



Supervision Policy and Guidance

This policy applies all pupils in the school, including in the EYFS

Revised September 2016

Date for revision September 2017

Supervision Policy: Purpose

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school day. Staff should also read:

- Staff Code of Conduct
- First Aid Policy
- Health and Safety Policy
- Educational Trips Policy
- Welfare and Safeguarding Policy
- EYFS Key Person Policy
- EYFS Collection and Non-Collection Policy
- EYFS Missing Child Policy
- EYFS Sleep Policy

Legal Obligations

The Governing Body and Head Teacher have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees, pupils and others who enter the school. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

Teachers have a duty of care to the children, which is based on the principle that they are in loco parentis. This can be thought of as the standard of care expected of prudent parents in the care of their children. In order for teachers to carry out their duties effectively they have certain responsibilities. These include:

- Formulating with the Head Teacher and SLT the overall aims and objectives of the school and policies for their implementation
- Ensuring that they are aware of school policies and obtain the information they need in order to carry out their professional duties effectively
- Ensuring the maintenance of good order and discipline at all times during the school day, including morning and afternoon breaks and lunchtimes, when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities whether on the school premises or elsewhere

Negligence

If a claim for negligence is brought against a member of staff, it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times. (For information regarding claims for negligence and disciplinary procedures etc, see the GEMS Employment Handbook, or ask the School Business Manager, Mr N Roache.) It is for this reason that staff should be aware of the school's policies and should carry out appropriate risk assessments for all activities outside the normal day to day teaching in the school. The Pre-Reception Manager is responsible for carrying out a daily risk assessment that includes all inside and outside areas and equipment available to the Pre-Reception children.

Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However, if anything were to happen to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur legal liability.

Supervision Before School

The school has written to all parents clearly stating the time of the start of the school day and that no arrangements are made for the supervision of children by the school earlier than 8.30am. Pupils should only enter school buildings if they require the toilets. However, to avoid breakages pupils are, with permission, allowed to take their musical instruments, and other such items for safe-keeping, to the Studio or Peripatetic teaching rooms.

School commences at 8.30am. The children will line up outside their class building to be greeted and taken into class by their Form Tutor or a member of the teaching staff. Before 8.30am, children are the responsibility of, and must be supervised by, their parent, guardian or carer. The only exception to this is if children are taking part in a before-school lesson (e.g. singing/drama/instrumental) or are booked into Early Morning Club (EMC) for which a charge is made. EMC opens at 7.30am and runs until 8.30am. At 8.30am, children are taken from the Club to their classes by the EMC staff. In inclement weather, parents and children may shelter under the covered walkway.

Registration

All pupils (apart from Nursery) are registered between 8.30am to 8.40am and 1.05pm after lunch. Pre-Reception pupils are registered by 9am, depending when they are dropped off at school. All pupils are dismissed at the end of the school day, usually by their Form Tutor. Registrations are taken on SIMS. The responsibility to ensure that a pupil attends school regularly is that of their parents and guardians. The school will contact parents at approximately 9.30am if children are absent from school without notification. A message regarding a pupil's absence may be left by ringing the main school number, and by then selecting the absence option.

Leaving the School Site

Children are not allowed off site during school hours unless there is clear written evidence of a request from the parents or guardian. A telephone call to a teacher or the School Administrator is also acceptable (see the information for parents' booklet). The parent or guardian will collect the child from the main reception area in 'The Wattles', from where the individual will be signed out by the parent. In EYFS & KS1, if the adult collecting the child is not known by school staff, then a password will be required.

Errands

Children are not allowed off site for any reason unless supervised by a parent or guardian. This includes children collecting items from cars parked in the school car park.

Illness

When children are taken ill during the school day the school will if required, and usually after discussions between the appropriate teacher and School Administrator (who is the designated person in charge of First Aid) contact the parents or guardian, whether at home or at work, in order that the child can be collected. Information about contacts is on SIMS and also kept in the School Office. (See also the First Aid policy for the procedures regarding sick pupils.)

If the accident or illness is deemed to be more severe, the child will be accompanied to the local A & E Department and a copy of the child's records will be taken to enable hospital staff to deal with any recorded conditions and also to enable the School Office and the accompanying adult (a member of the staff) to keep in contact with the child's parents, via the school mobile.

Pre-Reception and Reception accidents/incidents are recorded on the appropriate form and a copy is kept in the school record file detailing times, staff in attendance and action taken, children are dealt with initially by a member of the EYFS staff on duty and then automatically taken to first aider.

A form is always completed for a head or eye injury, suspected break or a visible mark. If there is no visible mark or suspicion of an injury and no treatment is required, it is not necessary to complete a form. Distinction should be made between the recording of an accident (as above), an incident (which is a behavioural issue) and a near miss (health and safety issue).

Supervision in classrooms

It is unavoidable (due to the configuration and layout of the school, the use of specialist teachers and the location of specific rooms) that pupils will, between lessons, be left unsupervised in classrooms. We have tried in the past to line-up pupils outside the classrooms when a teacher leaves to go on to another lesson. However, this is impossible in many areas due to the layout of the school or in times of bad weather and as such is impractical. It is assumed that teachers therefore will complete their lessons in good time and be in a position to move to the next class as soon as is practicable, in order to minimise the time pupils are unattended. Pupils should never be left completing work with any form of equipment (such as scissors and the like) that might cause them or others damage. Priority should always be given to younger pupils, and those below Year 3 should always be delivered to the location of their next lesson by a teacher or Teaching assistant.

Pupils should never be left alone in any classroom or area of the school other than as above when unavoidable, between lessons. At break and lunchtimes, children should be supervised until all have left the classroom, and should not be allowed back into classrooms until the commencement of the next lesson. The only exception to this is the Library, which pupils may visit as long as a librarian is present, and that there is an adult in close attendance within the School Office.

Emergency

In the case of an emergency, please ring on the school phone system, or send a pupil to the main office or adjacent classroom to seek help, if a teacher is alone. Do not leave the class unattended.

Clubs and extra-curricular lunchtime activities

Children attending clubs and extra-curricular activities should not be left in school unattended. Pupils waiting for a lunchtime club should meet the teacher outside and be taken into the classroom.

Teachers must supervise pupils who are completing work for any reason outside the normal lesson times.

Computing

Pupils are not allowed to use the computers without a teacher present. If research or the completion of work demands a child use a computer, the teacher can ask that the pupil uses either the Library computer or borrows an iPad or Venue and is supervised as above. Movement of computers and iPads between classrooms and buildings should only be carried out by a member of staff. Children should not be made responsible for plugging iPads and venues into the charging unit.

Supervision of pupils

A professional judgement is needed in view of the age of the pupils and the activities in which they are engaged. When a member of staff is supervising in a remote location, such as may be the case during games, a school mobile phone is advisable. Older pupils, Student Teachers or Teaching Assistants should not, at any time, have supervisory responsibilities for pupils; there must always be a member of staff readily available and in overall charge.

In the EYFS “Children must usually be within sight and hearing of staff and always within sight or hearing” as stated in the Statutory Framework for the Early Years Foundation Stage (Effective September 2014).

Stranger Danger

All staff MUST wear their IDENTITY cards either on a lanyard or clip provided by the school. Should a member of staff forget their card then a temporary badge may be obtained from the School Office.

All visitors to the school are expected to sign in and out. Visitors are required to wear a red visitor’s lanyard and badge. All staff should check strangers on the premises and report to the School Office if there is a concern. A walkie-talkie is also available in the School Office should urgent assistance be needed.

If an unknown person or an individual is deemed to be an intruder by a member of staff, the School Office should be contacted who will call the Police immediately and alert all areas of the school to keep children safe in the classrooms. This may entail the locking of doors, closing of windows etc.

Children should only be released to the normal routines once they have been told by the School Office that the situation has returned to normal.

Parents are not allowed to approach children from other families to sort out disputes or arguments. Staff should report any concerns to the School Office.

Supervision of Breaks and Lunchtimes

A duty rota for break and lunchtime supervision is displayed in the staff room. Staff must be at their allocated area promptly, and in no circumstances should children be allowed to play unsupervised. No aggressive games such as bulldog or any other charging, running at pupils or aggressive tag games should be played on the playground at any time. Supervising staff are expected to stop all such games immediately, informing the children of the problem. Staff should circulate within their supervision area and patrol, and are reminded that the purpose of their presence is to ensure the safety and

security of the children: staff should therefore not be in groups talking, as incidents may therefore occur without the staff member being aware. Complaints regarding unkindness and bullying are almost always associated with times when children are outside the normal classroom structure: it is therefore essential for staff to circulate and be visible, so that any indication of inappropriate behaviour may be quickly identified and dealt with.

Lunchtime equipment and ball games may be used as directed by the supervising staff. The staff on duty at lunchtime should blow a whistle five minutes before the pupils are due inside, to give them time to collect and hand in all the equipment prior to the pupils lining up.

There must be adequate supervision outdoors throughout school break times. At least two members of staff are required on each playground area at all times.

Members of staff who are not on duty also have a responsibility to send pupils out of school if they are seen inside at lunchtime. Any pupil therefore in school, unsupervised, at break or lunchtime should be sent out immediately. No pupil should enter school at mid-morning break or lunchtime without the permission of the duty staff, or unless accompanied by a member of staff.

Lunch is from 11.45 – 1.05pm. All children eat in the dining hall where staff will sit with them whilst eating their lunch. There is a staggered entry to the lunch hall, and children are served by a cafeteria system. The children are able to choose their meal, but staff are always on hand to ensure they have a balanced, healthy meal. After lunch the children play in their playground, although if it is raining, the children return to the classroom where they are supervised by a member of staff.

At the end of lunchtime, a whistle is blown by the duty teacher and pupils will stand still and be silent. Children will then be sent to their lining-up positions, to meet their teacher ready for afternoon registration. Staff should leave the staff room promptly to supervise the children back into class.

Supervision of Wet Playtimes

Supervision of wet break and lunchtimes varies as to the availability of staff but generally, year group teachers will work in pairs, with the additional support of a TA whenever possible. Each teacher within the year group will need to supervise the children inside the classroom (or under the walkway or other covered outside area according to the severity of the weather) for a fair proportion of the wet break or lunch duty, the exact timings to be mutually agreed by the members of staff concerned.

Children must never be left unsupervised in classrooms during break or lunch times. All staff are required to return to their classrooms and supervise pupils at mid-morning/afternoon break, if the duty teacher designates the break as being WET. Staff should support each other in maintaining adequate levels of supervision during wet playtimes, which requires the exercising of professional judgment, according to the situation at the time. However, staff must remember their duty of care to ensure the health and safety of the pupils, and themselves, at all times. Likewise, staff should also make arrangements (with Mr Grabham) for someone else to fulfil their duty should they be away on a course, trip or fixture etc.

Poor Behaviour

Close monitoring of the children and prompt intervention at playtimes (as detailed above) by the supervising staff should prevent the vast majority of such behaviour. However, where the behaviour of a pupil during a break time threatens the health and safety and/or welfare of others, the child may be withdrawn from that play area. This sanction will be at the discretion of the Deputy Head and/or Head Teacher once the incident has been investigated by the Form Tutor in the first instance. Teachers should on no account send pupils who have misbehaved to the School Office, as there is no guarantee that the Head Teacher or Deputy Head will be there. The pupil should remain with the member of staff on duty, who will conduct an initial investigation, and then be referred at the end of the break period to the child's Form Tutor as soon as is possible. The Form Tutor will be responsible for fully investigating the incident, contacting the child's parent or guardian and only then referring the matter to the DH, if the Form Tutor believes the seriousness of the incident or behaviour warrants further escalation.

All incidents are recorded on the appropriate form and a record of the child's behaviour is kept in the Behaviour Log.

Dismissal at the End of the School Day/Supervision after School (Lakewood Club)

School finishes for Pre-Reception and Reception at 3.45pm and for Years 1, 2, 3, 4, 5 and 6 at 4.00pm. It is assumed that children will be collected by their parent, guardian or carer. The children are dismissed from the door of their building to a waiting adult. Children should be collected at 3.45pm or 4.00pm respectively, unless they are going to an after-school club or to Lakewood Club. If they are not collected at 4.05pm and are not attending a club, or have not been booked in to Lakewood Club, they will be taken to Lakewood as an emergency booking and a charge will be made. When children are collected from Lakewood Club by the agreed adult, they must be signed out.

If a child is to be collected from school by someone other than the parent, guardian or carer, the parent must inform the School Administrator in advance of the change, who will pass on the message to the Form Tutor. If the person collecting the child is known to the member of staff, the Form Tutor will release the child. However, **Sherborne House staff will not release a child to an unknown adult. Proof of identity, a password or prior information supplied by the parent as to the identity of the adult collecting the child will be required. In the case of a child below Year 3, a password system is in operation. Unless the collecting adult can give the agreed password, the child will not be released. In either case, the child will be taken to Lakewood Club in the first instance, until the parent can be contacted.** Should a message regarding a change of pick-up not be given to the school, the child will **not** be released, even if the collecting adult is known to the member of staff. Contact with the parent, guardian or carer of the child to confirm the arrangement will be required before the child will be released.

Children attending after school clubs will be taken to the activity at the appropriate time by a suitable adult, where a register will be taken. Following the activity or club, children booked into Lakewood Provision will be taken to the building housing after-school care by the adult running the club or their assistant, where the children will be given into the care of the staff, until be collected by the parent. Sally Hughes is the Lakewood Club Supervisor.

After school care starts at 4.00 pm and is run by a team of Teaching Assistants under the supervision of Sally Hughes. Lakewood Club caters for children who are not going to be collected from school until after 4.00 pm, but before 6.00 pm. These children register immediately after school, and there is a

nominal charge for this service per hour, or part of an hour. Children are provided with a drink and snack. Lakewood Club operates in two halves until 5pm, Year 3 pupils and above completing homework, after which the two halves join together until closure at 6pm. Children who return to school after visits or fixtures must go to Lakewood Club if their parents have not arrived to collect them.

The school employs six Lakewood Club staff. They have a cordless phone, access to first aid and emergency contact numbers, are aware of pupils with special medical conditions and control the gate system. Two Lakewood TA must always be on the playground whenever pupils are playing outside. At least one supervisor must also remain inside whenever pupils are working, although all numbers of staff are dependent upon the number of children, the welfare and health and safety of the children being paramount. The recommended ratios for after-school clubs should be the guide to all such operational decisions.

Parents should be given notice of children who will be late home through participation in after-school activities. They should be given adequate notice of any changes to arrangements such as cancellations of school clubs and fixtures. Every effort should be made to contact the parents during the day. If for any reason a parent cannot be contacted, the child must remain at school until the agreed time of collection.

If a child is not collected by 6pm and there has been no communication from parents, Lakewood staff will follow the procedure for non-collection of a child.

Supervision of Special Activities

It should be noted that if pupils are to be supervised in a remote location then a school mobile phone should be taken.

Physical Education / Games

The same general principles of care apply during PE and games as to other school activities. It is very important that the Teacher should consider factors, such as:

- Safety of apparatus being used
- Condition of the flooring/surface
- Suitability of pupil's clothing

Please follow the procedures listed below:

- Staff should wear appropriate Sherborne House sports' clothing.
- Children should not be allowed to wear watches or jewellery.
- Studs in ears should be taped over or removed.
- If valuables are handed in to a member of staff for safe keeping the school is accepting responsibility for them.
- Children should not be allowed in the Sports Hall before the start of a PE lesson without direct supervision.
- Children should not be handling PE equipment without direct supervision.
- Children should be taught to work quietly and to leave the Hall in an orderly way.
- A risk assessment including pupils' medical information should be taken to all fixtures. Medical information on pupils is to be found on the shared area in the Medical Information folder.

- Work experience placements or students must always be supervised by a member of the Sherborne House P.E. staff.
- The supervision of pupils during changing for PE and Games is vital. A member of the PE staff will meet the children at the appropriate changing area at the start of each PE lesson. The member of staff taking the pupils is responsible for the pupil behaviour whilst in the changing rooms. The member of staff responsible should walk around the changing facilities and make their presence known. This should be done on a regular basis and the member of staff, when not in the changing rooms should remain outside and within earshot of the pupils. The pupils should not feel, at any time, they are unsupervised.
- In the event of an accident, any action for damages would be unlikely to succeed if the teacher could show that (s)he had employed reasonable care.

Registration for Games / PE

All pupils who are on fixtures should be named on the fixture sheet, a copy of which should be placed in the red folder in 'The Wattles' reception area. A parental consent form indicating approval to go on the fixture, and how the pupil will be collected following the event, will be collected by the match leader.

In addition to the above, games lessons should finish in time for staff to complete any supervision of the changing rooms and return to their classroom for dismissal.

Art and Craft/ Science and Technology

Art/science is now taught in dedicated rooms. Teachers should consider the organisation of the children involved in practical activities, and should take all necessary precautions including training (on-line) in the following:

- Wearing masks and goggles
- Training in the use of tools, carrying glass objects and hot substances etc.
- Craft knives, sharp tools and hot or low melt glue guns should NOT be used by pupils
- Children should be supervised carefully when using sharp equipment such as scissors
- All equipment should be accounted for at the end of the activity and stored in a safe place
- Teachers should make sure that children know how to use tools correctly
- Children should be supervised directly when handling glass objects
- Where at all possible the use of glass containers should be avoided.

School Visits/fixtures

Staff should make themselves aware of the Educational Visits Policy.

- When children are taken from school on organised visits, the same duty of care arising from being in loco parentis exists whether or not the visit is undertaken voluntarily and out of normal school hours. It covers the duration of the whole visit and should include arrangements for the collection of the children at the end of the visit.
- A risk assessment for ALL educational visits and off-site activities is required. This should be completed by the trip leader and then handed to the Head Teacher for approval at least two weeks before the trip is to take place. She will then forward the document, signed, to the Trips

Coordinator who will check through all the technical requirements and approve that it meets the school's standards.

- A list of ALL pupils' medical conditions should be taken on the trip or fixture and this information can be found in the medical folder on the shared area.
- On the day of the trip, all names of those on the trip should be left with the School Administrator in the red folder as before.
- Teachers must not ask parents to transport pupils to and from trips and fixtures unless in special circumstances, which must be agreed in advance with the Head Teacher.
- Staff should not transport pupils to and from trips and fixtures unless an emergency occurs.
- Private arrangements between parents who agree to pick up other pupils are acceptable, if confirmation is sought from the parent of the pupil being transported. Teachers should carry a mobile when leaving the school site, to which parents should text any change of arrangement, if this has not been previously advised on the match slip. No child should be released to travel with another adult, unless the parent or guardian has given their permission to the school.
- A first aid kit and all appropriate pupil medication should be taken on all fixtures and trips.
- Generally, one member of staff or adult supervisor should supervise each team on fixtures. It is acceptable to involve a parental helper as additional support, provided the Head or Deputy Head Teacher has given their approval.
- Risk assessments should be taken on all trips and sporting fixtures and any near misses should be forwarded to the Head or Deputy Head. Likewise, any changes to the risk assessment should be written as required during the visit / fixture (different transport due to a breakdown etc).

End