



Lunchtime Support Initiative for Year 6 Children

Introduction

This policy outlines the guidelines and procedures for the implementation of the Lunchtime Support Initiative, wherein Year 6 children provide assistance to staff in the office during lunchtimes. This initiative aims to promote responsibility, leadership, personal development, and teamwork among Year 6 students while ensuring the protection of sensitive information and safeguarding the well-being of all involved parties.

Objective

The primary objective of the Lunchtime Support Initiative is to:

1. **Leadership and Personal Development:** Engage Year 6 students in responsible roles within the school community, providing them with leadership opportunities and fostering personal development.
2. **Office Assistance:** Provide assistance to office staff during lunchtimes, allowing them to focus on their responsibilities more effectively.
3. **Confidentiality and Security:** Ensure the confidentiality and security of sensitive information.
4. **Safeguarding:** Safeguard the welfare of Year 6 students involved and create a safe and supportive environment.

Roles and Responsibilities

Year 6 Students:

1. Year 6 students participating in this initiative must exhibit responsibility, maturity, and respect at all times.
2. They will assist office staff with non-sensitive tasks such as organising paperwork, answering phones, and directing visitors.
3. Year 6 students must maintain the confidentiality of sensitive information and follow all school rules and guidelines.
4. This initiative provides Year 6 students with leadership opportunities and encourages their personal development.
5. They will attend a training session on safeguarding principles, privacy regulations.

Office Staff:



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1. Office staff members are responsible for providing guidance and supervision to Year 6 students during their lunchtime support duties.
2. They should assign appropriate tasks and ensure that students are aware of the importance of safeguarding sensitive information.
3. Office staff must communicate openly with students, encouraging questions and clarifications as needed.
4. In addition to their roles in school administration, through this initiative office staff will mentor Year 6 students to help them develop leadership skills and personal attributes.
5. In case of any concerns about a student's behaviour or adherence to confidentiality, the office staff should report to the school leadership team.

Safeguarding and Confidentiality

1. Year 6 students will not have access to any sensitive or confidential information, including personal student records, financial data, or staff personal details.
2. Office staff must store sensitive information securely and ensure that Year 6 students do not have access to confidential documents.
3. All staff and students involved in the initiative should be aware of the school's safeguarding policies and procedures and report any concerns promptly to the designated safeguarding lead (DSL).
4. Year 6 students will be supervised closely to prevent any inappropriate behaviour and ensure their safety during lunchtime support.

Training and Preparation

1. Year 6 students will receive appropriate training regarding their roles, safeguarding principles, maintaining confidentiality, and personal development.
2. Office staff will provide ongoing guidance and support to students as they assume their responsibilities.
3. The school will conduct periodic reviews of the initiative to assess its effectiveness, leadership development, and personal growth opportunities, and address any issues that may arise.

Compliance and Review

This guidance will be regularly reviewed and updated to ensure its effectiveness and alignment with the school's objectives, including leadership development and personal growth. Any changes will be communicated to all relevant parties.



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Conclusion

The Lunchtime Support Initiative for Year 6 children is intended to foster a sense of responsibility, leadership, personal development, and teamwork while upholding the highest standards of safeguarding and confidentiality. By adhering to this guidance, we aim to create a safe, supportive, and enriching environment for our students and staff alike.