



Court de Wyck Church of England Primary School

Bishops Road
Claverham
Bristol
BS49 4NF

Headteacher: Mr N. Riddiough

Email: courtdewyck.pri@n-somerset.gov.uk

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SMSA Handbook

Court de Wyck C of E Primary School



SMSA Handbook

April 2008

Introduction

All members of staff at Court de Wyck value the work that SMSA's do in ensuring the safety and positive behaviour of pupils during the lunchtimes, and fulfil the schools aims and outcomes from 'Every Child Matters'.

We aim to support all members of the staff team, and have assigned the Assistant Headteacher as your Line Manager.

SMSA's are recognised as being integral to the school team, and all school staff will support SMSA's in their work.

The needs of the pupils will best be served if SMSA's work co-operatively, as a team, to support each other in their functions.

Roles and Responsibilities

- To promote the ethos, aims and values of the school;
- To promote positive behaviour, engage and encourage co-operative play amongst pupils;
- To set up and remove dining furniture, cutlery and drinking water facilities in the school dining area as required;
- To wipe clean dining furniture before removal;
- To supervise pupils immediately before, during and after the midday meal. This includes pupils who bring their own food as well as those who have a school meal;
- To supervise the entry of the pupils into the dining area;
- To assist pupils, where necessary, to carry trays etc to the table and to return empty dishes;
- To promote healthy eating, both in terms of quality, diversity and quantity;
- To assist pupils, where necessary, to cut up food and to provide guidance on the proper use of cutlery and good table manners;
- To clear up any spillages or other aspects of food mess in the dining area;
- To supervise the pupils in the playground, or other areas of the school, as directed by the Assistant Headteacher or Headteacher;
- To take such steps as are necessary when pupils are sick or require minor first aid;
- To summon any assistance needed in order to deal with injuries, illness or negative behaviour.

The role of an SMSA is to facilitate and promote development through play by.

- Building trusting relationships;
- Being visible, approachable and available;
- Providing clear consistent boundaries;
- Liaising with school staff;
- Being welcoming;
- Monitoring and observing;
- Knowing and recognizing the children's needs;
- Being an active listener;
- Presenting a positive role model;
- Helping resolve conflicts;
- Suggesting and developing games;
- Following the School Behaviour Policy;
- Treating all children with fairness and equality.

Start at 11:45am, to set up the tables and chairs.
12pm – Foundation Stage and Key Stage 1 enter dinner hall;
12:30pm – Key Stage 2 enter dinner hall;
1pm – Foundation Stage and Key Stage 1 end of lunchtime;
1:15pm – Key Stage 2 end of lunchtime;
1:15 - 1:25pm – put away chairs and tables, sweep floors.

The SMSA's will ensure that all pupils will be lined up quietly and calmly in the approved places at the end of lunchtimes, and that the appropriate adult/teacher has collected their class prior to the SMSA's leaving the playground.

Rotas are drawn up by the Lead SMSA, giving information on the following tasks: -

Duty 1 KS1 Hot

12:00 KS1 Hot dinners;
12:20 Playground supervision;

Duty 2 Mixed

12:00 KS1 Packed lunches;
12:30 KS2 Hot dinners;
12:45 Playground supervision;

Duty 3 Packed

12:00 KS1 Packed lunches;
12:30 KS2 Packed lunches, wipe down tables;

Playground rotas

Top playground – 1 SMSA;
Side playground – 1 SMSA;
Back playground – 1 SMSA;
4th SMSA to assist where needed.

1st SMSA out – Back playground and first aid;
2nd SMSA out – Top playground and first aid;
3rd SMSA out – Side playground;

When the field is used, all SMSA's must complete a general cover of the field, supervising log trail etc. one SMSA will monitor the gate side of the field.

Communication systems

Weekly notices are displayed in the staffroom and should be read daily, as these can change regularly, and give details about events happening in school that may affect the lunchtimes, other notices will be placed in the SMSA tray in the staffroom.

Other notices will be displayed on the SMSA noticeboard in the hall

Regular conversations/meetings will be held between the Lead SMSA and Assistant Headteacher and any relevant information will be fed back.

Any questions/queries can be directed either to the Lead SMSA or Assistant Headteacher.

On the first Wednesday of every term there will be meeting between the SMSA's and the Assistant Headteacher, all are encouraged to attend. These meetings will have an agenda and will have minutes produced. Any items for the agenda should be directed to the Assistant Headteacher.

All members of staff make a commitment to the SMSA's that they will inform them of any changes in the school day that may affect the running of lunchtime.

Building Positive Relationships with the Pupils

Adults should approach pupils in a respectful manner and with the same courtesy which they expect in return.

Be friendly but firm, and in the interests of fairness, be prepared to listen and consider.

Communications with pupils should always be conducted quietly.

Possible strategies include: -

- Catch them being good;
- Learning their names;
- Being child-centered;
- Offering praise and showing children that you have confidence in them;
- Appearing and sounding positive;
- Responding sensitively to what you hear;
- Being consistent, firm and fair;
- Being a positive role model;
- Empathizing with children's needs, e.g., smiling when the child is talking to you.

Encouraging positive behaviour

SMSA's will provide all pupils of Court de Wyck with positive role models, with regard to healthy eating, friendships, behaviour, safety and attitudes.

Pupils will be encouraged to behave appropriately and will therefore be rewarded for such display. Stickers for healthy eating and eating their lunch will be given. Children, who receive a Dinner ladies sticker, can collect a House Point from this.

Incentives decided by the SMSA's and agreed by the Assistant Headteacher are used to promote healthy eating and positive playground behaviour to the pupils.

At Court de Wyck selected Year 5 & 6 pupils, take on responsibility as Peer Mediators. All members of staff should support this asset, these pupils deal with conflicts between pupils. They do not offer solutions but work with the pupils to allow them to solve their own conflicts. They go to lunch at 12:15pm, and are recognised by their green bibs.

Managing unacceptable behaviour

Firstly the schools behaviour policy should be read and is contained at the back of this pack.

Unacceptable behaviour should not be tolerated.

Page: 4

Investigate both sides of any situation? Listen to the children's' side of the story?
Differentiate between the behaviour and the child – it is the thing they did that was naughty, not the 'naughty child'

If, after fair warning, poor behaviour persists, sanctions should be applied.

Rough play involving 'play fighting' or pulling-pushing-grappling games are not allowed under any circumstances. Physical games between adults and pupils involving picking pupils up, swinging them round, or other romping contact is not allowed.

Adults should not "turn a blind eye" to negative behaviour.

A range of actions is available:

- Talk to the pupil(s) and explain what you see as a problem. Be firm and clear in what you are asking them to do.
- Time out....ask the pupil to stand quietly by your side, or at another given spot, until you judge that they have calmed down enough to behave considerately.
- For more serious incidents, or persistent poor behaviour, send the pupil(s) indoors to report to the Assistant Headteacher or Headteacher.
- If in doubt, ask for the advice of colleagues, or school staff.

Dealing with bullying

Please refer to the Anti-bullying Policy which is contained at the back of this pack.

To effectively tackle bullying, you will need to be able to:

- Identify incidents of bullying;
- Make yourself open, accessible and listen to the children;
- Use school systems to ensure that information and incidents of bullying are recorded and discussed;
- Work with victims of bullying and children who bully, in line with the school anti-bullying policy;
- Challenge racist and sexist behaviour;
- Encourage bystanders to take action;
- Help children to cope with friendship difficulties;
- Regularly review playground organisation;
- Support existing playground initiatives;
- Consult with the children.

Managing wet play

Pupils will be directed by their class teachers to the activities allowed during wet play, and all adults should familiarise themselves with these expectations.

Adults should be visible, and supervise a designated class during wet plays.

Keeping pupils safe

Pupils should always be directed to walk while moving around the inside of the building.

All adults will be familiarised with pupils' medical needs, and will keep records in the SMSA drawer, held in the staffroom.

In the case of an emergency which requires an SMSA to leave an area of supervision, colleagues must be consulted and arrangements made so that all pupils are supervised at all times. SMSA's all have access to radios and "Emergency Stars".

Minor First Aid can be administered by an SMSA or by the School's designated First Aider.

Accidents of a serious nature, or involving bumps to the head, must be entered into the Accident Book, and the school's standard letter to parents sent home with the pupil.

The School's emergency evacuation procedures must be adhered to if the situation requires.

Child protection

There may be times when you hear or see things that are of a confidential nature. It is important that you respect the confidential nature of the information that you may have or gain access to in your role at school. If you are asked about a specific child or asked about what is happening at school, please direct the query to a member of the teaching staff.

However, if a child discloses something to you which gives you cause for concern then it is vitally important that you pass the information straight away to the class teacher, Assistant Headteacher or

Headteacher.

Pupils should not be allowed to leave school premises. Confirmation must be sought from the school office or a member of the teaching staff if an adult asks to collect and remove a pupil.

Training and Development

Support for SMSA's in their roles, is done in a variety of ways at Court de Wyck, to help you deliver to the high standards that we expect.

Training need not necessarily be courses, but may include peer-to-peer support, coaching, mentoring, e-learning, and reading, videos and sessions at the SMSA Meetings facilitated by the Assistant Headteacher.

Currently our lead SMSA organises the non-Weston Primary Schools SMSA network, which currently meets 3 times per year. These occur in your own time, and the school recommends attendance as a strategy for support and networking with other SMSA's and sharing good practice that can be applied back in our own setting.

The Local Authority offer some formal training and information is disseminated amongst the SMSA's as necessary.

If there is any area of support and training you feel that you would benefit from then please speak either to the Lead SMSA or the Assistant Headteacher.