

## SUPERVISION POLICY 2020 – 2023



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.

### Summary

- The school takes responsibility for children from 08.30 am. From that time a member of staff 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 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.

A full policy is available on request from the school office.

### Status

Recommended

### Who/what was consulted?

This policy has been reviewed by the Teaching, Learning and Pupil Welfare Committee & Headteacher. All staff have been consulted.

### Relationship to other policies

- Ready to Learn: Positive Behaviour and Discipline
- Anti-bullying
- Positive Handling Policy
- 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 an annual meeting with staff who complete the Accident Incident forms to ascertain whether there are recurring accidents which could be resolved through Premises Management. The Resources Committee will regularly monitor the Accident Log book, paying particular attention to major incidents.

**Date approved by Full Governing Body:**

**Date for review:**

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## OUTSIDE DUTIES

It is the task of staff 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**.
- 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 staff 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 staff member to be on duty due to unforeseen circumstance, then the Headteacher / Deputy **must be informed immediately** so that another member of staff can be asked to cover.
- If an incident occurs during playtime that requires one duty staff member to accompany a child into the building, then the Headteacher / Deputy must be informed.
- If an accident or injury occurs that requires being entered on the incident management system, then it is the responsibility of the staff member who dealt with the incident to enter the details onto the system with administration staff after reporting the incident to the Headteacher / Deputy.
- If a member of staff knows that he / she will not be in school on the day of their duty, then it is that person's responsibility to arrange for another colleague to take the duty instead. If this is not possible, then the Headteacher / Deputy should be informed.
- The staff member nominated as reserve should always be prepared to take duty on the allocated day in case of staff absence. Supply teachers should not be expected to do a duty unless they are on supply for long-term absence.

## BEFORE SCHOOL

- The school takes responsibility for children from 08.30 a.m. From that time teachers and support staff must be in their classrooms.
- The head, deputy or another teacher is situated by the main gate on Avenue Rd to ensure that children come in but do not go out again. Another member of staff is on duty at the Swansea Road entrance of the school.
- Children go straight to their classrooms on entry to the school.
- The gate is locked at 8.50 am. Any latecomers have to come in via the main entrance and school office.

## 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.
- There will be a minimum of four adults on duty outside during breaks.
- The adults will supervise all areas of the playground ensuring that less visible areas and the toilets are regularly supervised.
- The trim trail area and Pirate Ship area will always have 1:1 supervision.
- The adults will blow the whistles in unison, once for the children to stand still and once again for the children to move. Years 6 go inside independently, Years 3, 4 & 5 will line up to be collected by their teachers and led inside the building.
- The duty staff will supervise the children going in through the entrances ensuring that all children return into school.
- If the Headteacher designates the break as an indoor break due to bad weather, then the duty adults will supervise the children; one staff member 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 Headteacher informs and oversees the senior lunchtime supervisor who in turn instructs the roaming supervisors on the day-to-day issues relating to lunchtime supervision.
- 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 teachers.
- Children who have hot school lunches are accompanied by a member of staff to the lunch hall. When their lunch is finished they leave the hall and go straight outside. All packed lunches are eaten in class rooms and supervised by the midday team.
- At the end of lunchtime the whistle will be blown once for the children to stand still and once again for the children to move. Arrangements for re 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 the day and 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 are then supervised out of the school for breaktime.
- 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.
- In the rare event that it is **necessary** for a teacher to leave their classroom, then the teacher of the nearest classroom should be informed to enable them to keep a watching brief.

## GAMES/PE

- If it is not appropriate for children to change together in the classroom for P.E. then the teacher should ensure that there is supervision of **both** groups whilst changing.
- Children who cannot take part in games activities can join their group as an observer (warm weather only). If this is not appropriate then children must be designated a class or person and must report to that teacher with some work to do. (E.g. Year 6 to year 5 and year 4 to year 3). **They must stay with that class/person until the end of that session.**

## 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 who are not monitors 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 monitors) are the direct responsibility of the head, deputy-head or head of year.
- 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.
- We must be careful to ensure any responsibilities we give to children or expectations of self-regulation during unstructured times are within their capabilities and not put them or others at risk by being unrealistic in our expectations.

## AFTER SCHOOL

- Parents/Carers are requested to complete a form on an annual basis advising the school of the collection arrangements for their child ( Appendix 1). Any changes to these collection arrangements must be communicated to the school.
- Children will line up in classes and be escorted from the classroom, through the cloakrooms onto the playground. Y3 children remain with their teachers until they are collected.

- There must be good supervision of cloakrooms, stairs and corridors to ensure all children leave the school safely. The class teacher in Y4 and 5 must lead their classes out of school and the support staff ensure that the children have left the classroom and that stairs and cloakrooms are supervised.
- Children who are not collected by an adult 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 outside the office.
- Children should never wait outside for lifts or taxis. They should be collected from the Reception area.

Appendix 1



Avenue Junior School Collection Arrangements for Children

Name of child .....

Class.....

My child is allowed to walk home alone from school.

My child walks home with their brother/sister:

Name.....Class.....

My child will always be collected from school by an adult.

Please name any adults below who you authorise to collect your child and their relationship to the child/yourself.

- 1.
- 2.
- 3.
- 4.

Please complete your child's regular arrangements for each day:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

If any of these arrangements change at any time I will contact the school.

Signed.....

Name.....

Date.....

**Please return to the school office.**



NB: The school holds separate details for club collection arrangements, such as Korfbal or Running Club.