



# **SUPERVISION POLICY**

**This policy also applies to the EYFS**

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**Signed:** Ms Andrea Morley (Chair of Governing Board)

# SUPERVISION POLICY

## General Statement

The Governors and staff of Lyonsdown School believe that the School should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of all pupils. During the school day, teachers act 'in loco parentis', and are responsible for exercising a standard of care that would be expected by a caring and prudent parent. It is our policy to ensure that a balance exists between the meticulous supervision of children every moment that they are at school and the desirable object of encouraging independence.

## Aims

Lyonsdown School is committed to ensuring pupils are safe and appropriately supervised at all times, both in school and during off-site visits. The school is committed to ensuring that:

- Pupil supervision and security always forms part of the risk assessment for any activity or visit.
- Supervision of pupils takes into account the age, maturity, needs and numbers of pupils, as well as the location and type of activities in which they are engaged.
- Staff ratios for supervision are within regulatory guidelines at all times, whether pupils are involved in school activities on the school premises or attending educational visits offsite.
- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the situation.
- Mandatory staffing ratios for EYFS provision and after school care are enforced. While the policy aims are the same across the whole school, the detailed procedures are adjusted to suit the age, number, and any special needs of the pupils concerned, and the nature and location of the different activities in which they are engaged (on-site, off-site matches, off-site visits).

This policy is applicable to all pupils in the school, including those in EYFS. The school seeks to implement this policy through adherence to the procedures set out in the rest of this document. This document is available on our website and on request from the school office and should be read in conjunction with the following documents: Risk Assessment, Off-site Visits, Missing Child, (including uncollected pupils), Behaviour, Discipline & Sanctions, Anti-bullying.

## Supervision Before School

The front gate leading directly onto Richmond Road is opened by the Head (or a member of school staff) at or slightly before 8.30am and is manned by that member of staff and two Year 6 pupils (on a rota) to greet parents and pupils as they arrive on site each day.

The gate from the school path is opened at 8.30am and pupils from Reception to Year 6 are allowed onto the School site from this time, where they are supervised by at least two teachers on duty. Pupils from Year 2 upwards are encouraged to walk from the front gate to the playground gate on their own and with younger siblings. Pupils in Reception and Year 1 must be escorted along the school path by their parent/carer.

The bell for the start of the school day is sounded at 8.45am, where upon pupils line up in their class lines and are directed into the school building by a teacher on playground duty in an orderly fashion. At this point, the front gate is secured. Pupils go to their classrooms

where they are greeted by their form teacher. No pupils should be in a classroom before registration without supervision. Electronic registration is completed by 9.00am, after which time all late arrivals must register at the office. Parents need to sign in late pupils personally.

Nursery children are brought to the playground gate and handed over to staff by parents/carers from 8.50am onto the Nursery playground.

### **Breakfast Club**

Pupils can attend Breakfast Club from 7.50am and children will be admitted until 8.10am - breakfast will be served during this time. Entrance is via the gym doors adjacent to the playground, where one member of staff will receive the children. For purposes of security, children arriving for club after 8.10am are not admitted, there is no admittance via the main school front door either during the 20 minutes window, or after 8.10am.

Children will be given breakfast and undertake activities until 8.30am when they will be released onto the playground to join other children arriving at school. Nursery children continue to be supervised within the building.

### **Supervision during the day**

When supervising pupils in their care staff:

- Follow the Health & Safety Policy and the medical (First Aid) Policy and procedures
- Have a high awareness of pupil well-being
- Ensure the environment and any equipment being used is safe
- Are vigilant and active and ensure equal access, opportunity and inclusion for all pupils
- Intervene when necessary to avoid incidents
- Have high expectations for behaviour with regard to the relevant policies on behaviour and anti-bullying
- Ensure pupils follow the school values
- Ensure pupils are where they should be at all times
- Report any concerns or incidents to the Head of Lower School, Deputy Head or Head as appropriate.

### **Lesson Time**

Children should be under supervision at all times during the school day. Teachers should not leave a class unsupervised at any time unless there is an extreme emergency. If for any reason a teacher needs to leave the classroom for any length of time, another appropriate adult must be summoned to supervise the class first.

Pupils from Year 3 upwards are able to move around the school between lessons unescorted by staff and at other times during the school day as directed by a teacher or member of school office staff. Pupils are allowed to exercise some personal responsibility delivering a message elsewhere; carrying out a survey or investigation. Nonetheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child. Reception children carry out messages in pairs.

## **Unwell Pupils**

When a child is taken ill they should be taken to the Welfare Room where they will be seen by the welfare officer who will decide on the course of action to be taken (See Health and First Aid Policy.) Should it be necessary, the welfare officer will telephone the parent and will instruct the form teacher and School office that the child is being taken home. The School Office will mark this information accordingly in the register and the child will be signed out.

## **Supervision at Break Times**

The duty timetable covering morning break for Reception to Year 6 children is circulated to all staff at the beginning of each academic year and displayed in the staff room and stored on Teacher Share. There are two members of staff on the playground at all times. Part of the induction of new staff includes an explanation of supervisory responsibilities. All staff are reminded of their responsibilities at the start of each term. Duty staff should begin supervision promptly and should only leave under exceptional circumstances and be replaced immediately by another member of staff. It is often at unstructured lesson breaks that pupils are most at risk, owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision. A good level of supervision of all pupils outside lesson times is fundamental to our belief of our duty of care. Staff watch for the physical safety of the children in their care and also their emotional welfare, keeping a vigilant eye out for vulnerable children who could be exposed to bullying. The site is generally enclosed and safe. In order to provide appropriate supervision at adequate levels of risk, assessments are undertaken, taking into account the geography of the site and the numbers of pupils playing in various areas. For all pupils, it is essential that the duty staff have good lines of vision of the play areas they are responsible for, and that for the few areas that are not easily visible, they have specific instructions to check the areas on a regular basis.

## **Lunchtime Play**

All pupils are expected to be on the playground at break times unless given permission by a member of staff or unless they are eating their lunch or attending a lunch time club. At lunchtime, the Lunchtime Supervisors are on duty on the playground, and in the "boat area" and garden when pupils are using that area of the school grounds. In the event of wet play, one supervisor is stationed on the upper floor and one or two supervisors (depending on pupil numbers) are stationed in the hall. In the dining room, a member of the teaching staff is accompanied by a Lunchtime Supervisor. Following lunch, pupils are supervised by two/three adults appropriate to numbers, i.e. when more children join the playground due to the end of the Upper School morning. All other staff are on 'stand by' to assist with supervision in the case of an emergency under the direction of the SLT. At the end of break after the bell, pupils line up and are sent into school.

## **Playground Rules**

No pupil may leave the playground without permission. With the exception of using the toilets adjacent to the playground. At the end of break times, pupils line up. Staff on duty do not leave the playground until all pupils have entered the building. All accidents are reported immediately to the welfare officer. There must be adequate staff supervision on the playground at all times.

It is very important that staff are "spread out" and are keenly watching at all times. Lines of sight are important so that no child is in an area where they cannot be clearly seen. Ratios of staff to children in Reception are adhered to during break times by ensuring enough staff are on duty. In the case of an incident occurring a teaching assistant rather than a teacher will leave the playground to deal with it, rather than a teacher to ensure ratios are maintained.

## **Wet Play Procedure**

The duty staff will decide whether outside conditions merit a break being declared indoor. Wet breaks are supervised by the duty staff at morning break in the gym (Reception, Year 1 & 2 pupils, and in the library (Year 3 & 4) and Year 5 and 6 in their respective classrooms. At lunchtime, the Lunchtime Supervisors undertake the supervision of pupils, also in the above areas.

## **Supervising Pupils' Mealtimes**

Nursery and Reception pupils eat a packed lunch in their classrooms, supervised by EYFS staff.

In the Dining Room

Pupils in Years 1 & 2 to Year 2 are served between 12noon – 12.30pm

Pupils in Years 3, 4, 5 & 6 are served between 12.40pm – 1.20pm

Every day there are lunchtime clubs, during lunchtime. Pupils needing to have early lunch for activities are given priority.

A staff dining room duty rota is drawn up by the Deputy Head and distributed to Form Teachers and kitchen staff and a hard copy displayed in the staff room and on Teacher Share. The staff supervision is in three shifts from 12 noon until 1.20pm. Staff on duty ensure that there is good behaviour in the dining room and check that pupils make sensible choices and have a balanced plate of food.

Staff supervise the queue and the eating area. They play an important part in maintaining an orderly flow into lunch. The order in which the Year groups go into lunch changes on a daily basis, this allows all pupils to have the opportunity to have a first sitting lunch.

## **Serving**

All pupils are offered a choice of a hot lunch daily. Menus are posted in advance, by the main front door and in the weekly newsletter on the website. Lunch is served by the kitchen staff. Pupils are expected to ask supervising staff if they can go on to their dessert if they have not finished all of their main course. Persistent poor eaters are monitored by staff and regular checks are made to ensure that they have eaten a reasonable amount. Staff report any concerns to the appropriate Form teacher and/or member of the SLT. Once pupils have finished their meal, they empty any leftover food into the scraps bowl and place cutlery and cup in the respective receptacles. They are then able to leave the dining room and go outside to play.

## **EYFS**

The two Reception classes (where children are 4+ within the year) are supervised by a teacher and supported by a full-time teaching assistant. Staff/pupil ratios fall well within the mandatory regulations. The Nursery (pupils aged 3+) is supervised by the Head of Nursery and the ratio for supervision in the statutory guidelines is adhered to. Pupils have access to both the indoor and outdoor learning environments which are supervised at all times. The school site is secure at all times by way of an electronic fob system and CCTV positioned at strategic points in the grounds and by the main front door and playground gate.

## **End of School Arrangements (Nursery)**

Pupils are collected from the Nursery playground gate by their parents/carer. Pupils attending After School Care Club are taken directly to the club at the end of the afternoon session.

## **End of School Arrangements (Reception to Year 6)**

At the end of the school day pupils are dismissed by their Form Teachers who escort them to the playground gate, shake hands, and hand them over to their waiting adult who is known to them. If any changes to the person collecting a particular child are made, the office will notify the class teacher and or post the notification on the board outside the school hall. and have been handed over to an adult known to them and to the member of staff.

Any pupils left uncollected are taken to the School Office, who will then telephone home to make arrangements for their collection. Pupils will either wait in the school office or will be supervised in After School Care Club until they can be collected and parents will be charged the appropriate amount. Staff are responsible for pupils until they are handed over to parents/carers at the end of the day at the school playground gate. Some children however, may attend extra-curricular activities or After School Care Club, where they are registered on arrival and dismissed to the 'known' collecting adult at the end of the activity or at the expected pick up time from the ASCC.

### **Late Pick Up**

If parents/carers are late for a child's designated pick up time, the child is taken to the office where the late pick up policy comes into force (Missing Child Policy).

### **After school Activities**

Pupils staying beyond their official end of day time remain under supervision until they are collected. At the end of the activity, the activity leader is responsible for ensuring that pupils are dismissed and collected at the playground gate by the appropriate person or taken to the school office.

### **After School Care Club (including EYFS)**

In addition to joining the club at the normal end of their school day, children can join the club after first taking part in an after-school activity or a private after school club. There are three pick up times for collecting children from the club, these are 4pm, 5pm and 6pm, although a degree of flexibility is employed between these times. The children should be collected from the playground gate at the back of the school. Other pick up times can be arranged separately with the member of staff in charge of the facility. Late pick-up, after 6pm, will incur a charge. It is the responsibility of the staff to ensure that pupils are safe, secure and well supervised at all times and that the staff are suitable, qualified and inducted. The staff/pupil ratio is approximately 1:8 for EYFS with at least one person having an appropriate first aid qualification.

### **Late Collection following Off-site Visits**

The trip leader (see Off-sites Visits policy) is responsible for ensuring that all pupils have been collected safely, and must remain on duty until this has been achieved

### **Physical Education**

Supervision during PE and fixtures is the responsibility of the PE Teacher in accordance with the relevant Health & Safety requirements and staff ratios.

The P.E. teacher must ensure that:

- *There are adequate staffing levels for all lessons.*
- *Apparatus, flooring and clothing are safe.*
- *Pupils remove watches before lessons.*
- *Earrings are removed or covered with micropore tape if they cannot be taken out.*
- *Pupils are not allowed in the gym unless properly supervised.*
- *A mobile phone is taken to all off site events.*

- *Contact details must be left with the School Office, or the Head, or in his absence the Deputy Head, if the event is out of hours.*
- *The P.E. teacher or another member of staff supervises the changing room and after matches or training at the end of the day. The female member of staff should be present inside the changing rooms to monitor behaviour and clearing up.*
- *Those girls who are excused from PE will be adequately supervised; usually, they will accompany the class to the gym, playground or off-site sports venue to watch activities, learn rules of play etc. and are the responsibility of those giving the lessons. Alternatively, arrangements fitting the circumstances will be put into place.*

## **Science Room**

The Science room is out of bounds to all pupils unless supervised. Chemicals and substances likely to cause harm are kept in locked store cupboards. COSHH regulations are displayed prominently. Apparatus and equipment must be properly maintained, secured and their safe use demonstrated. Masks and goggles are available and must be worn when appropriate. (See Science policy)

## **Art room**

The Art room is out of bounds to all pupils unless they are supervised. (See Art Department handbook)

## **Supervision of off-site events (See separate Off-site visits policy)**

## **School Trips and Visits**

Details of the requirements for the supervision and staff-pupil ratios for off-site visits are contained within the Off-site Visits policy. The organiser of the outing must ensure that there is sufficient adult supervision and that sufficient risk assessment has taken place. Risk Assessments are completed following a pre-visit by the group leader. They are handed in to be scrutinised and signed off by the Head before the outing. There must be one trip leader – who must set the pace for the visit and issue group instructions.

## **Going Home Independently**

Permission for a pupil to leave the school site to travel home unaccompanied must be obtained in writing from the Head. A covering letter should be on file stating clearly that this is a parental decision and not the school's responsibility in the event of an accident. A pupil going home independently should first sign out at the Office, unless a specific other arrangement has been made with the Deputy Head and her Form teacher.

## **Visitor Supervision**

All visitors to the school are expected to sign in and out at the school office. Visitors are required to wear a visitor's badge. All staff should check in the event of any strangers entering or found on the premises and report to the school office if there is a concern. The CCTV allows the office staff to carefully monitor those coming in and out of the school. Admittance to the school during the day is via the front door. Visitors on school premises are signed in and wear a Visitors' Badge on a colour coded lanyard at all times. Once they have signed in, visitors are requested to sit and wait until the member of staff responsible for escorting them around the school arrives.

Visitors' badges are available in the main Office.

## **Missing Pupils**

If any pupil is discovered missing from where they should/are expected to be, then staff supervising must follow the Missing Child Policy.

**Absence**

The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. Parents contact the school office to register a pupil's absence. The school will contact parents when children are absent from school without notification. For organised planned absence, e.g. family events, medical appointments etc., a request must be made by the parent direct to the Head, in writing.

**Leaving the School Site**

Children should not be allowed off site during school hours unless there is clear evidence of a request, in writing (or email) from the parents or guardian. Verbal requests for late unavoidable medical appointments are also acceptable. Parents/carers taking children from school must collect them usually from the school office.

**Illness**

When children are taken ill during the school day, the Welfare Officer will contact the parents or guardians whether at home or at work. Information about contacts is kept in the school office.