

Alfriston Primary School Supervision of Children Policy

Approval Date	September 2019
Next Review	September 2020

Aims

Alfriston Primary School is committed to provide, as far as is reasonably practicable, a safe playground and learning environment 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 headteacher 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 a 'safe play' message;
- Adhere to and follow the Safeguarding and Child Protection, Health and Safety, Behaviour and Anti-Bullying policies and the Staff Code of Conduct, plus the additional policies listed on page 6;
- Report any concerns to the headteacher/member of the senior leadership team (SLT)/designated safeguarding lead (DSL) as appropriate;
- Ensure they are on duty at the required time;
- Ensure they take a walkie-talkie with them on duty to enable them to communicate with the office/other members of staff;
- 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 headteacher/member of the senior leadership team (SLT)/designated safeguarding lead (DSL) as appropriate;
- Inform the school of any changes to the arrangements for the collection of their child.

Before school:

- Children, which includes pupils and their siblings, are not allowed to play ball games, go on the grass, including the artificial grass area, or use the playground equipment and must behave in a way that respects the adults and younger children on the playground.

- The main gate will be opened at approximately 8.35am for access to school and will remain open until 8.50am. Any latecomers must go in the main entrance and report to the office.
- Parent/carers must ensure their children are supervised by an adult until the bell goes at 8.42am.
- The member of staff on duty will go out onto the playground at 8.35am.
- Teachers/teaching assistants should be on the playground to collect their class at 8.42am.

Supervision Arrangements

During the school day all visitors with business in the school will be admitted through the main entrance where they will sign in and receive a visitor's lanyard/badge at the office. Visitors to the school must be accompanied by a member of staff at all times unless they have an appropriate DBS. Visitors who have an appropriate DBS and are not accompanied by a member of staff should be assigned to a member of staff who they will liaise with if there are any issues.

Leaving the school site: Children are 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.

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 on SIMS (the school information system).

Lesson Time: Children must be supervised at all times. Children should not be left in classrooms without supervision.

Break and Lunch Time: Children who stay in at break or lunchtime must be supervised at all times. Children should not be left in classrooms, the hall or library without supervision. It is not possible for children to be supervised while they are going to the toilets but there is always a member of staff in the school office or close by.

Clubs & Extra-Curricular Activities: Children attending clubs and extra-curricular activities should not be left unattended.

Visitors: All visitors to the school are expected to sign 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. Parents/carers are not allowed to approach children from other families to sort out disputes or arguments. Staff should report any concerns to the school office.

Break Times

The headteacher/SLT will:

- Ensure break duty arrangements are reviewed 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;
- Ensure relevant training is provided for new members of staff to ensure children are safeguarded.
- Ensure walkie-talkies are available to enable communication between the staff on break duty and the school office/other members of staff. In the event of an incident or unexpected occurrence, the headteacher/SLT will provide additional support to assist in the situation.

Class Teachers will:

- Supervise the children in their care at all times;
- Lead their class to the playground and check that supervisory staff are present before leaving the area;
- Ensure that if they have made the decision on whether a child should remain inside during break time because of unacceptable behaviour, then they are supervised by a member of staff. (No

child is to miss the entire of their break time. It may be necessary to give a child time to run about outside after break time has finished but they must always be supervised by a member of staff).

- Come out to the playground for the end of break and lead their class in to school. 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 will:

- Ensure they are on the playground from before playtime starts and remain there until all the children are 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;
- Ensure they take a walkie-talkie with them on duty to enable them to communicate with the office/other members of staff;
- Ensure they position themselves in a location that ensures staff are spread evenly around the playground;
- Report any safeguarding incidents to the DSL/Deputy DSLs immediately;
- If a child requires first aid they should be sent to the medical room, if necessary accompanied by another child. The member of staff sending them in should inform the member of staff on first aid duty via the playground walkie-talkie.

Lunchtimes

The headteacher/SLT will:

- Ensure lunch duty arrangements are reviewed 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;
- Ensure relevant training is provided for new members of staff to ensure children are safeguarded. It is acknowledged 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.
- Ensure all lunchtime supervisors are aware of their designated area and will identify any areas of where direct supervision should be provided e.g. play equipment - see the Appendix A map of where staff should be located.
- Ensure walkie-talkies are available to enable communication between the lunchtime supervisors and the school office/other members of staff. In the event of an incident or unexpected occurrence, the headteacher/SLT will provide additional support to assist in the situation.

Staff on duty at lunchtime are responsible for:

- Supervising children on the school site as required by the headteacher;
- Dealing with minor incidents and accidents following the health and safety policy;
- Ensuring they position themselves in a location that ensures staff are spread evenly around the playground.
- Organising activities for the children during wet lunch breaks;
- Over-seeing children's care and welfare during the lunch break, especially in the playground;
- Undertaking training as required.
- Ensuring at least one member of staff of duty has a walkie-talkie to ensure they can communicate with school office/other members of staff.

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;
- Making sure all children observe the Behaviour & Anti-Bullying policy;
- Assisting children with their meals as necessary;
- If a child requires first aid they should be sent to the medical room, if necessary accompanied by another child. The member of staff sending them in should inform the member of staff on first aid duty via the playground walkie-talkie if they are outside or by phoning the office from the hall phone if they are in the lunch hall.

All members of staff are responsible for:

- Making sure children are not in areas they should not be (cloakrooms and classrooms);
- Ensuring all children in the school building has a coloured band (apart from toilet time).

The member of staff on First Aid duty is responsible for:

- Recording all accidents in the minor injuries record and seek help if the accident is a cause for concern.

Guidelines

- Do not stay in one place for any length of time (within your designated area).
- Do not stand talking to other staff or spend a long time with one group of children;
- Follow the Behaviour & Anti-Bullying policy;
- Aggressive play, bullying or rudeness should be reported to the class teacher or SLT;
- 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;
- Do not let children spend all their time with you, as it can prevent them from mixing with other children;
- Avoid playing games with the children for too long 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/SLT;
- Treat the children fairly, equally and with respect;
- 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, medical conditions and/ or behavioural needs.

End of the Day/After School

School finishes at 3.15pm. The class teachers will escort their class to the playground by 3.15pm 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 anyone other than parents/carers or other people on the approved collection list which must have been provided by the parents/carers. Parents/carers must communicate any alternative arrangements to the school office if they wish their children to be collected by another named person, this will be communicated to the class teacher in the end of day tray.

Children, which includes pupils and their siblings, are not allowed to play ball games, go on the grass, including artificial grass area, 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 playground, unless otherwise stated. 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 consultation evenings and parent events. The children will be the supervisory responsibility of the parents/carer at all other times other than those stated in this policy.

Relationship to other policies

Behaviour & Anti-bullying Policy
Safeguarding and Child Protection Policy
Health and Safety Policy
Supporting Children with Medical Conditions Policy
Educational Visits Policy

Relationship to risk assessments

First aid
Security
Movement around school
Playground activities
Play equipment
Slips, trips and falls
Access and egress

Roles and supervisory responsibilities

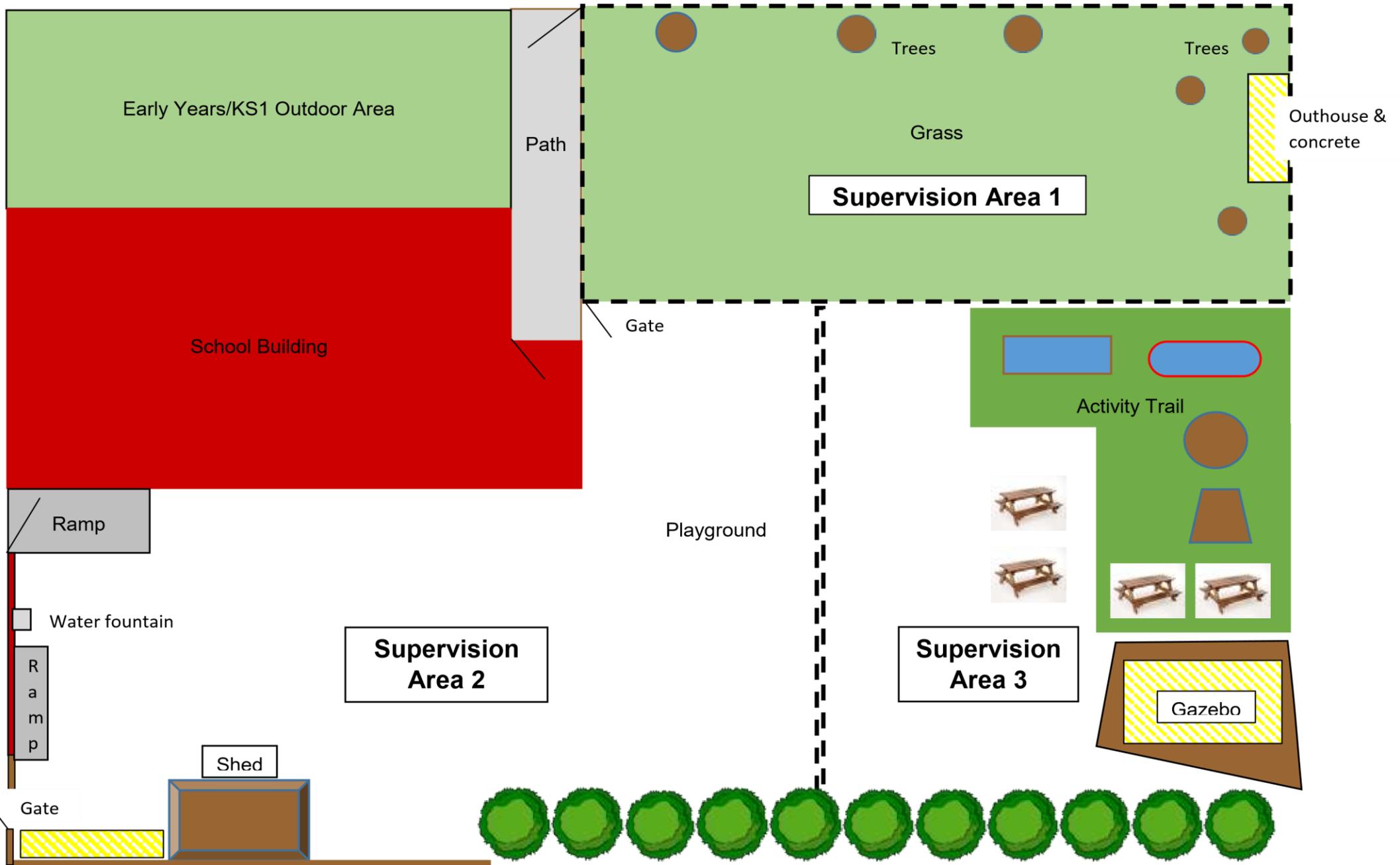
This policy applies to:

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

Arrangements for monitoring and evaluation

The designated safeguarding lead/deputy safeguarding leads will monitor the minor injuries recording forms/ behaviour logs and bullying incidents to ascertain whether there are recurring trends and how they could be resolved.

Key:  Blind spot



Appendix B - Example letter which may be used to gather the collection arrangements for the children.

Dear parents/carers

At Alfriston 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 ask that you ring in to the office by 2.30pm to inform us, so that we can let the 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.

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 headteacher.

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

Yours sincerely

Designated Safeguarding Lead
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Child's name:

Class:

The person who will normally pick up my child is:

Name:	Relationship:
Tel: Home	Mobile:

Other people who have permission to pick up my child is:

Name:	Relationship:
Tel: Home	Mobile:

Name:	Relationship:
Tel: Home	Mobile:

Name:	Relationship:
Tel: Home	Mobile:

Other arrangements (e.g. person who you DO NOT wish to collect your child)

Signed: _____ Date: _____

Parents Name: