

Orchard Community Primary School



Supervision Policy

This policy was approved by the Governing Body of Orchard Primary School at their meeting on:
21st January 2019

Signed..... Chair of Governors

Version	Date	Author	Reason for Change
0.1	9/2018	FS	New Policy

Review Frequency	Next Review Date
Every 3 years	9/2021

Introduction

The Governing Body and the Headteacher have specific obligations to ensure, in as far as is practicable, a safe environment for all staff, children and other stakeholders. They are required to ensure the health, safety and welfare of pupils through adequate supervision throughout the school day.

Every member of staff has a duty of care to the children and can be expected to act towards children as a reasonable parent/guardian would do.

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.
- To safeguard and protect pupils and staff
- To ensure high standards of pupil behaviour at all times during the school day and school activities

Teachers' Contractual Responsibilities

The Headteacher is responsible for:

- The overall internal organisation, management and control of the school.
- Making arrangements for the security and effective supervision of the school buildings, contents and grounds as well as for pupils
- Formulating the overall aims and objectives of the school with regard to the supervision of pupils
- Deploying and managing all teaching and non-teaching staff, ensuring that staff are well-informed in order to carry out their professional duties and allocating duties to them in a manner consistent with their conditions of employment.

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.
- They shall not be required to undertake midday supervision and shall be allowed a break of reasonable length between school sessions.

Supervision before school

- Pupils will not be supervised on the playground prior to 8:45am 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.

Registration

- The responsibility for regular attendance lies with parents or guardians, and parents are all requested (and reminded) to let the school know if and why their child is away.

- Class teachers inform the office of absentees, and in cases of unexplained absence, the school office will seek contact with parents between 9:30am and 10:00am in order to verify the whereabouts and safe supervision of children.

Children leaving the school site during the day

Children are not allowed to leave the school site during the school day for any other reasons than parental requests and appropriate adults collecting children who are ill or as part of a planned visit. Parents/carers must sign their child out from the school office and the child is collected from the classroom. In the case of children with Supervision Orders the Headteacher requests a copy of Court documents and informs the class teacher. Relevant staff are informed and all reasonable care is taken to prevent access.

Illness

If a child is taken ill during the course of the school day he/she is sent to the office. A named First Aider or the Headteacher assesses the child and determines whether the child is to be sent home. 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. The child remains with an adult until parents/carer arrives.

Lesson Time and Emergency Class Cover

All children should have a member of staff supervising them during lesson times. In the event of an emergency, staff should call for assistance so that the class is continuously supervised. (On a very rare occasion, it may be necessary for a teacher to 'cover' two classes for a short period of time.

In the case of pupils excused normal lessons e.g. PE, the class teacher remains responsible for the supervision of the pupil. In some cases however, such as if a child is not taking part in a swimming lesson, the child works in a different class for the duration of that session.

Supervision at Break-time

If a child is not allowed to go out at playtime due to illness or behaviour issues they are to be sent to the office with a note of explanation from the class teacher or parent.

There will always be at least two members of staff on break or lunch duty. The duty teacher must be on the playground ready to receive the children. Children are not allowed on to the playground without an adult responsible for supervision present.

Staff should position themselves in places so that they have the best view of all children and all areas of the classroom, playground or school field.

Responsible children from Years 5 or 6 can be used to assist adults with supervision of younger children, but they hold no responsibility or accountability for younger children and should alert adults immediately to issues.

During outdoor breaks there should be:

- 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.
- 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.
- Break time ends at 10.55am when a staff member rings that bell and the pupils should stand still and await further instructions.

The Headteacher is responsible for timetabling playground supervision.

It is the responsibility of the Headteacher at the start of each new half term to make the children aware of playground rules in Assembly. Duty teachers reinforce playground rules at least weekly.

If a child has a serious accident at playtime for example, head injury or a wound that needs dressing they must be accompanied into the office by a teaching assistant depending on the nature of the accident.

If a child requires going to the toilet they must ask permission.

Midday Supervision

Supervision of pupils is provided during and after the provision of the midday meal by the midday supervision team. The Senior MDS liaises with the headteacher or other staff as relevant, to report any pupil concerns to teachers.

The Headteacher takes overall responsibility for lunchtime supervision and midday supervisors can always ask for her support. (In her absence the next most senior teacher covers this role.)

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.

In Wet Weather

During indoor breaks there should be:

- At least 1 person between two classes at break-time (to allow for a comfort break).
- 1 MDS for each class at lunchtime.
- Pupils remain in their classrooms and 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.
- During Indoor Play the Senior Lunchtime Supervisor will be stationed in classrooms and will not be in a floating role and unavailable to support other staff members. In the event of an emergency, or where urgent support is required, lunchtime staff will send a child with a red card to the Headteacher.
- The Senior Midday Supervisor is responsible for timetabling lunchtime supervision and allocating roles.
- During indoor breaktimes and lunchtimes, children should undertake appropriate, table-based or carpet-based activities that do not require significant movement around the classroom. The class teacher is responsible for ensuring that children understand the activities that they are allowed to engage in.

Pupils in the Bungalow

For pupils broadcasting in the Radio Station, working in the Library, or taking part in After-School Club, there will always be at least one adult in the Bungalow to supervise them.

Staff Absence

The Headteacher is responsible for ensuring that break-time and lunchtime duty cover is provided for absent staff.

Supervision after school

- School ends at 3:15pm. Class teachers ensure the safe exit of all pupils from their classroom and cloakroom.

- Parents who meet their children within the playground are expected to take over responsibility for them.
- All pupils have instructions not to leave the playground without their parent/carer, and go to the office if they are left as the last collected child leaves.
- Any children who have not been collected should be brought by a staff member to the school office and the Headteacher notified.
- Parents or named contacts are contacted if pupils have not been collected by 3:20pm.
- If the school is to be closed early for any reason, all parents/carers are informed beforehand, or in an emergency, contacted by phone.

Extra-curricular activities/After-school clubs

Staff who organise after school clubs and events are responsible for ensuring adequate supervision of children during these times.

Pupils remaining for after school activities are always expected to obtain parental consent and this will include the name of the person collecting them or written permission for them to go home unaccompanied.

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 parents collect them.

Children Exercising Personal Responsibility

In order to support our children in developing their independence, maturity and personal responsibility, we believe it is appropriate to allow carefully measured levels of semi-supervised activity.

Teachers should use their professional judgement in these cases, but the following advice and examples are given:

- A member of staff should always be aware of the whereabouts of each child
- A member of staff is still responsible for the safety of pupils
- Children chosen to work in a semi-supervised capacity should be chosen based on their ability to behave sensibly

Acceptable examples:

- Children from Y2 upwards delivering a message to the office or another class
- Children from Y2 upwards changing a book in the KS1 corridor or main foyer
- In Class 1, 2 and 3, for example, a group of children working in the outside learning area (with the doors open/ajar) whilst the class are working in the classroom with an adult
- Children in KS2 working outside with the classroom door open so that they are in view of the teacher
- Children in Y5 or 6 leading lunchtime clubs in a classroom with the door open
- Pupils practising a dance in the studio with the door open and a member of staff designated outside the door on the tarmac area

Supervision on School Visits

It is the responsibility of the Headteacher and Governing Body to ensure that appropriate procedures are established for school visits. A visit may only take place if the Headteacher authorises it.

The lead teacher must visit the proposed site and complete the relevant paperwork. Before approving a visit, the Headteacher must be satisfied that the activity will be efficiently organised and supervised.

Staff organising visits must bear in mind the following guidelines:-

- i. LCC Insurers stipulate that the overall ratio of supervising adults to children on school visits should be 'reasonable' given the particular circumstances of each trip.
- ii. DfES Guidelines recommend an adult to child ratio of at least 1 adult to 6 children.
- iii. A minimum of 2 adults should accompany each visit. At least one of these adults must be a teacher.

An adult who holds a First Aid qualification must always accompany a school visit.

Accompanying teachers have a 'duty of care' with respect to the children in the school party and every reasonable precaution or care is taken to secure the safety and well-being of children.

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. (More details on conduct of school visits is contained in the School Visits Policy)

Supervision of Special Activities

Teachers are responsible for determining whether certain activities during the course of the school day, require additional measures, such as higher ratios of adult supervision and should plan for and organise this. A risk assessment will be required. If in doubt, teachers should seek advice from a member of the Senior Leadership and Management Team.

Other relevant Policies

- Anti-bullying policy; Behaviour Policy; Safeguarding Policy