



Woodlands Federation

Supervision of Children Policy

Approved by the Governing Body

23rd May 2018

Review Date 23rd May 2020

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Introduction

For ease of reading within this model policy, references will be made to 'school'. This term encompasses all types of educational establishments including academies, independent and free schools, FE institutions, sixth form colleges and Early Years settings.

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:

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 duty staff go outside at 8:40am to 8:55am . The head of school or one teacher stands at each gate to ensure no children leave the playground after they have arrived and 2 other duty staff stand on the playground.
- Staff should be in their classroom by 8:40am in order to receive any messages from parents and to bring in children as promptly as possible.

Parent/carers should also note that there will not be staff on duty before 8:40am and are therefore encouraged to remain with their children until the gates are opened. Should there be any incidents such as bullying or accidents, the school cannot be held responsible and supervisory responsibility will remain with the parent/carer until the time specified above.

The gates will be opened at 8:35am for access to school and will remain open until 8:55am. Any latecomers must report to the main school reception area.

SUPERVISION ARRANGEMENTS

During the school day all visitors with business in the school will be admitted through the school office where they will sign in and receive a visitor's lanyard/badge. Certain visitors to the school must be accompanied by a member of staff at all times, please refer to the School Visitor Flow Chart available on Czone.

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 on SIMS and in a folder in the office - in a locked cupboard.

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

Breakfast club: Breakfast club starts at 8am. Children will need to enter through the main school door and will go straight into the hall. They will be supervised until 8:45am when they will pay for lunch – if appropriate- and join their peers on the playground.

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.

BREAK TIMES

The head of school/executive headteacher/DSL 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
- Report any significant safeguarding incidents to the DSLs immediately
- Any child needing First Aid will be sent to Mrs Cuming in the office. If the incident is a simple bump or bruise they will be accompanied by their peers, if the staff member has concerns, additional information to pass on or the child is unable to move without support then a member of staff will accompany them. If first aid is administered on the playground with trained members of staff, then this should be reflected in the first aid risk assessment and ratio levels as a member of staff cannot be administering first aid and appropriately supervising children at the same time.

LUNCHTIMES

The head of school 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, and reports daily to the head of school. The playground will be supervised at lunchtime by staff in designated areas – see appendix map of where staff should be located and identify any areas of where direct supervision should be provided if appropriate play equipment and other areas that out of bounds. Communication between the supervising members of staff and the school office is undertaken by the relevant staff member. In the event of an incident or unexpected occurrence, the head of school will ensure additional support will be provided to assist in the situation.

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.
- 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, cloakrooms and classrooms to make sure children are not in areas they should not be.
- Making sure all children observe the behaviour policy.
- Ensuring the dining hall is cleared up after use.
- Assisting children with their meals as necessary.
- Any child needing First Aid will be sent to Mrs Cuming in the office. If the incident is a simple bump or bruise they will be accompanied by their peers, if the staff member has concerns, additional information to pass on or the child is unable to move without support then a member of staff will accompany them. If first aid is administered on the playground with trained members of staff, then this should be reflected in the first aid risk assessment and ratio levels as a member of staff cannot be administering first aid and appropriately supervising children at the same time.

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.
- 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 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
- 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 doors for all classes will open at 3:15pm . The class teachers will escort the children to the doors and ensure that they are met and collected by an appropriate person unless they have permission to walk home. The class teacher should use the home time collection information 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.

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 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 the supervisory responsibility of the parents/carer at all other times other than those stated in this policy.

Relationship to other policies

Behaviour Policy
 Safeguarding and Child Protection Policy
 Health and Safety Policy
 ESCC First Aid Policy and Guidance
 ESCC Model Supporting Children with Medical Conditions Policy
 ESCC Model Health and Safety Policy
 ESCC Incident Reporting Policy and Guidance
 ESCC Policy on Outdoor Play Equipment 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).

ARRANGEMENTS FOR MONITORING AND EVALUATION

The designated safeguarding lead (DSL) 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.

APPENDIX A

A map of the school showing any areas which are out of bounds to children, the position of staff when on duty outside plus other relevant information for each school.



Appendix B

A map of the school showing any areas which are out of bounds to children, the position of staff when on duty – when the field is being used- outside plus other relevant information for each school.

Relationship to child:

Tel: home:

mobile:

Thursday:

Name:

Relationship to child:

Tel: home:

mobile:

Friday:

Name:

Relationship to child:

Tel: home:

mobile:

I give permission for my child Name: _____ to walk home on their own

Other arrangements (e.g. a person who you DO NOT wish to collect your child – please provide further information/documentation)

Print name: (parent/carer)

Signed:

Date:

Appendix A

Appendix B