils between pupils.
- **Clean and Safe Environment:** Any spills, breakages, or incidents (e.g., sickness or dropped food) must be addressed immediately to maintain a safe and hygienic space.  
**Allergen Cross-Contamination Control:** To stop the invisible spread of food allergens between surfaces, tables must be cleaned using disposable sanitizing wipes or dedicated, color-coded cloths. A cloth used on a general table must never be reused on an allergen-safe seating area.
- **Supervision at All Times:** No child should be left alone in the dining hall to finish their lunch.
- **Emergency Allergic Reaction Protocol:** If a pupil shows signs of an allergic reaction (such as swelling of the face/lips, hives, coughing, wheezing, or difficulty breathing), a supervisor must remain with the child, immediately use their walkie-talkie to summon a Designated First Aider, and secure the child's prescribed Adrenaline Auto-Injector (AAI). The child must not be moved.

## Wet Playtime Procedures

- **Decision and Communication:** A decision regarding wet play will be made in advance, and all staff and children will be informed.
- **Indoor Supervision:** After lunch, children will be directed to their classrooms or designated indoor areas by Lunchtime Supervisors.
- **Safety Indoors:** Running indoors is not permitted. Children should remain in classrooms and avoid cloakrooms or toilet areas unless necessary.
- **Approved Activities:** Teachers will inform both children and Supervisors of suitable indoor activities (e.g., drawing, reading, building, quizzes).
- **Communication Tools:** Supervisors should carry and use walkie-talkies to maintain effective communication.

## Playground Supervision

- **Active Supervision:** Supervisors should remain alert and vigilant, continuously scanning the playground and moving around to monitor all areas.
- **Child Safety:** The safety of all children is the top priority at all times.
- **Toilet Requests:** Children must ask permission to use the toilet during playtime. A Supervisor will direct them appropriately.

- **Permission to Leave:** Children must always seek permission before leaving the playground for any reason.
- **Behaviour Management:** Refer to the school's Behaviour Policy for guidance. Address issues promptly and fairly. Investigate incidents thoroughly, ensuring that any witnesses directly observed the event. Remain neutral and supportive.

### **General Conduct**

- Smile at the children.
- Give out lots of praise.
- Say thank you.
- Listen to what the children are saying to you and respond.
- Put their name forward to their class teacher if they have acted/said something above and beyond basic good manners.
- Imagine that each child is your own and treat them accordingly.
- Talk with the children not at them.