



Supervision Policy

Policy approved and adopted: February 2019

Review date: February 2022

This guidance starts with a presumption of trust and confidence in those adults who work with children in this school, and the good sense and judgment of all school staff. The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school day.

Principles

The guidance applies to general supervision of all children during any day to day school activities which may not be specifically regulated. As such all members of staff must have regard to this guidance, following three main principles.

- The responsibility for supervision must be undertaken by a member of appointed school staff.
- Supervision must be regular and day to day.
- Supervision must be “reasonable in all the circumstances to ensure the protection of children”.

Legal Obligations

The Governing Body and the Head 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 headteacher and governing body are required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare. The teacher has 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 teachers 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 teachers at the school receive adequate information and training in order to carry out their professional duties effectively
- Ensuring 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
- 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 when the children arrive at school.

- The school will inform all parents of the time of the start of the school day and indicate that no arrangements are made for the supervision of the children earlier than 8:35am on a school day
- This statement will be included in the Parent Information Booklet which is also published on the school website
- Supervision of children before school begins (between 8:35-8:50am) will form part of the school's duty. A member of staff will be on duty at both school gates to welcome the children into school. Members of teaching and support staff will be in classrooms to welcome the children and organise Early Morning Activities
- Children who attend the Breakfast Club can arrive at school and enter via the main entrance and supervision of those attending will commence from 7:45am

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. Refer to the School Attendance Policy for further guidance.

Leaving the school site

Children will not be allowed off site during school hours unless there is clear evidence of a request from the parents or guardian. They will need to be signed out at reception before leaving.

If a child does leave the school site without permission, parents and, if deemed necessary, the police will be contacted.

Illness and injury

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. In the event of a fall or minor injury on the playground or during the lesson, children will be sent to the office accompanied by a buddy. Injuries will be assessed and treated by a qualified First Aider, and if necessary, parents will be contacted. More serious injury will be treated as an emergency. (See below).

Emergency

No class of pupils should be left unsupervised for any reason. In the case of an emergency, please send for support from a member of the leadership team. This is done by sending a red card to the school office. If the emergency is medical, a green card will be sent. Staff should have access to emergency cards at all time. Office staff will respond immediately upon receipt of these cards, sending for leadership team and a qualified First Aider if necessary.

Lesson Time

Children must be supervised at all times. Children should not be left in classrooms or other teaching areas without adult supervision.

Clubs and extra-curricular activities

Children attending clubs and extra-curricular activities in school should not be left unattended. This includes when changing into kit.

Undesirable People

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 break time (10:30-10:45am)

There must be adequate supervision both indoors and outdoors through school break times. A duty rota for break time supervision will be distributed to all staff and displayed in the staff room. While on duty, staff will patrol the designated play areas around the school. Guidance on playtime supervision is found in the Staff Handbook. Part of the induction of new staff will include an explanation of supervisory responsibilities.

- Duty staff should begin supervision promptly and should remain on duty until all children have re-entered the building.
- Staff should leave the staff room promptly to supervise the children back into class.

There are clear routines to ensure a smooth and calm transition from the playground back into class. Staff need to work as a team to support one another in this process. We expect children to enter school in the appropriate manner to ensure a positive start to the next lesson. Particular attention should be paid to supervising children entering the building and moving through the corridor areas.

- Guidance for supervision of wet playtimes is found in the Staff Handbook.
- Children should never be left unsupervised in classrooms during break times.
- Staff should cover designated areas as stated in the Duty Rota and support each other in maintaining adequate levels of supervision during wet playtimes.

The members of staff on duty must be in the playground from 10.30 and remain there until 10.45 when all the children are sent inside. It is not possible to supervise a large number of children without vigilance and concentration and, to this end the members of staff on duty should avoid indulging in protracted conversation with other members of staff. All teachers must follow and enforce the school policy on playground behaviour. When the whistle is blown at the end of break the children will stand still and stop talking. On the second whistle they will walk quietly into school. Teachers are expected to be in classrooms to receive their class and to ensure rules are followed.

Wet Playtimes

All children will stay in their classrooms at the time of their normal playtime and play quietly. The staff on duty will supervise them until the end of break time when the rest of the teachers will return to class promptly to supervise their classes.

Midday Supervision (12:15-1:15pm)

The lunchtime supervisors will be responsible at lunchtime for organising reward systems for good behaviour, organising positive behaviour playground games and ensuring records are kept of any incidents that occur during lunchtime. They must liaise with class teachers and the Deputy Headteacher to ensure pastoral care and excellent standards of health and safety are maintained and any incidents are followed up.

A rota is established at the beginning of each term by the Senior Supervisor to allocate roles during the lunchtime break. Staff must keep to these positions to ensure coverage of supervision. When the whistle is blown at the end of the lunch break the children will stand still and stop talking. On the

second whistle they will walk quietly into school. The lunchtime supervisors will supervise children into school. Teachers are expected to be in classrooms to receive their class and to ensure rules are followed.

- The legal duty of care over pupils during the lunch break still exists
- The level of supervision provided will ensure the health and safety and welfare of the children
- Supervision is undertaken by team of Supervisory Assistants under the direction of the Senior Supervisory Assistant
- The Deputy Headteacher is 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 may receive a lunchtime 'time-out'. This activity is supervised by a senior member of staff each day.
- Guidance on lunchtime supervision is found in the Lunchtime Supervisors' Handbook and the Staff Handbook.

Supervision after school

- Teachers will escort their classes out onto the playground at the end of the day
- 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 return to school and go to the main school office
- Any child left at school at the end of the school day is the responsibility of the parents. If parents neglect to make provision for their safe return home from school will contact the parents and note the concerns.

After school activities

- 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 agree time of collection.

School Crossing Patrols

Where the absence of a crossing patrol becomes known to the school the information should be passed on to parents.

Supervision of Special Activities

Physical Education

The same general principles of care apply during PE as to other school activities. Teachers can refer to the Hampshire document Safe Practices in PE for detailed guidance – this can be found on EVOLVE. It is very important that the teacher considers factors such as:

- Safety of apparatus being used
- Condition of the floor
- Suitability of pupil's clothing for specific activities – the wearing of appropriate PE kit
- 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 and earrings
- 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 and training

- Children should be trained to work quietly and to leave the hall in an orderly way.
- Children not taking part in games or PE remain the responsibility of the teacher taking the lesson.
- 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 ensure that:

- Adults are trained in the use of tools
- Precautions are taken around dealing with hot substances

Please follow the procedures listed below:

- Children should be supervised carefully when using sharp equipment such as scissors, saws and craft knives.
- All craft knives and scissors should be accounted for at the end of the activity and stored safely.
- Children should not have direct access to craft knives and sharp tools.
- Teachers should make sure that children know how to use tools correctly.
- Where at all possible the use of glass containers should be avoided.

Digital Safety

- Children will be supervised when using computers to ensure that they access online activities appropriately.
- Mobile phones will be stored in the school office during the school day.

Educational Visits

- Parent helpers who support on school trips must be DBS checked
- The trip leader should communicate with potential parent helpers well in advance of the trip taking place to secure their help and make safeguarding checks
- Hampshire County Council Schools Educational Visits Policy and the associated guidance and paperwork should be used for all visits, which complies fully with county and DfE guidance regarding best practice on educational visits.

Residential Educational Visits and After School Clubs

Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity. During school activities that take place off site or out of hours, a more relaxed or informal approach may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be misinterpreted. Where out of school activities include overnight stays, careful consideration needs to be given to clothing, washing, showering and sleeping arrangements. Pupils, staff and parents should be informed of these prior to the start of the trip.

Health and Safety arrangements require members of staff to keep colleagues and senior staff aware of their whereabouts, especially when involved in an out of school activity. Staff must be aware of and follow guidance. This means that adults should:

- Undertake risk assessments.
- Have parental consent to the activity.
- Ensure that their behaviour remains professional at all times.

Individual children

There are circumstances where individual children may give cause for concern, usually because they have specific needs. They may have particular social, emotional, behavioural, physical and/or special educational needs. They may become anxious, distressed or perhaps violent. Such situations are rare but not unknown. Staff can reasonably expect to be advised of any special arrangements in this respect.

This means adults should:

- Avoid meetings with pupils in remote, secluded areas of school
- Ensure there is visual access and/or an open door in one to one situations
- Inform other staff of a meeting or activity beforehand, assessing the need to have them present or close by
- Avoid use of 'Do not disturb' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
- Always report any situation where a child becomes distressed or angry to a senior colleague
- Consider the needs and circumstances of the child/children involved

Being alone with a child

Of all circumstances this is the one which carries the greatest risk. These are some of the contexts where it is sensible to consider the associated risk:

- Calling a child to an office for disciplinary or administrative reasons.
- Offering a lift home to a stranded child at the end of the day or after an extra-curricular activity.
- Visiting the toilets as part of a duty responsibility.

All of these are circumstances that staff may operate in regularly and rarely raise concerns. On a practical level, a good degree of the risk can be reduced by having doors open in rooms; giving other colleagues and support staff an easy access to your working environment; and informing others of your timing and plans for any given arrangement or activity. If anyone has concerns after taking account of the risk, then it is entirely appropriate to discuss the matter with a member of the senior staff, as appropriate.