



Supervision Policy

Shirland Primary School

April 2023

Last Reviewed	March 2023
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Reviewed By	Chair of Governors
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The purpose of this policy for 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. 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 expectation.

Summary

- The school takes responsibility for children from 8.50am. From that time, a member of staff must be on each gate (infant and junior) and a member of staff must be at the classroom door entrance to meet and greet the children.
- 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 a good reason, they should be encouraged to take their breaks outside.
- The responsibility for the quality and quantity of supervision at lunchtime rests with the Headteacher.
- Children should go to afterschool clubs or straight home after school and should not play on the playground.
- Children who have not been collected after school should come back into their classroom, inform their class teacher and then go to wait in the school office.
- Children should never wait outside for lifts or taxis. They should be collected from their classroom, from the school gate or walk home by themselves once the school office has been given permission by the parent/carer.

Relationship to other policies

- behaviour policy
- antibullying policy
- safeguarding policy
- health and safety policy

Breakfast Club

Shirland Primary School provides quality childcare between 8:00 and 8:50am. 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 inline with Food Safety Legislation. Breakfast is 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.

It is the task of the staff on duty to supervise the children with due regard to the school's behaviour policy.

- Children must never be allowed to leave the school ground at any time without parental and/or headteacher permission.
- The staff at breakfast club have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour (inline with the school's Behaviour Policy), which recognise the rights of children.
- The 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 (unless in the case of an emergency), without the permission of the breakfast club staff.
- It is essential that breakfast club staff be on time. If it is not possible for a member of staff to be at breakfast club, then the Headteacher must be informed immediately so that another member of staff 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 slip for the child to take home (bumped heads only).

Before School

- The school takes responsibility for children from 8:50am. From that time, a teacher must be on duty in their classroom.
- The Headteacher, a member of the site team or another member of the Senior Leadership Team (SLT) and/or Safeguarding team must be situated by the main gate to ensure that children come in but do not go out again.
- The gates will be open from 8:50am.
- The gates are locked at 9:00am. Any latecomers have to come in via the main entrance and the school office.
- If bad weather requires it, the Headteacher may request the teachers to allow children to enter the building from 8:40am. The responsibility for indoor supervision on this occasion will be the class teacher.

Morning Breaks

- Children require a break from learning and, unless there is good reason, they should be encouraged to take their breaks outside.
- There must be a minimum of 2 adults on duty in the KS2 playground outside during morning break and 2 adults on duty in the KS1 playground.

- The adults will supervise all areas of the playground ensuring that less visible areas and the toilets are regularly supervised.
- The bell will sound to signal the end of break time. The children will line up outside their classroom door and wait for their class teacher to take them back into the classroom.
- The staff on duty will supervise the children until their class teacher arrives to meet them.
- If the Headteacher or member of SLT designates the break as an indoor break due to bad weather, then the class teacher or support staff will supervise the children.

Lunchtime

- The responsibility for the quality and quantity of supervision at lunchtime rests with the Headteacher.
- The lunchtime supervisors have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour that recognise the rights of children (in line with the Behaviour Policy).
- 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 (other than to have their lunch; 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 lunchtime supervisors as they do for other school staff.
- When children have hot school lunches or packed lunches, they are accompanied by a member of staff to the lunch hall. When their lunch is finished, they leave the hall and go straight outside.
- At the end of lunchtime, the bell will sound and the children line up at their classroom door. Arrangements for entering the classroom are the same as at breaktime.

Inside Supervision

- Teachers should be in a classroom to receive the children at the beginning of every session.
- Children should never be left in school to carry out an activity, task or duty whilst unsupervised.
- 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 or TA (teaching assistant) until the end of the session and they are dismissed from that classroom in an orderly manner.
- Children learning outside the main classroom must always be supervised by a member of staff.
- In the rare event that it is necessary for a teacher to leave their classroom, then the support staff member must supervise the class.

EYFS Supervision

- Our EYFS setting adheres to the relevant ratios to ensure the safeguarding of all children who attend (1 member of staff to every 13 children).

Physical Education

- If it is not appropriate for children to change together in the classroom for P.E, the teacher should ensure that there is some supervision for both groups whilst changing.
- Children who cannot take part in P.E can join their group as an observer and be given learning to complete which is specific to the physical education lesson. If this is not appropriate, the child must be designated to a class or a staff member with learning to complete.

After School

- Children who go to after-school clubs should go to their clubs in an orderly manner.
- There must be good supervision of cloakroom and corridors to ensure all children leave the school safely. Staff will dismiss the children in KS1 and KS2 from their classroom room. Staff in EYFS will accompany the children onto the EYFS playground and dismiss them from there.
- 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 their classroom, inform their teacher and will be taken to wait outside of the school office.
- Children should never wait outside of the school grounds for taxis. They should be collected from their classroom door or the school office, if already taken there.

After-school Clubs

Shirland Primary School offer a number of after-school clubs throughout the year. Parental permission must be given prior to any child attending a club. If a club is oversubscribed, a waiting list is kept. If a child is feeling unwell, a phone call to their parent/carers is made for the children to be collected asap.

A register is kept by the school office and is taken at the beginning of 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 pupils are collected by the designated parent/carers 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 directly to the parent/carers concerned.

In the event of a club being cancelled, the school will inform parents as soon as possible via ParentHub.

Suitable ratios of adults to children are maintained by the adult responsible for the club. Any parent/carers/volunteers supporting the delivery of a club have an up-to-date DBS check.

A member of SLT and the safeguarding team is on site at all times during after-school clubs.

Safeguarding

It is the school's responsibility to ensure third party providers are prepared to adopt the school's Safeguarding Policy. Providers should contact the Headteacher in the event of a disclosure. All club leaders will have a current DBS certificate. The school will make clear to third party providers what is expected of them in terms of safe working practice with children and young people and record that they have done this.

All club leaders are given a copy of Shirland Primary School's safeguarding leaflet upon arrival.

All third-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, at the start of every block, 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.

An accident form will be completed for all accidents and any bumps to heads require communication home to parents/carers. These procedures are reviewed annually or more frequently if legislation determines.