



SHEERHATCH PRIMARY SCHOOL

SUPERVISION OF PUPILS POLICY

Purpose

The purpose of this policy is to provide a common understanding of the issues involved and continuity of practice throughout the school, which will help safeguard the welfare of both pupils and staff. The policy applies to all staff, pupils and parents/carers (in respect of the beginning and end of the school day)

Care Club (mornings)

Sheerhatch Primary Care Club operates on both sites in the morning from 7.50am for pupils who have been booked in advance. All sessions are supervised by school staff who are DBS checked, have Safeguarding and First Aid training and who are trained in Food Hygiene. Care Club is an integral part of the school and falls within the remit of the School's Safeguarding and Health and Safety policies. Pupils in morning Care Club go to their classrooms from 8.35am on the Cople site and 8.45am on the Willington site, when they come under the supervision of the staff on duty.

Before School

The gates are opened at 8.35am (Cople) and 8.50am (Willington). There will be a member of staff on duty on the gate at each site. Children will go straight to their classrooms, where the classteacher will be waiting for them. Gates close at 8.45am (Cople) and 9.00 (Willington).

Latecomers will need to ring the buzzer to be let in from the office.

Outside Break times

Each site has a timetabled break in the morning and at lunchtime. Early Years and Key Stage 1 pupils also have a short break in the afternoon. Pupils require a break from work and unless there is good reason they should be encouraged to take their breaks outside.

Morning breaks are supervised according to a duty rota, including teachers and support staff. Lunchtimes are supervised by Midday Supervisors. Afternoon breaks for the younger pupils are the responsibility of the class teacher.

During morning break time, two members of staff are allocated on duty at Willington and three at Cople. Staff should be on duty promptly and pupils should not be released onto the playground until a member of staff is present. If there is a reason that a member of staff cannot be on the

playground, then a senior member of staff needs to be informed so that they can arrange cover. If a supply teacher is covering the class of a member of staff on duty, they should be informed and asked to cover the duty.

The supervising adults should ensure that they have good visibility of all areas of the playground and ensure that pupils are reminded that they need to be within given boundaries (e.g. not allowed behind the Otters' classroom on the Willington site). The adults should check these areas periodically to ensure that pupils are adhering to set boundaries.

Pupils should only leave the playground with permission, for example to go to the toilet, or in an emergency to seek assistance.

Staff should ensure that zones of activity and playground equipment are being used appropriately and actively remind pupils of this, applying the Behavior policy if pupils do not follow instructions. Staff should encourage good social interactions between pupils and be aware of any situations where disagreements may arise.

The duty staff are the first point of reference for pupils with problems or minor injuries. Should support be necessary with first aid or behaviour issues, then the pupil(s) can be referred to another first aider or senior member of staff as appropriate.

If an accident or injury occurs that requires being logged, then it is the responsibility of the First Aider who dealt with the incident to record the injury in the accident book and on the provided format for the pupil to take home.

At the end of break, the bell is rung or whistle blown for the pupils to line up. Children will then return to their classrooms.

If it is deemed necessary for break time to be indoors, due to bad weather, duty staff will supervise activities within the classrooms, bringing classes together where necessary.

Lunchtime

The responsibility for the quality and quantity of supervision at lunchtime rests with the Head Teacher. The day to day operation is delegated to the Senior Midday supervisor on each site.

On the Willington site, all the pupils will be supervised in the hall to eat their lunch. They will be sent out to the playground in groups under the supervision of at least one member of staff, with the second member of staff joining them on the playground when the majority of pupils have completed their lunch. Any remaining pupils inside will be supervised by teaching staff if necessary. On the Cople site, the pupils will eat their lunch in the hall in different sittings with staff supervising inside and outside.

Midday supervisors have the same responsibilities as duty staff at other break times. The standards and expectations of pupils are the same at lunchtime as other break times.

Arrangements for the end of lunchtime are the same as for break times, though the midday supervisors may escort the pupils back to their classrooms.

Indoor break, in the event of bad weather, will be supervised in the classrooms, bringing the pupils together where necessary.

Classroom and Lesson Supervision

Teachers should be in the classroom with the pupils from the beginning of each session.

Pupils should never be left in school during a break time or before or after school to carry out any activity, task or duty whilst unsupervised unless it has been approved by a senior leader.

A class teacher's prime responsibility is to be with the class or group being taught at all times. Good preparation and classroom management should ensure that there is rarely a necessity to leave the class. If a situation arises where a teacher needs to leave a classroom, another member of staff should be alerted to keep a watching brief and cover will be provided when necessary. Classes or groups are to stay with their teacher until the end of the session and they are dismissed from that classroom in an orderly manner.

Older pupils may occasionally work independently of the teacher in groups outside of the classroom e.g. in the library or computer area. In these circumstances, tasks and time limits will be made clear and the teacher will regularly check on their activity or have arranged with another member of staff to do so.

Games/P.E

Pupils do not need to change for PE in school as they wear appropriate kit on PE days. They may occasionally need to change in school for a club or other activity. The class teacher or other member of staff should ensure supervision groups whilst changing e.g. by positioning themselves between two allocated changing areas.

Pupils who cannot take part in games activities can join their group in an appropriate role. If this is not feasible due to the nature of the activity or the reason for non-participation, then pupils must be designated a class or member of staff and must report to that teacher with an appropriate activity.

After School

At the Willington site, pupils are dismissed to their parents/carers from the classrooms. At the Cople site, staff will accompany pupils to the gate where they are encouraged to leave independently when a parent/carer is present or if they have permission to walk home alone. If an expected parent/carer is not present, they are reminded to stay on the playground under the supervision of staff.

The gates are locked once pupils have been collected.

Clubs

Pupils who go to after school clubs should go to their clubs in an orderly manner.

Parental permission must be given prior to any pupil attending an after school club, and the club paid for where a charge is applied. A register is kept by the club deliverer and is taken at each session. Where a pupil is absent without an explanation, a phone call home is made so that the whereabouts of the pupil and their safety is established.

In the event of a session being cancelled the school informs the parents/carers as far in advance as possible.

The member of staff or provider running the club is responsible for dismissing the pupils to their parents/carers or to care club staff. An outside provider will be supported by a member of staff initially to ensure protocols are understood.

Safeguarding

It is the school's responsibility to ensure third party providers are prepared to adopt the school's policy. All club leaders will have a current DBS certificate. The school will make clear to third party providers what is expected of them in terms of a safe working practice with children and young people and record that they have done this. The school maintains a record of the organisations' own safeguarding policies and liability insurance where relevant.

Care Club (afternoons)

Care Club operates afterschool on the Cople site for pupils who are booked in advance (session 1 up to 4.45pm and session 2 up to 6.00pm). All sessions are supervised by school staff who are DBS checked, have Safeguarding and First Aid training and who are trained in Food Hygiene. Care Club is an integral part of the school and falls within the remit of the School's Safeguarding and Health and Safety policies. A register is kept and if a pupil on the register does not turn up, this is immediately followed up by a phone call home to ensure the pupil has been collected safely. Parents/Carers ring the buzzer when they arrive to collect and the pupils are taken out to them by a member of Care Club Staff.

Care Club have a non-collection policy which outlines procedures in the event of a parent/carer not arriving to collect a child.

Minibus

Pupils may be booked to use the minibus service between the two school sites at the beginning and end of the school day. There may be other times within the school day when small groups are transported between sites or to an off-site activity. The minibus driver will be accompanied by a second adult acting as supervising chaperone. On the occasion that numbers prevent this, a second adult will follow the minibus in their own vehicle. There may be rare occasions when the driver is the only supervising adult, but this will only ever be when the journey is between the two sites and the driver will always carry a mobile phone should assistance be needed.

Offsite visits

Visits offsite will be organised following the Educational Visits policy and using recommended pupil to staff ratios.

There are occasions when classes or other groups walk within the villages, for instance to the village hall, playing fields or church. A class, or group of a similar size, will be accompanied by two adults, one towards the front of the group and the other at the back. Accompanying adults will wear hi-visibility jackets.

Monitoring and evaluation

The Head Teacher will monitor supervision at intervals to ensure the policy is working in practice and monitor the records of accidents and incidents to ascertain whether there are recurring issues which could be resolved through Premises or Behaviour Management. Staff will be made aware of this policy and any training needs identified.

Review

This Policy will be reviewed on a tri-annual basis. The Policy was approved by the Governing Body: April 2020

(updated September 2021)

Review due: April 2023

Relationship to other policies

- Behaviour Policy
- Anti-bullying Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Care Club Non-collection Policy
- Educational Visits Policy