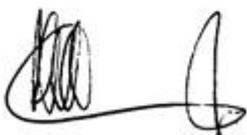


Supervision of Pupils

SCHOOL

3

POLICY

Headteacher	Chair of Governors	Review Dates
		Last Review: July 2021
Lisa Keighley	Philip Cavalier-Lumley	Next Review: July 2024

1. Policy

At Blakehill Primary School we have a legal duty of care to all our pupils and the responsibility to ensure that we have in place safeguarding procedures for supervising pupils throughout the school day in order to ensure their health, safety, welfare and good conduct.

2. Purpose

To outline the safeguarding procedures in order to ensure full and appropriate supervision of all pupils throughout the school day.

3. Scope

All children and staff at Blakehill Primary School.

4. Principles

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

5. Responsibilities

Role of the Governing Body

- Decide policy
- Give strategic guidance
- Monitor and review Supervision of Pupil issues through the Buildings, Finance and Staffing Committee, reporting back through the Chair of this Sub-Committee to the Full Governing Body
- a legal duty of care for all pupils and to provide adequate supervision of pupils throughout the school day

- delegated powers and responsibilities to the Headteacher to ensure that high standards of pupil behaviour and discipline are maintained throughout the school day whether it is on or off the school site
- nominate a Safeguarding Governor to visit the school regularly, and to report back to the FGB
- responsible for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

- be responsible for the internal organisation and management of the school
- ensure the maintenance of good order and discipline at all times during the school day when pupils are present on the school premises or on educational visits
- ensure all school personnel are aware and comply with this policy
- ensure that all school personnel are aware of their supervisory roles and responsibilities with pupils during the school day
- organise appropriate training for school personnel
- monitor the effectiveness of this policy
- report to the FGB at time of review.
- ensure the staffing arrangements – staff:child ratio's meet the needs of all children and ensure safety.

Role of the Senior Leadership Team

- ensure duty rotas are in place so that there is adequate supervision for both indoors and outdoors
- ensure procedures and duties are clearly understood by all involved with pupil supervision
- ensure duty teachers begin supervision promptly
- act as line manager at break times when teachers and support staff are on duty
- ensure good lines of communication are in place to ensure the overall safety of the pupils at these times
- ensure procedures for dealing with accidents are in place
- ensure all accidents are recorded in the appropriate accidents books
- ensure parent/carers are notified of any accident especially head injuries
- ensure school personnel are trained in emergency first aid
- ensure the staffing arrangements – staff:child ratio's meet the needs of all children and ensure safety.

Role of School Staff personnel

- be aware of and comply with this policy
- maintain good order and discipline among all pupils safeguarding their health and safety when they are authorised to be on the school site and during educational visits
- ensure that no groups of pupils should be left unsupervised
- ensure they take the necessary precautions before undertaking any one to one supervision
- record and report any incident or accident that could be considered a breach of supervision
- be available 15 minutes before school begins
- supervise pupils on entry to the school and to their classes.

Pupils will:

- follow our School 'rules: be Ready Be Respectful, Be Safe
- Be responsible for their own safety by following school procedures and report any incident to a member of staff
- as Playtime Buddies, help with a programme of structured play time activities.

Role of the Parents / Carers - are asked to ensure that:

- their children do not arrive at school until 10 minutes before school starts
- they report their child's absence because of illness or for any other reason
- they are responsible for their children until 8.45am when school opens.

Role of the School Council - will be involved in:

- determining this policy with the GB
- review our behaviour principles and rules
- discussing improvements to this policy during the school year
- reviewing the effectiveness of this policy with the Full Governing body

6. Procedures**School Arrangements**

The children's entrance doors are opened at 8.30 a.m. Teachers are available to supervise pupil from this time. Staggered start and end times are implemented at the beginning and end of the day:

A member of the school staff marshals the field entrance and top gate entrance at the beginning and end of each school day.

A member of the SLT is available/ present in the school grounds at the beginning/ end times of the school day

Doors are supervised by support staff for pupils arriving after the bell and classes have gone into school. The doors are closed at 8.55am. Pupils arriving after that time have to report to the school office.

During wet weather pupils will be:

- supervised in classrooms at lunchtime and break time by school staff

Midday Supervision

- We have a legal duty of care for all pupils during lunchtime with supervision being undertaken by lunchtime supervisors.

At lunchtime pupils who go home are:

- the responsibility of their parent/carers

- Must report to the school office on their return.

Supervision after school

At the end of the school day, school personnel will ensure:

- the safe exit of all pupils from the school site
- parent/carers are contacted if pupil are not collected
- If a parent/carer does not collect a child after school, they should be taken to the school office in order that the parent/carer can be contacted by phone. If the child is still uncollected by 3.30 p.m. the child is the responsibility of the person in charge of the school that day
- The school office hold each child's contact details
- If a child is left uncollected from an after school club the school employee is responsible for contacting parent / carers. If they are unsuccessful they should contact a senior member of staff. It is at the discretion of the SMT to contact Social Services dependent upon the circumstances
- If a child being uncollected is a regular occurrence then the class teacher should be informed who will speak with the parent / carers.
- Class teachers should regularly instruct a pupil that if no one is there to collect them they do not walk out of school by themselves or go with the parent / carers of another child. They should inform the person responsible for the class
- Reception, Year 1 and Year 2 pupils are handed over to a known adult or named person
- all pupils who travel by taxi are safely escorted to and handed over, after prior arrangement and visual verification of credentials, to the appropriate drivers or travel escorts at the school office.

The school crossing patrol will:

- be on duty a suitable amount of time before school starts
- remain on duty a suitable amount of time at the end of the school day.

Parent / Carers will:

- be informed if, for any reason, the school crossing patrol will not be in attendance at any time
- be reminded that the Local Authority has no legal responsibility to provide a school crossing patrol.

Supervision during extracurricular activities:

School personnel or the outside provider of the activity will:

- (or outside provider) supervise the pupils during and after the activity
- ensure the safe exit of all pupils from the school site
- contact parent / carers if pupil are not collected
- ensure all uncollected pupil remain in school until they are collected by their parent/carer or named person.

Supervision during offsite visits:

The Teacher in Charge will make all appropriate arrangements for supervision as outlined in the Educational *Visits Policy*.

Supervision of changing rooms:

When pupils are changing school personnel will:

- respect the privacy of pupil
- ensure bullying or teasing does not take place
- avoid any unnecessary physical contact
- avoid any visually intrusive behaviour
- announce when they are entering the changing room
- report all incidents to the Headteacher or a member of the Senior Leadership Team.

The Stages of Risk Assessment

The stages of risk assessment are:

- Look at all the activities of the school such as systems, jobs, tasks, people, equipment etc.
- Identify the hazards that are or may be involved
- Identify those persons who may be at risk
- Identify the level of risk
- Decide whether existing measures adequately control the hazard
- Consider appropriate and suitable measures that may eliminate or reduce risk
- Implement the risk control measures
- Communicate the risk control measures to all school personnel
- Monitor the control measures for effectiveness
- Review and introduce new procedures.

Frequency of Risk Assessments

Risk Assessments must take place annually although checks to equipment should take place more frequently.

Reporting Procedures

All risk assessments are reported to:

- the Buildings, Finance and Staffing Committee
- the full Governing Body
- school personnel
- pupils
- visitors

Publication of Risk Assessments

Risk Assessments will be displayed in the following ways:

- Staff Handbook
- Shared folder - office
- Notice boards/ classrooms where appropriate

- Appropriate areas of the school building
- School Website

7. Monitoring and Review

This policy is reviewed every three years to ensure that it stays relevant and reflects the needs of the both staff and children.

8. Distribution

This policy will be available on the school website and/or from the School Business Manager.

9. Contacts

Please contact a member of the Governing body or the Headteacher if you require support or guidance on this policy.

10. Cross Referencing

This policy refers to the following other school policies:

DBS Policy

Visitors Policy