



All Saints Carshalton, Church of England Primary School

Draft Policy for Supervision of Children

Contents

- Purpose
- Outside Duties
- Before School
- Morning and Afternoon Breaks
- Lunchtime
- Inside Supervision
- Games/PE
- Children's Responsibilities and Duties
- After School

Agreed by staff - March 2017

Agreed by Governors - April 2017

Reviewed - March 2020

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.

Relationship to other policies

- Behaviour and Discipline Policy
- Anti-bullying 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 Head teacher 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 School Community Committee will regularly monitor the Accident Log book, paying particular attention to major incidents.

Outside Duties

- It is the task of the 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** without parental and/or Head teacher permission
- The duty staff have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour,
- 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** including to use the toilets or in the case of an injury, without the permission of the adults 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 an adult to be on duty due to an unforeseen circumstance, then the Head teacher / Deputy /Key Stage Leader **must be informed immediately** so that another member of staff can be asked to cover
- If an incident occurs during break time that requires one member of staff on duty to accompany a child into the building, then the Office staff / Head teacher / Deputy must be informed straight away
- If an accident or injury occurs that requires an accident form being completed then it is the responsibility of the member of staff who dealt with the incident to complete the form after reporting the incident to the Office staff. The form is then passed to the Head teacher for completion

- If a behaviour incident occurs that requires being entered onto SIMs then it is the responsibility of the member of staff who dealt with the matter to inform the class teacher who will input the information onto the behaviour management system. If the behaviour matter occurred at lunchtime, then the details are passed by the Senior Midday Supervisor to a member of office staff who enters the information onto the system. The class teacher is also informed
- 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 Head teacher / Deputy should be informed
- Supply teachers should only be expected to do a duty if they are given full instructions and not on duty on their own in the playground or are regular members of staff.

Before School

- The school takes responsibility for children from 08.45 a.m. From that time a member of staff must be in each classroom, ready to receive and supervise the children in their class
- The Head teacher, Deputy or another member of SLT opens and stands by the main gates on Talbot Road to ensure that children come in but do not go out again
- Children go straight into their classrooms where a member of staff will supervise them
- The gate is locked at 8.55 am. Any latecomers have to come into school 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 is a minimum of two adults on duty outside in each playground during breaks
- The adults supervise all areas of the playground ensuring that less visible areas and the toilets are regularly supervised
- The trim trail area will always have supervision
- At the end of the break an adult blows the whistle and the children stand still
- The children line up when directed by the duty staff to do so. They are collected by their teachers and led inside the building to their classes
- The class of the duty teacher will be the last class into the school
- If the break is an indoor break due to bad weather, then the duty adults supervise the children, supported by Year 6 monitors
- Equipment such as glue, scissors and computers should not be used during wet breaks.

Lunchtime

- The responsibility for the quality and quantity of supervision at lunchtime rests with the Head teacher, including ensuring that there is a sufficient adult/pupil ratio. The Head teacher informs and oversees the senior lunchtime supervisor who in turn instructs the other 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
- 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** including to use the toilets or in the case of an injury, 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 all adults in the school
- Children 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. They are supervised when coming into the lunch hall and on leaving the lunch hall to go into the playground
- Lunchtime supervisors in the lunch hall must ensure that appropriate help is provided to the children i.e. help with cutting food etc. They should ensure that all children should have a drink of water, including those children having a packed lunch
- They need to stand where they can supervise the behaviour, oversee and manage the needs of the children as required
- Although lunch time is a social time, lunchtime staff should ensure that appropriate standards of behaviour are maintained at all times
- Children should only go out into the playground after eating their lunch with an adult to supervise them
- Once in the playground, there are a range of activities on offer
- Children must not engage with the public in any instance, for example if their ball goes over the fence, but must report this to one of the supervisors
- At the end of lunchtime the whistle will be blown once for the children to stand still. The children will line up when directed by the lunchtime staff to do so
- Arrangements for re-entering the school are the same as break times.

Inside Supervision

- Staff 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. At break times, they are dismissed from their classroom in an orderly manner.
- There must be identifiable advantages for the learning process to justify children working outside the classroom
- 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. In most events, the phone in the corridor should be used.

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 **some** supervision of **both** groups whilst changing
- Children who cannot take part in games activities can join their group as an observer. 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 electrical apparatus into the mains unless they were directly supervised

- Children doing jobs / tasks who are not monitors must be directly supervised by an adult
- Children should not be left in the classroom during normal break times without adult supervision
- 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 and they have sought permission to do so
- 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 will line up in classes and be dismissed from the classroom or playground
- There must be good supervision of locker areas, stairs and corridors to ensure all children leave the school safely
- Class teachers should lead their classes out of school and the support staff if available, ensure that the children have left the classroom and that stairs and locker areas are supervised
- Children should inform their teacher when they can see the adult collecting them. Staff should not allow children to go home with adults they do not know without an agreed password
- Children should go straight home after school with their parent/carer and not play in the playground on scooters or with balls
- Children who have not been collected 10 minutes after the school day has ended will be taken to the school office by a member of staff. Office staff will contact their parents as necessary.
- The gates are locked ten minutes after the end of the school day and parents collecting late will need to go to the main office to collect their child.