

# **Thurlaston CE (Aided) Primary School**



## **Supervision Policy**

September 2015

Signed .....

## **Teaching and Living the Christian Way of Life**

### **Aims of Policy**

The aim of this policy is to :

- Clearly outline the strategies and routines adopted by the school to ensure full and appropriate supervision of all pupils occurs throughout the school day.
- Clarify for all staff their own responsibilities and roles with regard to the supervision of pupils.
- Provide a 'safe place to work' for employees, pupils and all who visit our school, regardless of race, gender or ability.

### **Teachers' Contractual Responsibilities**

The Headteacher is responsible for

- The overall internal organisation, management and control of the school.
- Deploying and managing all teaching and non-teaching staff.
- Allocating duties to them in a manner consistent with their conditions of employment, maintaining a reasonable balance for each teacher between work carried out in school and elsewhere.

Teachers other than the Headteacher are responsible for

- Discipline, health and safety – maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when engaged in authorised school activities elsewhere.
- Reporting and ensuring the recording of any incident or accident that may subsequently be considered the result of a breach of supervision.
- They shall not be required to undertake midday supervision and shall be allowed a break of reasonable length between school sessions.

### **Supervision Before School**

- Pupils will not be supervised prior to 8:45am and parents are advised that they should not arrive before this time.
- Pupils are expected to enter the school buildings and go to their classes on arrival where their teacher will supervise them.
- Pupils arriving by bus/taxi will be escorted from the bus/taxi to the school and staff will ensure they all enter the building.

### **Registration**

- The responsibility for regular attendance lies with parents or guardians, and parents are all requested (and reminded) to let the school know if and why their child is away.
- Class teachers inform the office of absentees, and when no notification from a parent or sibling has been received parents will be contacted after 9:30am.

- If a child fails to arrive at school, it is the parent's responsibility to take appropriate action, but school staff will offer whatever support is practically possible.

Pupils are not allowed off-site during school hours unless there is clear evidence of a request from a parent/carer. Such notes are filed with pupils' record cards.

### **Illness**

When a pupil is taken ill during the day, office staff make every effort to contact parents/carers, using the telephone numbers provided by parents and filed in the office. Parents are reminded regularly to update home information, change of work address etc

### **Emergency**

Under normal circumstances no class of pupils should be left unsupervised. (On a very rare occasion, it may be necessary for a teacher to 'cover' two classes for a short period of time.

### **Lesson Time**

In the case of pupils excused normal lessons e.g. PE, the class teacher remains responsible for the supervision of the pupil.

NB – Health and Safety guidelines exist as part of a particular subject curriculum policies ( e.g. PE, Science, ICT) outlining the kinds of activities which staff should not permit or which require additional supervision.

### **Visitors**

All strangers on the premises are to be directed to the office and asked to sign in. If they have no legitimate reason for their presence in school, they will be asked to leave. Parents wanting to see staff are asked to come first to the school office.

Visitors to the school will not be allowed to interview individuals or groups of children without a member of staff being present. All school assemblies will have a member of staff present. This is to ensure that these occasions are not used as a vehicle for radicalisation. Persons and companies commissioned directly by the school to do a specific piece of work will have appropriate supervision.

### **Break time**

- At least two members of staff are on duty each break time, on a rota basis. One will be a teacher and the other a member of the support staff.
- The school has clear playtime rules and the Headteacher should be informed of any serious or repeated breaches of this code.
- Class 4 use the rear play ground.
- Class 1 use their own playground.
- Classes 2 and 3 use the front playground.
- If a pupil is injured, he/she enters the school and a further member of staff will provide first aid and record the injury and treatment in the book. If necessary a report to the class teacher or Headteacher of any circumstance of significance will be given.

- Break time ends at 11am when a staff member blows the whistle and the pupils should stand still and await further instructions.

### **In Wet Weather**

Pupils remain in their classrooms and are reminded of suitable and safe activities. The normal staff supervision rota operates. Older pupils may be asked to help with the play activities of the younger pupils. All staff are expected to be available to assist on such occasions if required.

### **Midday Supervision**

- Supervision of pupils is provided during and after the provision of the midday meal by midday supervisors.
- Pupils who go home at lunchtime become the responsibility of their parents/carers at 12pm when they complete their morning school and are not expected to return before 1pm when they report back to teaching staff.
- Supervisory staff have job descriptions and opportunities to discuss issues of safety and behaviour etc. They are informed of school policies regarding safeguarding children and encouraged to attend first aid training courses.

Teaching staff take part in a voluntary “dinner duty”, supervising pupils whilst having their cooked meals but this is not compulsory. The Headteacher takes overall responsibility for lunchtime supervisions and midday supervisors can always ask for his support. (In his absence the next most senior teacher covers this role.)

### **Supervision After School**

- Class teachers ensure the safe exit of all pupils from their classroom and cloakroom.
- Parents who meet their children within the playground are expected to take over responsibility for them.
- Apart from pupils who walk home alone, all pupils have instructions not to leave the playground without their parent/carer, and go to the office if they are left as the last collected child leaves.
- Bus children are collected and escorted to the bus by a member of staff each day. She may also bring to the office any child not yet collected, if they remain alone after the bus has gone.
- Parents or named contacts are contacted if pupils have not been collected by 3:25pm.
- If the school is to be closed early for any reason, all parents/carers are informed beforehand, or in an emergency, contacted by phone.

### **Extra Curricular Activities.**

Pupils remaining for after school activities are always expected to obtain parental consent and this will include the name of the person collecting them or written permission for them to go home unaccompanied.

Parents will be informed if the activity is cancelled, but if, at short notice, it is impossible to contact a parent, the pupil will be supervised at school until the planned end of that activity i.e. the prearranged collection time. Pupils should not leave the premises in these circumstances, but wait until their parents collect them.

### **Supervision of travel to and from school**

- While the school is not responsible for the supervision of pupils travelling on the bus, a code of behaviour has been established and pupils are reminded of it. When pupils contravene this, the school deals with this as it would an incident in school which could include informing the parents.
- Supervision is provided both onto the bus in the evening and from the bus to the school building in the morning.
- All other parents are responsible for getting their own children safely to and from school.

### **Supervision of Special Activities e.g. PE**

Each curriculum policy states what special Health and Safety measures (if any) should be considered. Teachers should become familiar with such routines.

### **Supervision on School Visits**

When pupils are taken off-site on organised visits the same supervision standards apply i.e. from leaving school until final collection of the pupils at the end of the visit. (More details on conduct of school visits is contained in the school Health and Safety Policy)

### **Other relevant Policies**

Anti-bullying policy  
Positive Behaviour Policy  
Safeguarding Children Policy  
Use of Force Policy.

### **Policy Monitoring and Evaluation**

This policy will be monitored by the Health and Safety committee in line with the school's Monitoring and Evaluation Policy.