

# PLAY/LUNCH TIME BEHAVIOUR POLICY STATEMENT

## 1. Introduction

- 1.1 The purpose of this policy is to give a clear code of conduct for the use of all at Southfield Primary School, adults and children.
- 1.2 The policy has been put together after discussion with staff and children, and reflects the consensus of opinion.
- 1.3 The implementation of this policy is the responsibility of all staff and lunchtime supervisors.

## 2. Rationale

- 2.1 Playtimes both mid morning and at dinner time, can be problematic for some children, as children are in school but outside of the normal classroom environment.
- 2.2 Our purpose is to provide a happy, secure environment in which children develop and achieve their full potential; intellectually, emotionally, socially, physically and spiritually.
- 2.3 At Southfield we expect that the school rules will apply at play times as well as during the rest of the school day, and that children will respond to the supervision of the lunch time staff.
- 2.4 We believe that lunchtime supervisors should be treated with the same respect as other adults at Southfield, and that they should have access to the school system of rewards and sanctions. We aim to work together as a team and lunchtime supervisors have full backing of the teaching staff.
- 2.5 We believe that emphasising positive behaviour in our school tends to decrease the number of misdemeanours. A well managed, orderly environment in our school will encourage children to react in a positive, caring way.

## 3 Our playground code

- 3.1 The following five rules have been drawn up after consultation with

staff and children: We agree that we will

- look after each other and our play equipment
- play together sharing in a kind polite way
- walk into our play areas and not leave without asking
- listen to our lunch time supervisors and do as they say

- stop playing when the whistle blows/bell rings, and line up sensibly.

## 4 **Working with Lunch time Supervisors**

4.1 The lunch time supervisors have agreed to :

- talk in a quiet voice
- say something positive to the children on a regular basis
- think positively and identify good things being done in the dining hall and in the playground
- use the system of rewards for children
- give the Executive Headteacher and Head of School the names of children deserving a praise each week (children who are always good, children working on their behaviour and children who are helpful). They will receive an 'Always' reward.

4.2 The lunchtime supervisors have agreed to "hand over" their class to the teacher at 1.15 p.m. **in the playground**. They will communicate areas of concern and the names of children who deserve praise.

4.3 There will be regular lunchtime meetings with the supervisors and school leadership to allow for discussion of areas of concern.

## 5. **Rewards**

5.1 We believe that rewards for academic and social achievements hold equal status. Lunchtime supervisors use a range of rewards for children which include :

- public praise in front of peers
- reward stickers
- recording names in a booklet
- specific privileges
- recording name in an always book for always assembly
- congratulatory certificate sent home

5.2 We recognise that there will be occasions when there will be problems of behaviour, for many reasons. We believe that we should always try to understand the reasons for misbehaviour, so we can deal with it most effectively. When dealing with problems, it is important to label the behaviour and not the child. All behaviours to be reported to the designated recorder for CPOMS.

5.3 A choice of activities is available for Always lunchtime which is on Thursdays and is led by Year 6 pupils.

## 6 **Unacceptable behaviour**

6.1 At Southfield there is no place for violence, bullying, harassment (racial or sexual), vandalism, rudeness to adults or bad language.

6.2 Unacceptable behaviour includes

- deliberate actions to hurt another

- bullying (physical and verbal)
- spitting
- swearing
- theft
- name calling
- answering back

6.3 Any occurrence of "unacceptable behaviour" described above or any other must be dealt with immediately.

6.4 We have an agreed range of sanctions (known as consequences).

6.5 Repeated occurrences of unacceptable behaviour will be reported to the Senior Lunchtime Supervisor.

6.6 Incidents of bad behaviour from special needs children should be referred to the Senior Supervisor who will report to the teacher, head or SENCO.

## 7 **Sanctions**

7.1 When the playground code is broken there must be a system of appropriate sanctions. Wherever possible, the sanction should be seen to match the offence in order to be most effective. The most powerful sanction is the disapproval of those whose views the wrong doer respects. At Southfield we work to create a climate of opinion in which the sanctions will have the greatest effect.

7.2 We believe that sanctions must be fair, be clear and well defined and they must have meaning.

7.3 Lunchtime supervisors use the following range of sanctions :

- verbal warning taking care to separate behaviour and child e.g. "That behaviour is not what we expect" rather than "You are a naughty boy/girl"
- walk with the supervisor (holding hand)
- report to the teacher (for information only)
- report to the senior lunch time supervisor
- name entered into CPOMS
- leadership talks to/meets with parents
- excluded from lunchtime in school for one week

7.4 If any problem of behaviour is exhibited on a regular basis then it is important to inform the teacher at the earliest stage so that parents can be involved.

7.5 At Southfield we discourage the punishment of a whole group of children and encourage flexibility in the application of sanctions to suit individual circumstances.

7.6 We believe that it is important not to damage relationships and children's self esteem by the use of sanctions.

## 8 **Potential problems**

8.1 Problems with behaviour at lunch times are more likely when children are not actively involved in meaningful activities. We should all be aware of the potential for problems and try and minimise them. Such times include :

- time in the toilets before dinner
- when waiting in line and moving around the school

- when leaving the dining hall
- when in the play areas and not actively involved in playing

8.2 We should also be aware of ways of defusing potentially "high risk" situations; by removing individual

children from a likely source of conflict for a short time. The child needs to understand that this is not a punishment but "time out" in order to prevent a problem occurring.

## 9 **Supervision**

- 9.1 If any child is kept or left in classrooms at play or lunchtime, the class teacher is responsible for their supervision.
- 9.2 It is the responsibility of all staff and supervisors to take reasonable care for all children whilst on site during the lunchtime.
- 9.3 We have agreed that lunchtime supervisors will be prompt to collect the children for dinner. Also that teachers will be prompt to collect their class from the playground and "hand over" at 1.15 p.m.

## 10 **Wet playtime**

- 10.1 We have agreed to provide a wet play time activities including games, comics, puzzles etc in each classroom. It is the responsibility of the class teacher to communicate to the supervisor the classroom organisation for wet playtimes.
- 10.2 Each class of children needs supervision during wet playtime. This may mean "doubling up" classes if there are insufficient supervisors available or if the teacher needs a short break during the morning playtime to fetch a drink or go to the toilet. There may be opportunities for a film in one of the halls or classrooms.

## 11. **Dining hall**

- 11.1 In the dining hall children are expected to wait quietly for their lunch. Every day there is a choice of food available including a vegetarian option. These choices are published on the menu near the hall. The children are expected to ask politely for their choice. The kitchen staff have agreed to experiment with the quantities when new choices become available to avoid disappointment when one choice runs out.
- 11.2 We encourage children to eat a healthy lunch and to try any new foods. We discourage the wasting of food but never force children to eat anything they say they dislike.
- 11.3 Children who opt for a packed lunch are supervised in the hall. They are required to chat quietly and take home any remains of food or packaging. We provide a glass of water for the children who request a drink.
- 11.4 Each class in KS2 comes for their lunch on a rota basis. This is to ensure that children have a turn at being the first to choose from the daily menu.
- 11.5 The following five rules have been drawn up after consultation with

staff and children: We agree that we will:

- walk into the dining hall quietly and sensibly.
- be polite to one another

- finish each mouthful of food before speaking to our friends.
- be careful how we use the cutlery.
- wait for the lunch time supervisor to tell us to go.

11.6 After eating their lunch the children clear their tray and go to the play areas. In cold weather, children collect their outdoor wear from their cloakrooms.

## 12. **Play areas**

- 12.1 The areas are being developed by the organisation of clear zones for activities. At lunchtime monitors provide play equipment for children to use in the play areas.
- 12.2 The play areas have also been marked to encourage games such as hopscotch, noughts and crosses, jumping, running and imaginative play.
- 12.3 We aim to encourage children in Y5 and Y6 to take some responsibility for helping with these games and activity zones. Monitors put out and tidy away the play equipment .This is supervised by the lunchtime supervisors.
- 12.4 If supervision allows, children can be permitted to play football, cricket or other organised games on the field area adjacent to the play areas. This is at the discretion of the teacher on duty or the senior supervisor at lunchtime.
- 12.5 The senior lunchtime supervisor makes the decision as to which year groups play in an allocated space with specific equipment.
- 12.6 The senior lunchtime supervisor is the only member of staff who can authorise the use of alternative spaces for children to practice dance, drama or quiet games at dinner time.

## 13 **Review**

- 13.1 The effectiveness of this policy statement will be reviewed and discussed at a staff meeting in the Autumn Term 2015. Revisions will be made accordingly.