



Ashby Hastings Primary School

"Inspiring minds to foster confidence"

Supervision Policy

Adopted by Ashby Hastings Primary School on:	23 August 2021
This policy will be reviewed	As policies, procedures and regulations are updated.
Version	2.0

For the purpose of this policy, the 'Head Teacher' refers to the Executive Head teacher, Head teacher or Head of School.

Supervision Policy

Purpose

The purpose of a policy on the Supervision of Children is to provide a common understanding of all the issues involved; and also a continuity of practice throughout the school, which will help safeguard the welfare of both children and staff. A policy on supervision should also have benefits related to discipline. Children can only accept greater responsibility for their actions if they are aware of the parameters for action. We must be careful to ensure that the responsibilities we give them are within their capabilities to accept and not put them or others at risk by being unrealistic in our expectations.

Summary

- The school takes responsibility for children from 8.45 am. From that time teachers must be on duty in the playground
- It is the task of the teachers on duty to supervise the children with due regard to the rules relating to break-time and playground behaviour.
- A class teacher's prime responsibility is to be with the class or group being taught at all times. Children in class should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is rarely a necessity to leave the class.
- Children require a break from work and unless there is good reason they should be encouraged to take their breaks outside.
- The responsibility for the quality and quantity of supervision at lunchtime rests with the Headteacher.
- Children should go to after school clubs or straight home after school and not play in the playground.
- Children who have not been collected after school should come back into school, inform a teacher and then wait outside the office.
- Children should never wait outside for lifts or taxis. They should be collected from the Reception area.

Relationship to other policies

- Behaviour
- Anti-bullying
- Whole School Policy for Safeguarding, including Child Protection
- Health and Safety Policy

Roles and responsibilities

This policy applies to:

- All staff
- Pupils
- Parents/Carers (at dropping off and picking up times).

Arrangements for monitoring and evaluation

The Headteacher will have meetings as appropriate with staff who complete the Accident Incident forms to ascertain whether there are recurring accidents which could be resolved through Premises Management. The Headteacher will review the accident book, paying particular attention to major incidents.

Breakfast Club

This section will be amended when a Breakfast Club is required to be established.

Outside Duties

It is the task of the teachers on duty to supervise the children with due regard to the rules relating to break-time and playground behaviour.

- Children must never be allowed to leave the school grounds at any time without parental and/or Headteacher permission.
- The duty staff have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour, which recognise the rights of children.
- The duty staff are the first point of reference for children with problems or minor injuries. Children are not expected to come into the main school for any reason (other than to use the toilets or in the case of an emergency), without the permission of the teacher on duty.
- It is essential that duty staff be on duty promptly. The task of being on duty takes precedence over all other activities. If it is not possible for a member of staff to be on duty due to unforeseen circumstance, then the Headteacher / Deputy must be informed immediately so that another teacher can be asked to cover.
- 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 child to take home.
- If a teacher knows that he / she will not be in school on the day of their duty, then it is that teacher's responsibility to arrange for another colleague to take the duty instead. If this is not possible, then the Headteacher / Deputy should be informed.

Before School

- The school takes responsibility for children from 8.45 a.m. From that time a teacher must be on duty in the playground.
- The Head, deputy or another teacher is situated by the main gate to ensure that children come in but do not go out again.
- The teacher on duty will blow the whistle at 8.45 a.m. and then supervise children coming in.

- The gate is locked at 9.00am. Any latecomers have to come in via the main entrance and school office.
- If bad weather requires it, the Headteacher may request the teacher on duty to blow the whistle earlier. The responsibility for indoor supervision on this occasion will be with class teachers and support staff.

Morning and Afternoon Breaks

- Children require a break from work and unless there is good reason they should be encouraged to take their breaks outside.
- The adults will supervise all areas of the playground ensuring that less visible areas and the toilets are regularly supervised. All necessary ratios will
- The duty staff will supervise the children going in through the various entrances.
- If the Headteacher designates the break as an indoor break due to bad weather, then the duty staff will supervise the children; one member of staff per year group and one member of staff supervising the corridor and toilets.

Lunchtime

- The responsibility for the quality and quantity of supervision at lunchtime rests with the Headteacher.
- The lunchtime supervisors have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour that recognise the rights of children.
- The lunchtime supervisors are the first point of reference for children with problems or injuries. Children are not expected to come into the main school for any reason (other than to use the toilets or in the case of an emergency), without the permission of a lunchtime supervisor.
- The standards and routines expected during lunchtime play must be identical to those at any other time. It is essential that children are encouraged to have the same respect and responses for lunchtime supervisors as they do for school staff.
- FS and KS1 children who have hot school lunches will be accompanied by a member of staff to the lunch hall. When their lunch is finished they leave the hall and go straight outside. All KS2 children will have a rota system for hot lunches and come into the hall when requested by a midday supervisor. All KS2 packed lunches are eaten in the classroom.
- At the end of lunchtime, arrangements for entering the school are the same as break times.

Inside Supervision

- Teachers should be in the classroom to receive the children at the beginning of each session.
- Children should never be left in 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. Children in class should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is rarely a necessity to leave the class.
- Classes or groups are to stay with their teacher until the end of the session when the bell rings and they are dismissed from that classroom in an orderly manner.

- There must be identifiable advantages for the learning process to justify children working outside the classroom.
- If children need to go to the library for research purposes, the task and time limit to carry out that task must be clear. It must be remembered that the library is often a teaching area also.

Games/P.E

- If it is not appropriate for children to change together in the classroom for P.E. then the teacher should ensure that there is some supervision of both groups whilst changing.

Children's Responsibilities and Duties

- When allocating jobs / tasks to pupils, safety must be a prime consideration. It would not be appropriate for children to be involved with plugging in electrical apparatus into the mains unless they were directly supervised.
- Children doing jobs / tasks must be directly supervised by the teacher. Children should not be left in the classrooms during normal break times without class teacher supervision. Any other children performing tasks (i.e. paper recycling) are the direct responsibility of the Head, deputy-head or Year Co-ordinator.
- All children have a duty to leave the building promptly during break-time and should be aware that once they have left the building they should not return unless it is to go to the toilet.
- Children who are expected to stay in to finish work are the responsibility of the teacher requesting them to do so and they must be supervised.

After School

- Children who go to after school clubs should go to their clubs in an orderly manner.
- There must be good supervision of cloakrooms, stairs and corridors to ensure all children leave the school safely. Staff will accompany the children on to the playground.
- Children should go straight home after school and not play in the playground.
- Children who have not been collected after school should come back into school, inform a teacher and then wait in the office.
- Children should never wait outside for lifts or taxis. They should be collected from the Reception area.

After School Clubs

Any after school clubs will run from 3.15pm to 4.15/4.30pm. Parental permission must be given prior to any child attending a club. If a club is oversubscribed a waiting list is kept. If a child is feeling unwell, then a phone call to their Parent/Carer is made for the child to be collected ASAP.

A register is kept by the club deliverer and is taken at each session. Where a child is absent without an explanation, a phone call home is made so that the whereabouts of the child and their safety is established.

The register is returned to the school office. The adult responsible for the club ensures that all pupils are collected by the designated adult/carers or that alternative arrangements e.g.

walking home, have been agreed. If it has not been agreed then the child waits until the member of staff has spoken to the parent concerned.

Cancelled session – In the event of a session being cancelled the school informs the parents as soon as possible. Where practical the school contacts Parents/Carers by phone.

Club numbers – Suitable ratios of adults to children are maintained by the adult responsible for the club. Any Parent/Carers supporting the delivery of a club have an up to date DBS check.

Payment – Outside agencies providing after school activities will make clear the cost incurred before parents/carers agree to children attending the club. The school and outside agencies retain any payments received.

Safeguarding

It is the school's responsibility to ensure third party providers are prepared to adopt the school's policy. Providers should contact the Headteacher of School in the event of a disclosure. All club leaders will have a current DBS certificate. The school will make clear to 3rd 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. All club leaders are given a copy of the document "Guidance for Safer working Practice for Adults who work with Young People in Education Settings".

Insurance – All 3rd party providers offering activities provide a copy of their public liability insurance and their employer liability insurance if appropriate.

Club Expectations

All club leaders ensure that every term there is a reminder about: the procedures in case of a fire, rules for moving around the school building, arrangements for going to the toilet, expectations of behaviour and changing arrangements.

First Aid

All members of staff and outside agencies have an up to date first aid certificate. An accident form will be completed for all accidents and any bumps to heads require a phone call home to Parents/Carers.

These procedures are reviewed annually or more frequently if legislation determines.

Ratios for supervision;

Before school- from 8:40am – an adult will be on duty to oversee pupils entering the playground. The ratio would be one adult to every 15 pupils (FS) growing to an *additional* three adults for years 1-6 when the school is fully populated.

Morning Breaks- an adult will be on duty to oversee pupils in the playground. The ratio would be one adult to every 15 pupils (FS) growing to an *additional* three adults for years 1-6 when the school is fully populated. Indoor first aid provision would be also available.

Lunch breaks– a midday supervisor will be on duty to oversee pupils in the playground (one adult to 15 pupils in the FS) and also an adult will be present in the dining hall to oversee

lunch eating. This would grow to an *additional* 6 midday supervisors to oversee lunchtime outdoor and indoor duties when the school is fully populated.

After-school- pupils will be collected from their classroom doors with both teachers and classroom assistants on duty to oversee pupils leaving the school.

Outside trips / residential- for any visits out of school including residential, a minimum of one adult to every four FS pupils, a minimum of one adult to every six Y1-Y4 pupils and a minimum of one adult to every ten Y5-Y6 pupils will form the ratios. Every outdoor visit or residential may, however, require additional adults and these decisions will be based upon each individual visit/residential risk-assessment.