



Melcombe Primary School

Senior Midday Meal Supervisor & School Meal Supervisory Assistants' Roles and Responsibilities

UNICEF Rights Respecting Schools, Articles 28, 31

Duties and Responsibilities

The main areas of work responsibility will be the dining areas and the playground or areas of the school used during the lunch break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the lunch period, which should be a pleasant experience for all concerned. The Lunchtime Supervisor must act as a responsible caring adult with the health, safety and welfare of the children always in mind, must show conduct which commands respect and must see that the children behave at all times sensibly and quietly.

Lunchtime Staff must be aware of how to access first aid equipment and 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), Headteacher or Deputy Headteacher.

Each member of the Lunchtime Staff is allocated areas and children for whom (s)he will be responsible each day. This could vary from week to week on a rota basis. Although the area will be divided so that each supervisory assistant looks after a specific group or area each day they must be prepared to accept a variation if any emergency calls another member of Lunchtime Staff away.

To support and contribute to the school's responsibility for the safeguarding of children.

Specific responsibilities:

The responsibility for allocating areas must be discussed with the Headteacher. Lunchtime Staff will discuss procedure during their weekly meeting with the Headteacher.

- Duties and responsibilities – supervision of dining areas
- Control queues to dining areas
- See that the overall arrangement for children to dine promotes an orderly and pleasant meals service
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan, and brush are readily accessible.
- See that trays / plates are not left in dangerous positions, and are cleaned where necessary.
- To assist pupils with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- Encourage the pupils to leave the table clean.
- Ensure the dining areas are left clean and tidy.
- Aim to clear all dining areas of pupils every day where possible by 1300.
- Move around amongst the children within the dining area you are covering.
- Ensure acceptable standards of behaviour are maintained.

- Try to avoid children hurting themselves or others and provide immediate medical treatment for minor incidents such as grazes using lunchtime kit bags, taking into consideration any known allergies.
- Refer other more serious incidents to the appropriate member of staff.
- Once lunch has been eaten engage with the children in activities outside which promote healthy and active lifestyles.
- Regularly rotate activities on offer to the children.
- Promote the inclusion of all pupils.
- Duties and responsibilities – training
- Participate in appropriate school based meetings and training activities
- Review and develop own professional practice by attending relevant courses
- Duties and responsibilities – safeguarding
- Responsibility to the Headteacher - for the supervision of children throughout the lunchtime break (i.e. the interval between the close of morning school and recommencement of school in the afternoon).
- Ensure all pupils are lined up in their class group at the end of lunchtime or if it is wet, in their classrooms and they are not left until the responsible member of teaching staff has arrived.
- To respect the confidentiality of sensitive information divulged by staff, parents/carers and pupils
- Contribute to the overall ethos, aims and work of the school
- To understand and comply with the school's and local authority Child Protection policy and guidelines.
- Maintain confidentiality at all times and to observe Data Protection guidelines
- Understand and comply with the school's equal opportunities and other policies
- Understand and comply with the school's behaviour policy
- To understand and comply with the School's Health and Safety policy
- Ensure the health, safety and welfare of pupils is maintained at all times
- Provide comfort and immediate care in case of minor accidents, and report serious incidents to the appropriate person for action.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Carry out any other instructions given by the Headteacher, Deputy or SLT reasonably falling within the remit of the post.