



Orchard Grove Primary School

Supervision Policy

May 2023

CEO: Sarah Watson
Headteacher: Richard Healey

Due for review: Autumn Term 2024

Purpose

The purpose of a policy for the supervision of children is to provide a common understanding of all the issues involved; and also a continuity of practice throughout the school, which will help safeguard the welfare of both children and staff. Children can only accept greater responsibility for their actions if they are aware of the parameters for action. We must be careful to ensure that the responsibilities we give them are within their capabilities to accept and not put them or others at risk by being unrealistic in our expectations.

Summary

- The school takes responsibility for children from 8:45. From that time teachers must be on duty in the playground.
- It is the task of the teachers on duty to supervise the children with due regard for break-time and playground behaviour.
- A class teacher's primary responsibility is to be with the class or group being taught at all times. Children in class should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is rarely a necessity to leave the class.
- Children require a break from work and unless there is good reason they should be encouraged to take their breaks outside.
- The responsibility for the quality and quantity of supervision at lunchtime rests with the Head Teacher.
- Children should go to after school clubs or straight home after school and not play in the playground.
- Children who have not been collected after school should wait to be taken to the school office for collection when their parent/ carer arrives.
- Children should never wait outside for lifts or taxis. They should be collected from their class area or from the school office if already taken there.

Relationship to other policies

- Positive Behaviour Policy
- Anti-bullying Policy
- Safeguarding Policy
- Health and Safety Policy

Arrangements for monitoring and evaluation

The Head Teacher will have a half termly meeting with the Trust Premises Manager to discuss health and safety on site and look at accident logs to ascertain whether there are recurring accidents which could be resolved through Premises Management. Findings will be discussed with the CEO at half-termly headteacher meetings and be reported half-termly in the headteacher report to governors.

Breakfast Club

Orchard Grove provides quality childcare provision between 7:45 and 8:45. Children may attend daily, periodically or just for the odd day when the need arises during the school term. All sessions are supervised by school staff who are First Aid trained and who are trained in Food Hygiene. Equipment and procedures are checked on a regular basis by Environmental Health in line with Food Safety Legislation. Breakfast is provided following the National Nutrition Standards. All staff are DBS checked. All staff have undertaken Safeguarding training and adhere to the school's Safeguarding Policy.

Outside Duties

It is the task of the teachers on duty to supervise the children with due regard for break-time and playground behaviour:

- Children must never be allowed to leave the school grounds at any time without parental and/or headteacher permission.
- The duty staff have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour (in line with the Positive Behaviour Policy), which recognise the rights of children.
- The duty staff are the first point of reference for children with problems or minor injuries. Children are not expected to come into the main school for any reason (other than to use the toilets or in the case of an emergency), without the permission of the staff member on duty.
- It is essential that duty staff be on duty promptly. The task of being on duty takes precedence over all other activities. If it is not possible for a member of staff to be on duty due to unforeseen circumstance, then the headteacher must be informed immediately so that another staff member can be asked to cover.
- If an accident or injury occurs that requires being logged, then it is the responsibility of the First Aider who dealt with the incident to record the injury in the accident book and on the provided format for the child to take home.
- If a teacher knows that he/ she will not be in school on the day of their duty, then it is that teacher's responsibility to arrange for another colleague to take the duty instead. If this is not possible, then the headteacher should be informed.

Before School

- The school takes responsibility for children from 8:45. From that time a teacher must be on duty in the playground.
- The headteacher or another member of the Senior Leadership Team (SLT) is situated at the front of the school to ensure that children come in but do not go out again.
- The teacher on duty will allow children to enter the school building from 8:45 and then supervise children coming in.
- The main school gates remain open at all times, however class gates are locked at 9:00. Any latecomers have to come in via the main entrance and school office.
- If bad weather requires it, the headteacher (or SLT member on duty) may allow children to enter the school building from 8:30. The responsibility for indoor supervision on this occasion will be with class teachers and support staff.

Morning Breaks

- Children require a break from learning and unless there is good reason they should be encouraged to take their breaks outside.
- There will be a minimum of three adults on duty outside during morning breaks.
- The adults will supervise all areas of the playground ensuring that less visible areas and the toilets are continually supervised.
- The adults will blow the whistle to signal the end of break time and for the children to line up and wait for their class teacher to take them back into school.
- The duty staff will supervise the children until their class teacher arrives to meet them.
- If the Head Teacher designates the break as an indoor break due to bad weather, then the duty staff will supervise the children; one member of staff per classroom and one member of staff supervising the corridor and toilets.

Lunchtime

- The responsibility for the quality and quantity of supervision at lunchtime rests with the headteacher.

- Lunchtime supervisors are spread evenly across the playground so that all areas the children inhabit can be monitored for the duration and ensuring that less visible areas and the toilets are continually supervised.
- The lunchtime supervisors have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour that recognise the rights of children (in line with the Positive Behaviour Policy).
- The lunchtime supervisors are the first point of reference for children with problems or injuries. Children are not expected to come into the main school for any reason (other than to have their lunch, use the toilets or in the case of an emergency), without the permission of a lunchtime supervisor.
- The standards and routines expected during lunchtime play must be identical to those at any other time. It is essential that children are encouraged to have the same respect and responses for lunchtime supervisors as they do for other school staff.
- When children have hot school lunches or packed lunches they are accompanied by a member of staff to the lunch hall. When their lunch is finished they leave the hall and go straight outside.
- Towards the end of lunchtime, the whistle will be blown once to signify equipment being put away and five minutes remaining of lunchtime. At the end of lunchtime a bell will be rang for the children to finish playing and line up. Arrangements for entering the school are the same as at break times.

Inside Supervision

- Teachers should be in the classroom to receive the children at the beginning of each session.
- Children should never be left in school to carry out any activity, task or duty whilst unsupervised.
- A class teacher's prime responsibility is to be with the class or group being taught at all times. Children in class should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is rarely a necessity to leave the class.
- Classes or groups are to stay with their teacher until the end of the session and they are dismissed from that classroom in an orderly manner.
- Children learning outside the main classroom must always be supervised by a member of staff.
- If children need to go to the library for research purposes, the task and time limit to carry out that task must be clear and children must always be supervised by a member of staff. It must be remembered that the library is often a teaching area also.
- In the rare event that it is necessary for a teacher to leave their classroom, then the support staff member must supervise the class and another nearby staff member should be informed to enable them to keep a watching brief.

EYFS Supervision

- At Orchard Grove our EYFS setting adheres to relevant ratios to ensure the safeguarding of all children who attend.
- In the Bright Sparks Nursery ratios are 1 teacher: 13 children with at least one other full and relevant member of staff with the level 3 qualification in childcare. When no teacher is present there is 1 staff member with at least full and relevant level 3 qualification and the supporting staff have a full and relevant level 2 qualification:
1:4 for 2 year olds
1:8 for 3 and 4 year olds
- In Reception the ratios are 1 teacher to 30 children and also there is a qualified teaching assistant in the class to support, particularly for ensuring indoor and outdoor provision at all times.

Physical Education

- If it is not appropriate for children to change together in the classroom for P.E. then the teacher should ensure that there is some supervision of both groups whilst changing.

- Children who cannot take part in games activities can join their group as an observer and given learning to complete specific to the physical education lesson. If this is not appropriate then children must be designated a class or person and must report to that teacher/ staff member with learning to complete. They must stay with that class/ staff member until the end of that session.

After School

- Children who go to after school clubs should go to their clubs in an orderly manner.
- There must be good supervision of cloakrooms, stairs and corridors to ensure all children leave the school safely. Staff will dismiss their children at the external hall door (inclusive of EYFS, KS1 and KS2 children).
- Children should go straight home after school and not play in the playground.
- Children who have not been collected after school should be taken to the school office.
- Children should never wait outside for lifts or taxis. They should be collected from their class area or the school office if already taken there.

After School Clubs

Orchard Grove after school clubs run from 15:15 – 16:00. Parental permission must be given prior to any child attending a club. If a club is oversubscribed a waiting list is kept. If a child is feeling unwell, then a phone call to their parent/ carer is made for the child to be collected ASAP.

A register is kept by the club deliverer, using Absolute Education, and is taken at each session. Where a child is absent without an explanation, a phone call home is made so that the whereabouts of the child and their safety is established. The register is monitored by the school office. The adult responsible for the club ensures that all pupils are collected by the designated parent/ carer or that alternative arrangements e.g. walking home, have been agreed. If it has not been agreed then the child waits until the member of staff has spoken to the parent/ carer concerned.

There will always be a member of school staff on site when children are attending after school clubs who knows all key safety procedures and is fully understanding of safeguarding and emergency evacuations. There will be a member of school staff supporting anyone running an after school club to ensure that height of expectations is maintained and to assist in allowing children to safely use the toilet facilities during the club session.

Cancelled session – In the event of a session being cancelled the school informs the parents as soon as possible.

Club numbers – Suitable ratios of adults to children are maintained by the adult responsible for the club. Any parent/ carer/ volunteer supporting the delivery of a club have an up to date DBS check.

Safeguarding

It is the school's responsibility to ensure third party providers are prepared to adopt the school's Safeguarding Policy. Providers should contact the headteacher in the event of a disclosure. All club leaders will have a current DBS certificate. The school will make clear to third party providers what is expected of them in terms of a safe working practice with children and young people and record that they have done this. All club leaders are given a copy of the Orchard Grove safeguarding leaflet upon arrival.

Insurance – All third party providers offering activities provide a copy of their public liability insurance and their employer liability insurance if appropriate.

Club Expectations

All club leaders ensure that every term there is a reminder about: the procedures in case of a fire, rules for moving around the school building, arrangements for going to the toilet, expectations of behaviour and changing arrangements.

All members of staff carrying out clubs and outside agencies have an up to date first aid certificate. An accident form will be completed for all accidents and any bumps to heads require communication home to parents/ carers.

These procedures are reviewed annually or more frequently if legislation determines.