

Introduction

The Governing Body and the Headteacher have specific obligations to ensure, in as far as is practicable, a safe environment for all staff, children and other stakeholders. They are required to ensure the health, safety and welfare of pupils through adequate supervision throughout the school day.

Every member of staff has a duty of care to the children and can be expected to act towards children as a reasonable parent/guardian would do.

Aims

- To ensure that pupils are well-supervised on the school premises at all times during the school day and during school authorised activities
- To safeguard and protect pupils and staff
- To ensure high standards of pupil behaviour at all times during the school day and school activities

Role of the Headteacher

- Formulate the overall aims and objectives of the school with regard to the supervision of pupils
- Ensure that staff are well-informed in order to carry out their professional duties
- Ensure the maintenance of good order and discipline at all times during the school day and whenever pupils are engaged in authorised school activities
- Make arrangements for the security and effective supervision of the school buildings, contents and grounds as well as for pupils

Absence

Parents are required to contact the school office and provide a reason for their child's absence by 9.30 am. In cases of unexplained absence, the school office will seek contact with parents between 9:30am and 10:00am in order to verify the whereabouts and safe supervision of children. When parents are not able to be contacted to verify children's absence the school may contact the Early Intervention Team. The school works closely with the Early Intervention Team to support families whose children are not attending school in line with expectations. Please see the Attendance Policy for further information on managing pupil absence.

Children Leaving the School Site During the Day

Nursery and Reception parents are provided a password for their child. If anyone else collects their child the password must be provided. Children in Key Stage 1 and Key Stage 2 should be collected by an appropriate adult when leaving the site for any reason during school hours. Children in Upper Key Stage 2 are permitted to walk home on their own.

Parental requests for children to leave the school site without adult supervision can only be agreed at the discretion of the Headteacher (or in her absence the Deputy Headteacher). The office will request copies of any appointment letters for children's records for children who must require appointments during the school day.

Children should not be allowed to leave the school site during the school day for any other reasons than parental requests and appropriate adults collecting children who are ill or as part of a planned visit. Appointments should be made outside of school hours where possible. Appointment cards or letters should be presented to the school office for medical appointments during the school day

Supervision During Lesson Times

All children should have a member of staff supervising them during lesson times. In the event of an emergency, staff should call for assistance so that the class is continuously supervised.

Supervision at Playtimes and Lunchtimes

There must be adequate supervision at all times both indoors and outdoors.

Staff should position themselves in places so that they have the best view of all children and all areas of the classroom or playground. Staff should stand in designated areas of the playground. All class teachers should accompany their class outside both at morning playtime and lunchtimes, in a Quality Line, to ensure appropriate staff are on duty- staff should remain with their class until appropriate staff are on supervision duty

The School Business Manager is responsible for timetabling lunchtime supervision and allocating roles. All staff should begin their duties promptly. At the end of lunchtime children will line up in a designated area and classes will be collected by class teachers to accompany to classrooms walking in a Quality Line

During morning breaks, there should be a minimum of 2 adults supervising each phase and there must be 3 adults to escort children back to their classes.

At dinnertime, each phase should be supervised by 3 adults: 2 adults must be outside (minimum) and 1 adult must be in the corridor. Phases will be kept separate to each other at dinner times.

Key Stage Leaders are responsible for timetabling playground supervision in their Key Stage(s).

During indoor break times and lunchtimes, children should undertake appropriate, table-based activities that do not require movement around the classroom. The class teacher is responsible for ensuring that children understand the activities that they are allowed to engage in. Staff on duty are responsible for ensuring that children undertake these activities safely during indoor breaks and lunches.

Staff Absence

Key Stage Leaders are responsible for ensuring that break time cover is provided for absent staff due to sickness.

If staff are attending training, or have been granted a Leave of Absence, it is the responsibility of that member of staff to arrange cover for their supervision cover and notify the appropriate phase leader of this.

The Senior Lunchtime Supervisor is responsible for ensuring that there is lunchtime cover for absent staff.

Supervision Before and After School

From September:

Due to staggered start times, KS1 and LKS2 will enter school between 8.30 am – 8:40am; EYFS and UKS2 will enter between 8:40am – 8:50am.

Children in EYFS (Nursery and Reception), Key Stage 1 (Year 1 and Year 2) and Year 3 and Year 4 must be accompanied by an adult to school and should not be left unsupervised.

Year 5/6 children are encouraged to walk to and from school on their own and will be allowed to do so if their parents have informed the school of this.

Classroom doors will open for the duration of their start window. Children should not arrive before their start times.

Due to staggered finish times, KS1 and LKS2 will finish at 3:05pm; EYFS and UKS2 will finish at 3.15pm. After this time parents are responsible for the supervision of their children (unless they are attending an authorised school activity). Classroom doors are kept open for 5 minutes after the class's finish time and supervised. Children being collected late will be monitored and any children being collected late regularly will be considered as persistently late. Children who are late being collected should wait in the classroom with the teacher and a message sent to the office via Teams to call parents to collect. Children are not permitted on the playground equipment before or after school.

Any children marked as persistently being collected late will be placed with the Parachute Club and the school will invoice the parent for an afternoon session of after school club. For very late children being picked up, the child is to be handed to a member of SLT and they will remain in their office until parents collect them. No child is to be left unsupervised without a member of SLT being advised.

Reception and Nursery children will only be handed over to a known adult, or an adult using the agreed password. In Year 1, Year 2, Year 3 and Year 4 staff will only hand over children to a known adult at the classroom door. Adults who are unknown to staff and do not have the password for EYFS children, will be asked to wait and the office will contact the parent/ carer to ensure children are safe.

If parents regularly neglect to ensure their children's safe return home, Children's Social Care will be contacted.

Please note: An adult is deemed to be 16 years and over. Children 16 years and under are not permitted to drop off or collect younger children. (See NSPCC guidance).

For children in year 5 and 6 a parent needs to sign and agree to one option.

Either:

1. My child should wait by the classroom to be collected by an adult
2. My child will walk home independently.

This information will be placed in classrooms, on the inside of external doors, so that any teacher responsible for the class has access to it at the end of the day.

If there are any changes to the Y5/6 going home procedures for any children a new form will need to be completed so that records can be changed.

After School Clubs

All after school club leaders will be required to take a register for children due to attend. This will be provided by the office on the day of the club and will account for any absences/children leaving during the day so will be a true reflection of who should be attending each club. Any child missing once the register is taken is to be identified by the club leader and advised to the office who will call home.

All teachers will be provided with a clubs list so that they know which children in their class are attending clubs each night.

Any staff member/external supplier will be responsible for ensuring that all children on the register have arrived for the club. If children are not present when the club registration is done then the club leader is responsible for identifying any missing children.

If clubs or events are cancelled, the school will make every effort to contact parents and give them as much notice as is possible.

Children unable to go outside

The expectation is for all children to go outside during both breaktimes and during PE unless:-

- they have a *DIAGNOSED* medical needs, such as asthma or
- they have a current risk assessment in place - returning to school after hospital treatment e.g. broken bones/surgery

Any request from parents to keep children inside should be managed by teachers responding as above.

Supervision at lunchtime, by exception, for those children as above is in the hall. They will be provided with appropriate resources/books. All other children are expected to go outside during the school day for lessons or breaks.

Policy to be reviewed annually.

Review

This policy will be reviewed on an annual basis, by the headteacher, and up-dated where appropriate, however if a weakness is identified in school procedures, the policy will be reviewed and revised immediately.