



Woodlands Federation

Supervision of Children Policy

Approved by the Governing Body

23rd May 2018

Reviewed 27th April 2019

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References made to 'child' and 'children' refer to children and young people under the age of 18 years.

AIMS

Woodlands Federation is committed to provide, as far as is reasonably practicable, safe playground(s)/outdoor area(s) and learning environments for the children of our school. This policy seeks to clarify the level of supervision provided before, during and after the school day so that all staff (including contractors, agencies and third-party organisations) and parents/carers are aware of the standards that are expected.

SUPERVISORY RESPONSIBILITIES

The executive headteacher and head of school will:

- Ensure adequate staff are available to meet the required supervision requirements for before the start of the school day, during break times and lunch times and at the end of the school day until all children have left the school grounds or are under parental/carer supervision.
- Ensure that staff are aware of their supervisory responsibilities.
- Continue to develop a culture of safety and safe environment for our children.
- Ensure that this policy is communicated to parents/carers.
- Review and evaluate the supervision procedures as required.

Supervising staff will:

- Support and assist in the implementation of this policy.
- Reinforce 'safe play'/use of recreational time message.
- Adhere to and follow the safeguarding and child protection, health and safety, behaviour policies and the staff behaviour policy/code of conduct plus the additional policies listed on page 5.
- Report any concerns to the head of school/member of the senior leadership team (SLT)/designated safeguarding lead (DSL) or executive headteacher as appropriate.
- Understand their prime supervisory responsibility is to be with the class or group at all times.
- Children should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is no necessity for this to be the case.

Parents/Carers will:

- Respect the arrangements provided for the supervision of their children and acknowledge the times that supervision will be available.
- Support the supervisory staff by also ensuring that their children (including other siblings who may not currently attend the school) adhere to the rules of the school whenever they are on the school site or participating in school events and activities.
- Report any concerns to the head of school/member of the senior leadership team (SLT)/designated safeguarding lead (DSL) or executive headteacher as appropriate;
- Inform the school of any changes to the arrangements for the collection of their child.

Before school:

- Breakfast Club - Children are brought to the school by an adult and are handed over to school staff. School staff supervise the children whilst at breakfast club, both indoors and out as appropriate, with any activities.
- The school opens to pupils, parents and carers from 8.45 am, and entrance to the school is supervised by a member of school staff to ensure no children leave the site after they have arrived.
- Staff should be in their classes by 8.45 am in order to receive any messages from parents/carers and to allow pupils to enter the school as promptly as possible.
- Parents/carers are not allowed to approach children from other families to sort out disputes or arguments; staff or parents/carers should report any concerns about this to the school office.

Parent/carers should also note that the entrance is not open until 8.45 am and are therefore encouraged to remain with their children until the entrance is open. Should there be any incidents such as bullying or accidents before 8.45 am, the school cannot be held responsible and supervisory responsibility will remain with the parent/carer until the time specified above.

Pupils come directly to class and are handed over to school staff by their parents or carers.

Non-breakfast club children, which includes pupils and their siblings, are not allowed to play ballgames or use the playground equipment and must behave in a way that respects the adults and smaller children on the playground.

The entrance will remain open until 9.00 am. Any latecomers must report to the main school reception area.

The vehicle gates will remain closed at all times, unless access is needed. The unlocking and locking of the gates will be supervised by a member of staff.

SUPERVISION ARRANGEMENTS

During the school day all visitors with business in the school will be admitted through the school office where they will be signed in and receive a visitor's lanyard/badge. The school lanyards are colour coded. A green lanyard indicates that the school has confirmed that the person has a current DBS. A red lanyard indicates that the visitor has not presented a current DBS and must be accompanied by a member of staff at all times and will not be left unsupervised whilst on the school site. Any individual who is not known or identifiable will be challenged for clarification and reassurance.

Leaving the school site: Children should not be allowed off-site during school hours unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents/carers.

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/carers, whether at home or at work. Information about contacts is kept in the office.

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

Visitors: All visitors to the school are expected to be signed in and out. Visitors are required to wear a visitor's lanyard/badge. All staff should check strangers by politely asking why they are on the premises and report to the school office if there is a concern.

BREAK TIMES

The head of school/executive headteacher/DSL/Deputy DSL/ senior teacher will:

- Review break duty arrangements daily in the event of any staff sickness/absence thereby providing adequate supervision ratios
- Make the decision about whether it is a wet break time
- Provide supervision training for new members of staff to ensure children are safeguarded.

Class/Subject teachers will:

- Supervise the children in their care at all times.
- Dismiss their class to the playground and check that supervisory staff are present before leaving the area.
- If it is deemed inadvisable for a child to be in the playground during break times because of their unacceptable behaviour, the class teacher will make the decision on whether the child should remain inside under the supervision of a member of staff, and where they will be supervised.
- Once the bell has been rung, 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 in congested areas.

Members of Staff on Supervisory Duty:

See appendix map of where staff should be located which identifies any areas of where direct supervision should be provided e.g. play equipment

- Must be in the playground from before playtime starts and remain there until all the children are sent inside.
- Be vigilant at all times
- Not indulge in protracted conversation with other members of staff
- Deal with any incidents of behaviour and report them to the class teacher/DSL
- Report any significant safeguarding incidents to the DSL/Deputy DSLs immediately
- At break and lunch times duty staff will send children requiring first aid to the care suite; they will be accompanied by another child and a trained member of staff will administer the first aid.

LUNCHTIMES

The Head of School or designated teacher in charge will make the decision about whether it is a wet lunchtime and review arrangements daily in the event of any staff sickness/absence to ensure there are satisfactory levels of supervision throughout the lunch break. It is considered that these adults have a very important role within the school and the contribution they make to the management of the school, and the care and welfare of the children, is valued very highly.

The head of school is responsible for the management, training and welfare of the supervisors in school, by having termly meetings. The playground will be supervised at lunchtime by staff– see appendix map of where staff should be located and identify any areas of where direct supervision should be provided if appropriate e.g. play equipment and other areas that out of bounds. Communication between the supervising members of staff and the school office is undertaken verbally or by email. In the event of an incident or unexpected occurrence, the head of school/ teacher in charge will ensure additional support will be provided to assist in the situation. The head of school/ teacher in charge can be communicated with by email or in person, if on site.

THE ROLE OF THE STAFF ON DUTY AT LUNCHTIME

Staff on duty at lunchtime are responsible for:

- Supervising children on the school site as required by the head of school.
- Dealing with minor incidents and accidents following the health and safety policy.
- Organising activities for the children during wet lunch breaks – see wet play rotas- staff must not leave their designated areas unless cover is provided.
- Over-seeing children's care and welfare during the lunch break, especially in the playground.
- Undertaking training as required.

GENERAL ORGANISATION

Each member of staff on duty at lunchtime has a specific role to play within the general organisation and is given a specific schedule to follow. The tasks are timed and staff must keep to the schedule.

GENERAL DUTIES

Each member of staff on duty at lunchtime is responsible for:

- Supervising children eating their lunch.
- Managing the children's behaviour, including orderly queuing.
- Monitoring the playground and when children need to enter the school to go to the cloakroom or toilet.
- Making sure all children observe the behaviour policy.
- Ensuring the dining hall is cleared up after use.
- Assisting children with their meals as necessary.
- At break and lunch times duty staff will send children requiring first aid to the care suite; they will be accompanied by another child and a trained member of staff will administer the first aid.

GUIDELINES

- Do not stay in one place for any length of time (within your designated area).
- Make sure you patrol all areas of the school building for which you are responsible.
- Do not stand talking to other staff or spend a long time with one group of children.
- Follow the behaviour policy.
- Aggressive play, bullying or rudeness should be reported to the class teacher.
- Record all accidents in the minor injuries record and seek help if the accident is a cause for concern.
- Read the health and safety policy for advice.
- Watch the games the children are playing, but do not get too absorbed, as it might distract you from what is going on elsewhere – be vigilant, sweeping the playground frequently.
- Do not let children spend all their time with you, as it can prevent them from mixing with other children; encourage them to play with others.
- Avoid playing games with the children after you have initiated them, encouraging play between them in order to maintain a high level of supervision.
- Avoid questions to children that could be interpreted as 'prying' into family matters.
- Pass all lunchtime issues to appropriate staff e.g. class teacher/DSL
- Treat the children fairly, equally and with respect
- Listen to the children
- Be vigilant of groups of mixed age children with particular attention to EYFS/KS1 pupils
- Be vigilant of pupils with complex special educational needs and disabilities/behavioural needs

AFTER SCHOOL

The class teachers will dismiss the children at the end of the day and ensure that they are met and collected by an appropriate person unless they have permission to walk home in years 5 and 6 only. The class teacher should use the home time collection list provided by the office.

Staff **MUST NOT** release children to persons that are not known to them and parents/carers must communicate any alternative arrangements to the school if they wish their children to be collected by another named person.

Club providers **MUST NOT** release children to persons that are not known to them and parents/carers must communicate any alternative arrangements to the school/provider if they wish their children to be collected by another named person.

The vehicle gates will remain closed at all times. If access is required the unlocking and locking of the gate is supervised by a member of staff.

Children, which includes pupils and their siblings are not allowed to play ball games or use the play equipment and must behave in a way that respects the adults and smaller children on the playground.

SPECIAL ARRANGEMENTS

Following after school clubs, sporting occasions or off-site activities that have been planned to finish after the end of the school day, parents/carers are asked to collect their children from the main entrance. Staff will ensure that children are only released to a known person unless prior permission has been given to either walk home alone in years 5 and 6 only or be collected by another named person.

ALL OTHER TIMES

Parents/carers must be aware that the school will **not** provide supervision for children in the playground outside these times, including open days, parent's evenings and parent events. The children will be under parental/adult carer supervision at all other times other than those stated in this policy.

Relationship to other policies

Behaviour Policy (including anti-bullying)
Safeguarding and Child Protection Policy
Health and Safety Policy
ESCC First Aid Policy and Guidance
Supporting Children with Medical Conditions Policy
Incident Reporting Policy
Educational Visits Policy

RELATIONSHIP TO RISK ASSESSMENTS

First aid
Security
Movement around school
Playground activities
Play equipment
Access and egress

ROLES AND SUPERVISORY RESPONSIBILITIES

This policy applies to:

- All staff, students and contractors, agency and other third-party organisations.
- Children.
- Parents/carers (at dropping off and picking up times).

ARRANGEMENTS FOR MONITORING AND EVALUATION

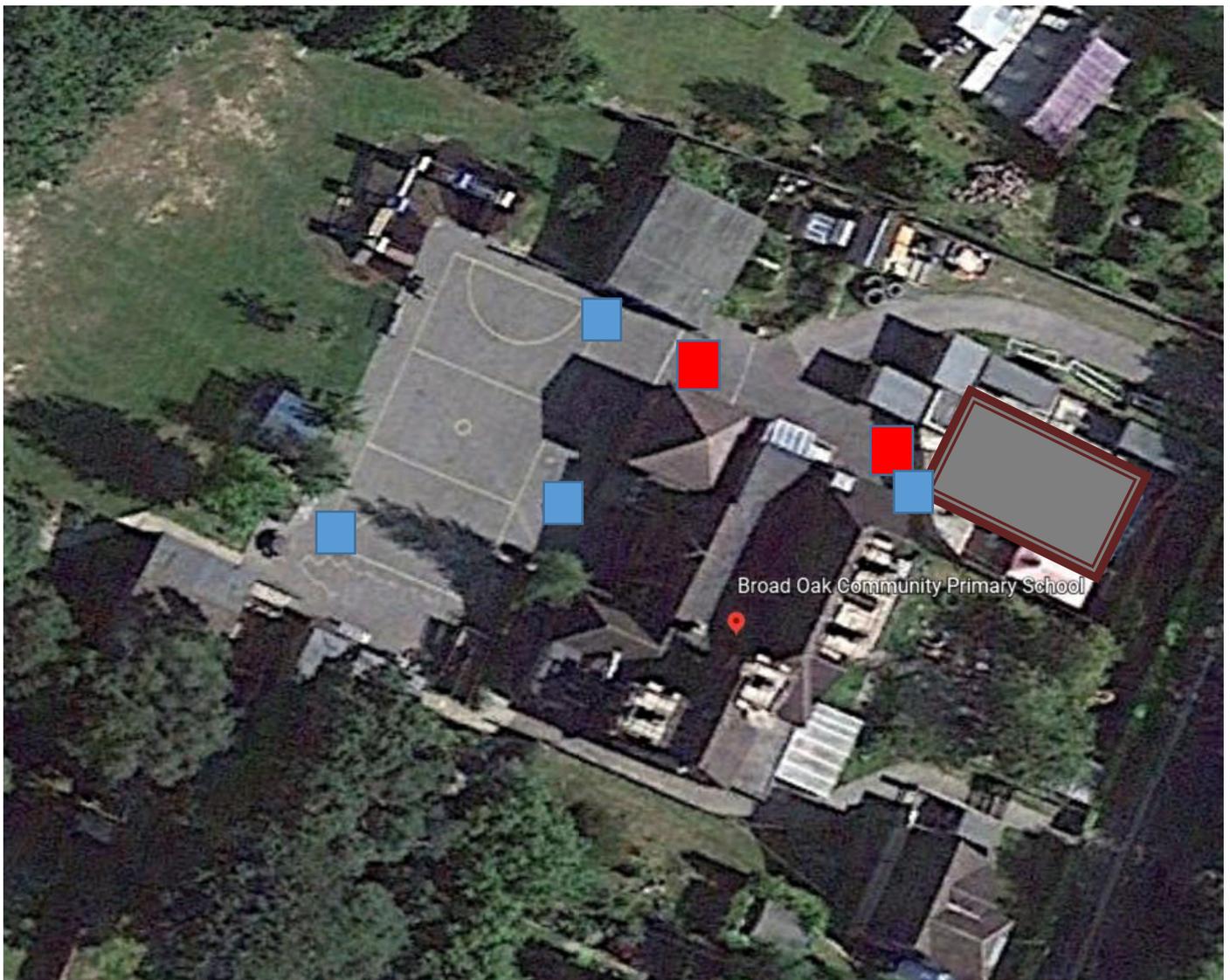
The designated safeguarding lead (DSL) will monitor the minor injuries recording forms and CPOMs to ascertain whether there are recurring trends and how they could be resolved.

APPENDIX A

A map of the school showing any areas which are out of bounds to children and the position of staff when on duty.

 = out of bounds to pupils unless accompanied by an adult

 = area where duty staff should position themselves



Dear Parents/Carers,

At Broad Oak CP School we regard the security and the safety of children and adults as a priority. Children will only be allowed to leave the school with a parent/carer or someone authorised by their parents/carers, unless they are in years 5 and 6 when they can walk home provided you give permission. It is vital that collection details are clarified and emergency contacts are correct, as we may need to contact you urgently. Please could you complete the attached form and return it to school as soon as possible.

We realise that there will always be days when your normal arrangements are not possible – we just ask that you ring in to reception as early as possible to inform us, so that we can let your class teacher know.

Please collect your child promptly. If you, or the person collecting your child, are going to be late please telephone to inform us. If you are late your child will be supervised by an adult until you arrive.

You may also note if there is anyone who you **DO NOT** want your child collected by. If you would like to discuss a difficult situation please either speak to your child's class teacher or call the school to arrange an appointment with the head of school.

Thank you for your support and we appreciate your patience in this.

Yours sincerely,

Designated safeguarding lead

