



Supervision Policy

Reviewed September 2017

Signed:

Janehee

Aims of Policy

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 and assistants 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 8.30am in the playground and parents are advised that they should not arrive before this time but if they do to wait until staff arrive at 8.30am before leaving their child.
- Pupils arriving by bus/taxi will be escorted from the bus/taxi to the school and staff will ensure they enter the building.

Registration

- The responsibility for regular attendance lies with parents and guardians, and parents are all requested (and reminded) to let the school know if and why their child is away. They should notify the school office by 9.30am.
- Class teachers inform the office of absentees, and when no notification from a parent or sibling has been received parents will be contacted after 9.30am.
- If a child fails to arrive at school, it is the parent's responsibility to take appropriate action, but school staff will offer whatever support is practically possible.

Pupils are not allowed off-site during school hours unless there is clear evidence of a request from a parent/carer. Such notes are filed with pupils' record cards.

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.

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.

Lesson Time

In the case of pupils excused normal lessons e.g. PE, the class teacher remains responsible for the supervision of the pupil.

Visitors

All strangers on the premises are to be directed to the office and asked to sign in. If they have no legitimate reason for their presence in school, they will be asked to leave. Parents wanted to see staff are asked to come for the school office.

Break Time

- At least two members of staff are on duty each break time, on a rota basis. One will be a teacher and the other a member of the support staff.
- The school has clear playtime rules and the Headteacher should be informed of any serious or repeated breaches of this code.
- Accidents should be reported in line with accident policy
- At the end of break time a staff member blows the whistle junior pupils should stand still and await further instructions, infant pupils will line up straight.

In Wet Weather

Pupils remain in their classrooms or hall if available and are reminded of suitable and safe activities. The normal staff supervision rota operates.

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.
- Supervisory staff have job descriptions and opportunities to discuss issues of safety and behaviour etc. They are informed of school policies regarding safeguarding children and encouraged to attend first aid training courses.

Teaching staff take a “dinner duty”, supervising pupils. The Headteacher/Deputy Headteacher take overall responsibility for lunchtime supervisions, but advice can be sought from the teacher on duty.

Supervision After School

- Class teachers ensure the safe exit of all pupils from their classroom and cloakroom and risk assessments are in place.
- Parents who meet their children within the school grounds are expected to take over responsibility for them.
- Apart from pupils who walk home alone, all pupils. Throughout school have instructions not to leave site without their parent/carer, and go to aftercare if their parent has not arrived. This is particularly relevant to year 6 who walk to the back gate to meeting their parents.
- Parents or named contacts are contacted if pupils have not been collected and the parent has not informed us of any reason.
- If the school is to be closed early for any reason. All parents/carers are informed beforehand, or in an emergency, contacted by phone, notification on website and local radio.
- Children are not allowed to leave with any unauthorised adult.
- Parents must inform the school office if their child is to go home with anyone not on their authorised list on the child record sheet.
- Persons unknown to school staff, collecting for the first time must use the password provided by the parent.

Extra Curricular Activities

Pupils remaining for after school activities 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 ie the prearranged collection time. Pupils should not leave the premises in these circumstances, but wait until their parents collect them.

Supervision of travel to and from school

Parents are responsible for getting their own children safely to and from school.

Supervision of Special Activities e.g. PE

Each curriculum policy states what special Health and Safety measures (if any) should be considered. Teachers should become familiar with such routines.

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. See Learning outside the Classroom Policy.

Other relevant Policies

Anti-Bullying Policy

Behaviour Policy

Safeguarding Children Policy

Learning outside the Classroom

Pre-School and After School Care

Pre-School wet play policy