



## SUPERVISION POLICY

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### **Aim**

The aim of this policy is to:

- Clearly outline the strategies and routines adopted by the school to ensure full and appropriate supervision of all pupils occurs throughout the school day.
- Clarify for all staff their own responsibilities and roles with regard to the supervision of pupils.
- Provide a 'safe place to work' for employees, pupils and all who visit our school, regardless of race, gender or ability.

### **Teachers' Contractual Responsibilities**

The Headteacher is responsible for:

- The overall internal organisation, management and control of the school.
- Deploying and managing all teaching and non-teaching staff.
- Allocating duties to them in a manner consistent with their conditions of employment, maintaining a reasonable balance for each teacher between work carried out in school and elsewhere.

Teachers other than the Headteacher are responsible for:

- Discipline, health and safety – maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when engaged in authorised school activities elsewhere.
- Reporting and ensuring the recording of any incident or accident that may subsequently be considered the result of a breach of supervision.

### **Supervision before School**

- Pupils will not be supervised prior to 8:40am (unless they are in Kids' Club) and parents are advised that they should not arrive before this time.
- Pupils are expected to enter the school buildings and go to their classes on arrival where their teacher will supervise them.
- The Headteacher or a member of SMT is on the side gate to supervise children arriving at school and to ensure they do not exit the site after their parents have left.

### **Registration**

- The responsibility for regular attendance lies with parents or carers, and parents are all requested (and reminded) to let the school know if and why their child is absent from school.
- The office informs teachers of absentees and when no notification from a parent or sibling at the school has been received parents will be contacted after 9.00am.

Pupils are not allowed off-site during school hours unless there is clear evidence of a request from a parent/carer. The 'signing in' book must be filled in if a child arrives late or leaves before the end of the day.

### **Illness**

When a pupil is taken ill during the day, office staff make every effort to contact parents/carers, using the telephone numbers provided by parents and filed in the office. Parents are reminded regularly to

update home information, change of work address etc. A change of details form can be completed and submitted via the school website.

### **Emergency**

Under normal circumstances no class of pupils should be left unsupervised. (On a very rare occasion, it may be necessary for a teacher to 'cover' two classes for a short period of time or for a Teaching Assistant to supervise a class).

### **Lesson Time**

In the case of pupils excused from normal lessons e.g. PE the class teacher remains responsible for the supervision of the pupil. If the class is being taught on fields outside the school boundaries a mobile phone must be carried at all times and used in any emergency.

### **Visitors**

All visitors on the premises are to be directed to the office and asked to sign in. Visitor badges must be worn at all times when on the school premises. Visitors who have been cleared by the Disclosure and Barring Service (DBS) will wear their visitor badge on a green lanyard and visitors who have not been DBS cleared will be issued a red lanyard. All visitors with a red lanyard must be supervised by a member of staff at all times whilst on the school premises.

Visitors to the school will not be allowed to interview individuals or groups of children without a member of staff being present. All school assemblies will have a member of staff present. This is to ensure that these occasions are not used as a vehicle for radicalisation. Persons and companies commissioned directly by the school to do a specific piece of work will have appropriate supervision if children are on the premises. Regular visitors are on the school's Central Register and a Risk Assessment is completed for other visitors. When children accompany visitors for a tour of the school an adult e.g. Governor or a member of staff accompanies them.

### **Break Time Supervision**

- At least three members of staff are on duty each break time, on a rota basis. A member of staff is always keeping a high level of supervision on EYFS children.
- The school has clear playtime rules and the Headteacher should be informed of any serious or repeated breaches of this code.
- If a pupil is injured, he/she enters the school and a further member of staff will provide first aid and record the injury and treatment in the book. If necessary a report to the class teacher or Headteacher of any circumstance of significance will be given. Parents should be notified of any serious injury.
- Break time ends at 10.50am when a bell rings and the pupils should walk to their class lines in the playground.

### **In Wet Weather**

Infant and EYFS pupils remain in the Infant Block and Juniors go to the hall. They are reminded of suitable and safe activities. The normal staff supervision rota operates. Older pupils may be asked to help with the play activities of the younger pupils. All staff are expected to be available to assist on such occasions if required.

### **Midday Supervision**

- Supervision of pupils is provided during and after the provision of the lunch meal whilst on the school playground by members of staff.
- In wet weather children who have cooked lunches go to the hall so do Infant children who have packed lunches. Year 3 and Year 4 children who have packed lunches go to the Year 3 classroom. Year 5 and Year 6 children who have packed lunches go to the Year 6 classroom. At 12.50pm Infant children will use the Year 1 classroom and Kindergarten and Reception will use the infant foyer with supervision. Junior children will use the Year 3 and Year 6 classroom and the entrance corridor / library with supervision.

In some cases, children may be unsupervised around the school for example:

- Going to or coming from a music lesson
- Using the Junior library
- Going to or coming from the toilet
- Coming out of the Hall
- Using Changing Rooms

The younger children may be supervised by older children in these circumstances, but there must always be a member of staff readily available and in overall charge. All members of staff are expected to be aware of children in these circumstances and question any behaviour or Health and Safety issues that may arise.

### **Supervision after School**

- Class teachers ensure the safe exit of all pupils from their classroom and cloakroom. We have a protocol of permission and identification of others for collection. Parents are asked to add any other collectors of the children to a list and staff if possible are introduced or at least made aware when someone else may be collecting. Staff will ask children to identify someone different.
- Infants and EYFS are dismissed individually when parents are visible in the playground. Parents who meet their children within the playground are expected to take over responsibility for them.
- All pupils are instructed not to leave the playground without their parent/carer.
- Junior children go out of the side green gate where their parent/carer will meet them except where they have younger siblings in the school in which case they may be collected from the playground. The Headteacher and Junior Staff stand by the side green gate, they check all children are collected and ensure Infants leaving the premises are with parents.
- Children not collected at the end of the day are cared for by Kids' Club until parents arrive
- If the school is to be closed early for any reason, all parents/carers are informed beforehand, or in an emergency, contacted by phone.
- Parents are asked to contact the school if anyone other than the usual person is collecting their child.
- Children attending Kids Club are released directly to parents in the Kids Club area.

### **Extra-Curricular Activities**

Pupils remaining for after school activities and fixtures are always expected to obtain parental consent. Parents will be informed if the activity is cancelled, but if, at short notice, it is impossible to contact a parent, the pupil will be supervised at school until the planned end of that activity i.e. the prearranged collection time. Pupils should not leave the premises in these circumstances, but wait until their parent/carer collects them.

### **Supervision on School Visits**

When pupils are taken off-site on organised visits the same supervision standards apply i.e. from leaving school until final collection of the pupils at the end of the visit.

**This policy must be read in conjunction with other related school policies:**

- Anti-bullying policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Uncollected or Missing Child Policy
- EYFS Policy

***Any reference to the word 'School' implicitly includes all its associated clubs/activities including Kids Club. This policy also applies to EYFS***

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