



# Supervision Policy

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The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school day. Specific details on our supervision arrangements for pupils are recorded in our Health & Safety Policy.

### **Legal Obligations**

The Governing Body and the Headteacher have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that 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.

All staff have a duty of care to the children, which is based on the principle of loco parentis. This can be thought of the standard of care expected of prudent parents in the care of their children. In order for staff to carry out their duties effectively the Headteacher has certain responsibilities. These include:

- Formulating the overall aims and objectives of the school and policies for their implementation.
- Ensuring that staff at the school receive 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 midday breaks) 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.
- Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

### **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.

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 happened 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 some legal liability.

## **Supervision before School**

Pupils do not arrive simultaneously on the school premises. Time is made available within the agreed directed time for supervision of children before school. Our responsibility begins at the beginning of the school day.

- The school will write to all parents stating the time of the start of the school day and indicate that no arrangements are made for the supervision of the children earlier than 8.45 am on a school day.
- This statement will be included in the school brochure.
- The duty teachers will be responsible for the supervision of children 10 minutes before the school day begins as they enter the school and adults will be available in school to supervise the children as they arrive.
- Supervision of children before school begins will form part of the school's rota for supervision.

## **Responsibility during the Day**

Unexplained Absence The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. The school will seek to contact parents when children are absent from school without notification.

Leaving the school site Children should not be allowed off site during school hours unless there is clear evidence of a request from the parents or guardian.

Errands Children should not be sent off site on a personal errand on behalf of a member of staff. 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 contact the parents or guardian whether at home or at work. Information about contacts is kept in the school office.

Emergency No class of pupils should be left unsupervised for any reason. In the case of an emergency another adult should be requested to attend if a teacher is alone. A child should be sent with the class HELP card. to the school office.

Lesson Time Children must be supervised at all times. Children should not be left in classrooms without supervision. Children attending clubs and extra-curricular activities should not be left in school unattended.

Visitors to the school. All visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's badge.

All staff should check strangers on the premises and report to the school office if there is a concern.

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 at Playtime**

- There must be adequate supervision both indoors and outdoors through school break times – as a general rule the staffing ratios on the playgrounds and playing field will reflect the same level as those in the classroom.
- Playground equipment must be adequately supervised. Children must be taught that the crows-nest swing and climbing equipment is not to be used without an adult supervising.
- Break times are flexible and dictated by the needs of the children therefore supervision is undertaken by the staff in individual classes.
- Staff are expected to interact with the children on the playgrounds and playing field, guiding and developing the play as appropriate.
- Play equipment will be brought out at playtimes and staff will interact with the children teaching new skills using the equipment.
- Part of the induction of new staff will include explanation of supervisory responsibilities.
- After lunchtime, staff should leave the staff room promptly to ensure that they are available on the playground to collect the children and escort to the classroom.
- Each class should establish clear routines to supervise children from the playground back into class. Children are expected to enter school in the appropriate manner to ensure a positive start to the next lesson and this should be promoted as an expectation in each class. Particular attention should be paid to supervising children through the cloakroom areas.

- Supervision of wet playtimes is organised in a specific staff rota. Children should never be left in classrooms during break times without a responsible adult.
- Staff should support each other in maintaining adequate levels of supervision during wet playtimes.

### **Lunchtime Supervision**

- The legal duty of care over pupils who remain at school during the midday break still exists.
- The level of supervision provided will ensure the health and safety and welfare of the children.
- Supervision will consist of Lunchtime Assistants and teaching Assistants.
- First Aid kits must be taken onto each playgrounds and playing field at lunchtime by a member of the Lunchtime Supervisors' team.
- Lunchtime Supervisors are expected to interact with the children on the playgrounds and playing field, guiding and developing the play as appropriate.
- Play equipment will be brought out at lunchtimes and staff will interact with the children teaching new skills using the equipment.
- The playgrounds will be 'zoned' with different areas designated for different activities. Lunchtime Supervisors will supervise the zones at the appropriate level and ensure that adults are spaced out to ensure all areas are covered.
- The Assistant Head Teachers are responsible for monitoring lunchtime supervision.
- Where the behaviour of a pupil during the lunch break threatens the health and safety and welfare of others, the child will be taken into school to Manners Club where the incident will be looked into through discussion and comic strip conversation. An appropriate consequence will be agreed upon which may include an apology, some restorative work or an exclusion from lunchtime play in more extreme circumstances. Parents are informed by letter if their child has attended Manners Club.

## **Supervision after School**

- Time is made available within the agreed 'Directed Time' for supervision of the children for 10 minutes after the normal closure time of the school.
- Teachers should be satisfied that children have left the school site appropriately.
- If for any reason children have not been met at the end of the day they should wait in the reception area rather than stand outside school.
- Any child left at school at the end of the school day is the responsibility of the parents. If they regularly neglect to make provision for their safe return home Social Care will be contacted.
- 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.
- Supervision of children after extra-curricular clubs remains the responsibility of the club leader until they are collected by a parent or named adult.

## **School Crossing Patrols**

- On occasions where teachers walk groups of children to off-site activities, appropriate points of crossing should be discussed in the planning for the activity, as well as the method of crossing the road. Please follow the guidance:
  - pavements must be used where available
  - dangers of being on a road must be explained to the children
  - walkers should face on-coming traffic
  - staff must be present at front and rear of the group wearing fluorescent jackets/coats
  - everybody must keep well in as far from the traffic as possible
  - children must have the dangers explained to them beforehand

## **Supervision of Special Activities**

### **Physical Education**

The same general principles of care apply during PE as to other school activities. It is very important that the lead staff member should consider factors such as:

- safety of apparatus being used
- condition of the floor
- suitability of pupils' clothing
- whether the exercises and activities are within the capability of the children
- whether the activity is being taught properly, in particular gymnastics

Please follow the procedures listed below:

- Staff should wear appropriate clothing.
- Children should not be allowed to wear watches or jewellery.
- Studs in ears should be taped over.
- 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 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.

If parents are used as helpers in games lessons there must always be a member of staff with overall responsibility in charge of the children. Children not taking part in games or PE remain the responsibility of the teacher taking the lesson. Children not taking part in swimming should accompany the class to the pool, if appropriate. If they do not travel to the pool they will be supervised at school.

In the event of an accident any action for damages would be unlikely to succeed if the teacher could show that he/she had employed reasonable care.

### **Art and Craft/ Science and Technology**

Teachers should consider the organisation of the children involved in practical activities. Consideration should be given to the number of children who can be reasonably controlled and supervised when organising practical activities. Teachers should take all necessary precautions including:



- wearing masks and goggles
- training in the use of tools
- caution taken when carrying glass objects
- caution taken when carrying hot substances

Please follow the procedures listed below:

- Children should be supervised carefully when using sharp equipment such as scissors and craft knives.
- All craft knives should be accounted for at the end of the activity and stored in a safe place.
- Children should not have direct access to craft knives and sharp tools.
- Teachers should make sure that children know how to use tools correctly.
- Teachers should ensure that there is an appropriate level of supervision when using glue guns.
- Children should be supervised directly when handling glass objects.
- Where at all possible the use of glass containers should be avoided.

### **School Visits**

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.

Staff should use the guidance written by the LA when organising off-site school visits. These are available from the Head Teacher.

If children are being transported by parents to school activities using their own vehicles they must complete the parental declaration form to state that they have appropriate insurance and that their vehicle is road worthy. The parents of children being transported by other parents must be notified and consent must be sought. Staff must make sure that they are adequately insured to transport children on school activities, using their own vehicle.

### **Monitoring and review**

This policy will be reviewed annually by the governing board and headteacher. The next scheduled review is **June 2024**.