

## **ST JAMES' RC PRIMARY SCHOOL**

### **SUPERVISION POLICY**

**FAITH IN ACTION,**

**WORKING TOGETHER,**

**WALKING IN THE FOOTSTEPS OF CHRIST**

#### **Duty of Care**

The 'duty of care,' is a statutory and contractual obligation for all staff, but places a specific responsibility on the Head Teacher to ensure that full and appropriate supervision of all pupils occurs throughout the school day. The Head Teacher must ensure the maintenance of good order and discipline at all times during the school day 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. They are also responsible for the security and effective supervision of the school buildings and their contents and of the school grounds. All staff must ensure high standards of supervision at all times. If an incident occurs it is important that an account is written of the incident. Parents are informed by telephone of serious accidents and bumps to the head. Bumps to the head are followed up by a note home and the child wears a Head Bump Wrist Band. The Accident Logs are monitored termly to identify any patterns occurring in order that relevant measures can be put in place. Accidents that occur through faulty equipment or apparatus should be reported to the Care taker and the Head teacher and the equipment placed out of use until repaired or replaced.

#### **Supervision of pupils travelling to and from school**

The Head Teacher is not responsible for the supervision of pupils travelling to and from school. However, the Head teacher should inform parents of any inappropriate or unacceptable behaviour that is reported to her.

#### **Supervision before school**

All parents are made aware of the starting time of the school day and children should not be on the school grounds until 8:40 am unless they are booked in to a before school activity. A member of staff will be on the KS2 playground at 8:40 am to supervise the KS2 children and will watch that no pupils leave the playground once they are on the playground. At 8:45am KS1 children go straight into class where a member of staff will be ready to supervise them. At 8:45 am KS2 children attending Breakfast Club go onto the KS2 playground and KS1 children are taken straight to their classes. The school gate is locked at 9.00 am. Any latecomers have to come in via the school office. If bad weather requires it, the KS2 teacher on duty will inform staff that KS2 children are coming into school at 8:40am. The responsibility for indoor supervision will then be with class teachers.

#### **Registration**

The responsibility to ensure that a child attends school regularly is that of the parents. Please refer to the school's Attendance Policy. At least two up to date contact telephone numbers are available should a child be absent without notification. Staff will attempt to contact the parents of any child whose absence has not been authorised on the first day of absence. Parents are informed that a note, verbal message or telephone call is necessary to validate their child's absence.

We follow the First Day Calling School Protocol and the process is as follows:

1. After registers are taken and absence calls are noted we note any children absent with no explanation. This will be by 9:30 each day.

2. We double check in school before we start calling.
3. We call everyone on the contact list until we get an answer.
4. We call the contact list at least twice.
5. If no reply at all, from anyone on the contact list for the child we consider:
  - Does the child have additional agency support, such as a social worker, contact them.
  - Do you have any in school intelligence, does anyone know the family.
6. We make a prompt home visit.
7. If we cannot get an answer we refer immediately to children's services / MASH / Police – request a welfare call.

#### Going off the school site

Children are not allowed to leave the school grounds at any time without parental and/or Head Teacher permission. If it is suspected that a child has left the school site then staff will try to get the child back into school. However, if a child refuses or runs away too quickly then parents will be contacted immediately by telephone. If no one is available on the emergency telephone numbers and staff are unable to locate the child the police will be informed. If a child is ill then they will not be allowed to go home unless a responsible adult collects them. If a parent requires a child to leave school early, they must collect them.

#### General supervision during lessons

All children will be under the general care of their class teacher during the school day. Although pupils may be called out of the classroom to work with other adults they remain in the overall care of the class teacher. Teachers should be in the classroom to receive the children at the beginning of each session. No class should be left unsupervised for any reason. Good preparation and classroom management should ensure that there is rarely a necessity to leave the class. 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. Children are allowed, unaided, to go to the toilet, walk around the building or run internal errands for staff at the class teacher's discretion. Regular fire drills are undertaken, at different points in the school day. All children and staff leave the building immediately and registers are checked. When a child is unwell they rest in the medical area or outside the office under the supervision of a staff member. If the child is deemed to require urgent medical assistance and parents cannot be contacted then the emergency services may be called. All the time every attempt will continue in order to contact the parents. A record of accidents is kept in the office. Pupil Monitors may be used for a variety of jobs. They are expected to act in a safe, sensible and reliable manner. This encourages independence and fosters self-confidence. When allocating jobs 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 and direct supervision is needed for activities such as moving P.E. equipment or chairs and tables. Any children performing jobs are the direct responsibility of the class teacher. 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. If pupils are excused from lessons such as P.E. adequate supervision needs to be provided. Pupils should not use the internet unsupervised. Pupils who are not following the school rules regarding classroom behaviour must be escorted to another member of staff by an adult or another responsible pupil. Pupils being disciplined should not be sent outside the classroom without supervision. Entry to the school is via locked gates that are opened remotely by the office. Staff must ensure all external doors are locked after all children have returned from break and lunch play.

#### Visits

Please refer to the Educational Visits Policy. Teachers complete an EVOLVE form when organising a school trip. The Educational Visit Coordinator ensures that the appropriate level of supervision will be available. Teaching

staff are responsible for ensuring all the correct risk assessments are obtained or devised and a detailed itinerary is drawn up. All parents must give consent for the visit.

### **Supervision at break times**

It is the task of the staff members on duty to supervise the children with due regard to the rules relating to break-time and playground behaviour. Adequate supervision must be provided both indoors and outdoors through school break times. A staff rota is provided and at least two staff should be on duty in each KS. If a member of staff knows that they 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.

### **Outside**

Children require a break from work and unless there is good reason they should be encouraged to take their breaks outside. Children should not be left in the classrooms during outside break times without adult supervision. 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. Children should never be left in school to carry out any activity, task or duty whilst unsupervised. The only exception is if a child has a genuine medical reason and needs to stay inside. In this case a buddy support system is used, and then staff should check on these pupils periodically. 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 or have permission to do so. Children should not be sent onto the playground until a member of staff is on duty. It is essential that duty staff are 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 another member of staff must cover. The adults will supervise all areas of the playground ensuring that less visible areas and the toilets are regularly supervised. The climbing play equipment will always have a member of staff supervising it. If the members of staff on duty designate the break as an indoor break due to bad weather, then the duty staff will supervise the children. If there is an indoor playtime due to bad weather then KS1 classes are each supervised by a member of staff and KS2 classes are supervised by at least two adults that monitor all classes. Children are encouraged to play quiet games or draw. The duty staff are the first point of reference for children with problems or minor injuries. If an accident or injury occurs that requires being logged, then it is the responsibility of the staff member who dealt with the incident to record the injury in the accident book and on the provided format for the child to take home.

### **Midday Supervision**

The responsibility for the quality and quantity of supervision at lunchtime rests with the Head teacher. At all times, a reasonable number of Midday Supervisors are employed to supervise the children at lunchtimes. They are deployed on a rota basis devised by the Deputy Head teacher, to ensure adequate supervision whilst the children are eating their lunch or at play. KS2 pupils are not allowed inside the school building without the permission of a member of staff. 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 Midday Supervisors as they do for other members of staff. The Midday Supervisors have the responsibility for monitoring behaviour and are expected to maintain acceptable standards of behaviour. They will deal with any problems brought to their attention. The class teacher will be informed of any serious behaviour incidents. If the Head teacher deems that a child's behaviour at lunchtime is putting themselves and others at risk then they may enjoy an inside playtime only. EYFS children 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 KS2 children have a rota system for hot lunches and come into the hall when requested by a mid-day supervisor. All KS2 packed lunches are eaten in the classrooms. Where poor weather prevents the children from outdoor play, children are supervised within their classroom under the supervision of Midday Supervisors. Children going to and from areas of supervision e.g. along corridors or staircases are expected to do so without direct supervision.

### **Supervision after school**

Staff will accompany the children on to the playground at the end of the day. Staff should ensure that the parent responsible for collecting KS1 are there to take charge of them before letting the pupils leave their care. KS2 pupils are instructed to come back to their class teacher if there is no one to collect them. Parents should contact the school at the earliest opportunity if they are delayed in traffic. Pupils may be placed in the After School Club in an emergency situation, providing a place is available and the pupils concerned are already registered. Class teachers will attempt to contact the parents to ask them to make arrangements to collect their children. Names of pupils left at school after 3.45 pm without prior warning will be recorded in a file and parents will be asked to sign when collecting their children and the time recorded. All after school clubs and activities are fully supervised. KS1 pupils attending After School Club are collected from their classrooms by the After School staff. KS2 children who go to After School Clubs go in an orderly manner. We ask that older siblings and relatives picking children up from school are in Year 9 or above.

### **Breakfast and After School Club**

St James' RC Primary School provides quality childcare provision before and after school. All sessions are supervised by staff who are DBS checked. All staff have undertaken Safeguarding training and adhere to the school's Safeguarding Policy.

### **Extra-Curricular Activities**

Parental permission must be given prior to any child attending a club. Clubs must be paid for at the start of the term. If a club is oversubscribed a waiting list is kept. If a child is feeling unwell, then a phone call to their parent is made for the child to be collected. If a session is cancelled parents will be informed as soon as possible. It is the school's responsibility to ensure third party providers are prepared to adopt the school's policies. Providers should contact the DSL 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 record that they have done this. All club leaders are given a copy of the school's Safeguarding Leaflet. All 3rd party providers offering activities provide a copy of their public liability insurance and their employer liability insurance if appropriate. The same level of supervision is necessary as for similar activities in normal school time. Suitable ratios of adults to children are maintained by the adult responsible for the club. 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 adult responsible for the club ensures that all pupils are collected by the designated adult or that alternative arrangements have been agreed. 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.

### **Supervision of Physical Education**

In addition to the same general principles of care, the class teacher must bear in mind the requirements of the Health & Safety at Work Act. Factors to be considered include the safety of the apparatus, the conditions of the floor, the suitability of the children's clothing and footwear and whether the exercises and activities are within the capabilities of the pupils as well as being properly taught. Staff teaching PE must ensure that children are appropriately dressed and trained in the safe use of equipment and the required behaviour for safe P.E. lessons. If a child fails to comply with the P.E. dress code the teacher should contact their parents. There must be a high degree of supervision during athletic activities, especially field events and at the swimming pools. Pupils should not be allowed into the hall to use gymnastic equipment or go onto the pool side, unless they are properly supervised. 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 who cannot take part in games activities can join their group as observers. If this is not appropriate then children must be designated person and must report to that person with some work to do. They must stay with that person until the end of that session.

### **Supervision of Forest School**

Our Insurance Company are aware that the school carries out Forest School onsite. The school has a risk assessment. The Forest School Leader always carries out a 'self-assessment' of the site beforehand and the children also carry out a 'safety sweep' so that they are aware of any possible 'dangers' before the session commences.

### Pupil Responsibilities

Class teachers should constantly reinforce school rules and challenge pupils they see inside at break times and lunch times. They should explain what is expected of them in out of school and on off site visits and how to deal with problems that may occur in order to keep them safe.

This policy should be read in conjunction with the following documents:

- Behaviour Policy
- Health and Safety Policy
- Safeguarding Policy
- Anti-bullying Policy
- SEND Policy
- Attendance Policy
- Educational Visit Policy

### Monitoring and Evaluation

This policy will be updated in line with any new developments in the school and/or any new government guidance.

It was last reviewed in: spring 2022

It will next be reviewed in: spring 2025

This statement of policy was approved by the Governing Body at their meeting on:-

Date: \_\_\_\_18<sup>th</sup> January 2022\_\_\_\_\_

Signed:

\_\_\_\_\_Mary Hutchinson\_\_\_\_\_ (Chairperson)

\_\_\_\_\_L Weeks\_\_\_\_\_ (Head teacher)