



# **Mile Cross Primary School**

## **Supervision Policy**

**Approved by:**

**Date:** July 2021

**Last reviewed on:**

**Next review due by:**

July 2023



## **Mile Cross Primary Supervision Policy**

### **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.

### **Summary**

- The school takes responsibility for children from 8.30am. Members of the SLT will be on the playground to greet both children and parents. Parents are welcome to take their child into school to settle them.
- It is the task of the teachers on duty to supervise the children with due regard to the rules relating to break-time and playground behaviour. The expectation is that staff will actively play and engage with the children whilst they are on duty.
- 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.
- Children require a break from work and unless there is good reason (e.g. illness) they should be encouraged to take their breaks outside.
- The responsibility for the quality and quantity of supervision at lunchtime rests with the Head Teacher.
- Children should go to after school clubs or straight home after school and not play in the playground.
- Children who have not been collected after school should come back into school, inform a teacher and then wait outside the office.
- Children should never wait outside for lifts or taxis. They should be collected from the Reception area.

## **Relationship to other policies**

Behaviour

Anti-bullying

Safeguarding

Health and Safety Policy

## **Roles and responsibilities**

This policy applies to:

All staff

Children

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.

## **Breakfast Club & Teatime Club**

Mile Cross Primary Breakfast Club provides quality childcare provision between 7.45am and 8.45am. Teatime Club runs from 3.15pm until 6pm. Children may attend daily, periodically or just for the odd day when the need arises during the school term. All sessions are supervised by school staff who are First Aid trained and who are trained in Food Hygiene. Equipment and procedures are checked on a regular basis by Environmental Health in line with Food Safety Legislation. Breakfast and a light teatime dinner are provided following the National Nutrition Standards. All staff are DBS checked. All staff have undertaken Safeguarding training and adhere to the school's Safeguarding Policy.

## **Outside Duties**

It is the task of the teachers 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, which recognise the rights of children.
- 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** (other than to use the toilets or in the case of an emergency), without the permission of the teacher on duty.
- It is essential that duty staff be 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 the Head Teacher/ Deputy **must be informed immediately** so that another teacher can be asked to cover.
- If an accident or injury occurs that requires being logged, then it is the responsibility of the First Aider who dealt with the incident to record the injury in the accident book and on the provided format for the child to take home. It may be appropriate for the accident to be noted on CPOMS to show that due process has been followed.
- If a teacher knows that he /she will not be in school on the day of their duty, then it is that teacher'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.
- Staff must wear high-visibility jackets to enable children and adults to see who are the adults on duty at any time

### **Before School**

- The school takes responsibility for children from 8.30am when the main school gates are opened. From that time members of the SLT must be on duty in the playground.
- The Head and SLT are situated by the main gate and other key entrances to ensure that children come in but do not go out again.
- The gate is locked at 9am. Any latecomers have to come in via the main entrance and school office.

### **Morning Break**

- Children require a break from work and unless there is good reason, they should be encouraged to take their breaks outside.
- The adults will supervise all areas of the playground ensuring that less visible areas and the toilets are regularly supervised.
- At the end of break staff will blow their whistles in unison and the children will walk straight into school.
- The duty staff will supervise the children going in through the various entrances.

- If the Head Teacher designates the break as an indoor break due to bad weather, then the duty staff will supervise the children; one member of staff per year group and one member of staff supervising the corridor and toilets.

### **Lunchtime**

- The responsibility for the quality and quantity of supervision at lunchtime rests with the Head Teacher.
- The MSAs have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour that recognise the rights of children.
- The MSAs 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 (other than to use the toilets or in the case of an emergency), 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 MSAs as they do for school staff.
- FS and KS1 children who have hot school lunches 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 an MSA. All KS2 packed lunches are eaten in the classroom under supervision from an HLTA/TA.
- At the end of lunch time the whistle will be blown once for the children to calmly walk into school. Arrangements for entering the school are the same as break times.

### **Inside Supervision**

- Teachers 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 and they are dismissed from that classroom in an orderly manner.
- There must be identifiable advantages for the learning process to justify children working outside the classroom.
- If children need to go to the library for research purposes, the task and time limit to carry out that task must be clear. It must be remembered that the library is often a teaching

area also.

- 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.

### **Games/PE**

- If it is not appropriate for children to change together in the classroom for PE 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 (warm weather only). 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 & 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 in electrical apparatus into the mains unless they were directly supervised.
- Children doing jobs/tasks must be directly supervised by the teacher. Children should not be left in the classrooms during normal break times without class teacher supervision. Any other children performing tasks (i.e. paper recycling) are the direct responsibility of the Head, Deputy Head or Year Leader.
- 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.
- 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 who go to after school clubs should go to their clubs in a calm and orderly manner.
- There must be good supervision of cloakrooms, stairs and corridors to ensure all children leave the school safely. Staff will accompany the children on to the playground.
- Children should go straight home after school and not play in the playground.
- Children who have not been collected after school should come back into school, inform a teacher and then wait in the office.
- Children should never wait outside for lifts or taxis. They should be collected from the Reception area.

## **After School Clubs**

Mile Cross Primary After School Clubs [subject to CV-19 restrictions] usually run from 3.15pm to 4.15/4.30pm. Parental permission must be given prior to any child attending a club after signing up at Clubs Fair at the start of each term. 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/Carer is made for the child to be collected ASAP.

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 register is returned to the school office. The adult responsible for the club ensures that all children are collected by the designated adult/carer or that alternative arrangements e.g. walking home, have been agreed. If it has not been agreed, then the child waits until the member of staff has spoken to the parent concerned.

Cancelled session: In the event of a session being cancelled the school informs the parents as soon as possible. Where practical the school contacts Parents/Carers by phone.

Club numbers: 'Suitable ratios' of adults to children are maintained by the adult responsible for the club. Any Parent/Carers supporting the delivery of a club must have an up to date DBS check.

Payment: Outside agencies providing After School activities will make clear the cost incurred before parents/carers agree to children attending the club. The school and outside agencies retain any payments received.

## **Safeguarding**

It is the school's responsibility to ensure third party providers are prepared to adopt the school's policy. All providers will be informed of the systems, procedures and expectations for safeguarding. It is the responsibility of the provider to contact the Head Teacher/Deputy Head Teacher/other Designated Safeguarding Leads (DSLs) 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 young people and record that they have done this. All club leaders are given a copy of the document 'Keeping Children Safe in Education' (DfE – 2019).

Insurance: All 3rd party providers offering activities provide a copy of their public liability insurance and their employer liability insurance if appropriate.

## **Club Expectations**

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.

## **First Aid**

All members of staff and outside agencies have an up to date first aid certificate. An accident form will be completed for all accidents and any bumps to heads require a phone call home to Parents/Carers.

These procedures are reviewed annually or more frequently if legislation determines.