



Capel Primary School



Midday Meals Supervisors Policy

Next Review Due: **Spring 2015**

Staff

27/01/14

Sub Committee

28/01/14

Govs

04/03/14

MIDDAY MEALS SUPERVISOR POLICY

The place of the Midday Meals Supervisor in the school

Midday Meals Supervisors work alongside the Headteacher and teaching staff to provide supervision of pupils from 11.45 to 1.30 each school day.

MMS are important members of our school community and as such are valued and supported by other staff.

Guidance for Midday Meals Supervisors

In line with the school's behaviour policy MMS follow these guidelines:

1. All children are treated fairly and equally.
2. Children are approached in a friendly and polite manner.
3. Children should be encouraged to resolve their disputes by talking them through but MMS should be ready to give help if this proves difficult, or send to mediation, if appropriate.
4. When on playground duty MMS need to patrol **all** areas and circulate amongst the children, being alert and ready to give help and support when needed.
5. Playtime should be made as pleasant as possible for all children by discouraging anti-social behaviour and by facilitating the use of play activities provided.
6. Take every opportunity to play with the children, using supplied resources.

Behaviour Management

MMS will treat children in accordance with the school's Behaviour Policy, and at all times in a positive manner, seeking to support and encourage right choices rather than punish.

Dealing with Disputes

When dealing with incidents MMS should try to establish the facts in a calm manner. The children involved should be asked to stand quietly, each child being asked to give their account without interruption from others. If statements are conflicting further accounts can be requested from any eye witnesses.

It is important not to respond to tale telling and assume a child is guilty before properly establishing the facts.

Dealing with bad behaviour

When pupil behaviour falls below what is acceptable for minor offences, MMS complete an incident report in the appropriate information file and report it to the class teacher. If a child's name appears three times in a term or for a serious breach of rules then he/she will be sent to the Deputy Head Teacher or Head Teacher who will decide the appropriate sanction according to our Behaviour Policy.

Midday Meals Supervisors' role in Pastoral Care

When MMS see unusual or disturbing behaviour they are encouraged to pass this information onto the class teacher and/or the Child Protection Officer in a discrete manner or

complete a concern form and pass it onto the DCPO. This is in line with our Child Protection Policy.

The relationship which MMS have with the children can allow them access to and awareness of facets of children's lives which are not always apparent.

Experienced and sensitive MMS can play a vital role in the well being and pastoral care of children in the school.

Occasionally MMS are asked by the Headteacher or class teacher to monitor the activities of a particular pupil for a limited period of time in the lunchtime period. Class teachers will pass on useful or relevant information regarding individual children via an information book or verbally.

Requests for such supervision may result from concerns the class teacher has or that parents have expressed to the Headteacher or class teacher concerning a child's well being during the lunchtime.

Positive behaviour will be rewarded using MMS stickers.

Confidential

MMS need to be aware that as members of staff they are party to confidential information, which requires discretion when talking to other parents.

Training

When MMS take up their appointment they have an interview with the Head teacher when the role of the MMS is explained with particular reference to the school ethos and how MMS can help to maintain this.

MMS are given a copy of the Behaviour Policy and Child Protection Policy with attention being drawn to the Code of Conduct.

New MMS work shadowing an experienced supervisor for the first few days.

Regular meeting with the Line Manager

MMS meet with the School Business Manager frequently or at pre-arranged times. Interim meetings can be arranged if the necessity arises.

MMS all receive a copy of newsletters and minutes of their meetings.

Health and Safety

MMS have access to a copy of the Health and Safety policy and need to be familiar with procedures.

A First Aid box is located in the office along with a record book for accidents. MMS are supplied with basic first aid resources in a suitable carrier for immediate outside use.

The reception area serves as a resting place for children being treated for minor bumps and bruises.

Treatment of accidents and injuries is according to the Health and Safety policy.

All head injuries are put in the Accident Book and parents are informed, usually by letter, however, in case of serious incidents parents are informed immediately.

Children with more serious injuries or those, which the MMS are doubtful about, are taken to the main entrance hall to be supervised by staff on duty.

In the cases of more serious accidents in the playground MMS should remain with the child, and send for the Headteacher or staff member on duty for assistance.