



BROADFIELD PRIMARY SCHOOL

Meal Time Supervision

Issued:	Summer 2014
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Committee:	Resources

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Signed:

Date:

Position:



Meal Time Supervision Policy

Rationale

Mealtime Supervisory Assistants (MSAs) play a crucial role in the smooth running of the school. The extent to which children enjoy a positive lunchtime break correlates directly with the standards of academic achievement. Well managed lunchtime breaks are an essential contributory factor in the school's quest for continuous improvement.

Staffing structure

The Senior MSA (SMSA) is the MSAs' immediate Line Manager. The Headteacher and MSAs meet formally at least once every half term to review practice and share ideas for improving lunchtimes.

Responsibilities

The MSAs are responsible for overseeing the welfare of the children throughout the lunchtime period. This includes dealing with children who are feeling ill or who have been injured and referring them to the Welfare Officer on duty if necessary. More serious injuries should be recorded in the Accident book, which is held in the Welfare room. The SLT and School Office should be advised of any injuries such as bumps to the head etc., at the end of the lunchtime period, or sooner, if there is any concern that the injury may be more serious.

MSAs are encouraged to be vigilant in their role by circulating in the area where they are on duty, challenging inappropriate behaviour and enquiring after the welfare of any child who does not seem to be happy. MSAs sometimes have the opportunity to introduce or supervise small games but this should not be at the expense of their general vigilance. The Playground Friends and Friendship Stop are designed to support, but not replace, the role of the MSAs. Wet lunchtimes are particularly demanding periods for MSAs, although teaching staff usually seek to support the MSA team in these circumstances.

Absence

An MSA should text the SMSA and phone his/her absence to the School Office by no later than 8.30am on the morning of absence. This allows the Senior MSA to attempt to contact a reserve MSA. If a relief MSA cannot be employed on that day then the Headteacher should be informed, who will arrange for other members staff to cover the duties of the absent MSA.

Policies

All MSAs should read the school's Behaviour & Discipline Policy, Anti-Bullying Policy, Anti-Racist Policy and Use of Force and Restraint Policy. MSAs should note that, with the exception of certain situations detailed in the school's Behaviour & Discipline Policy, it is inadvisable for a MSA to touch any child. However, at the discretion of the MSA, there may be occasional circumstances where a MSA may touch a child, for example, by putting his/her arm on the shoulder of a distressed child. All other situations where force or restraint is applied should be recorded on an Incident Report Form and passed to the Headteacher. (Copies of this form are held by the Headteacher). Any incidence of a child behaving in a way deemed to be racially offensive should be referred to the Headteacher.

Training

All MSAs will have an annual Professional Development Review with the SMSA. MSAs are encouraged to attend relevant courses and are always welcome at all staff training sessions and social occasions.

Review

This policy will be reviewed by the Headteacher and MSAs.