

PUPIL SUPERVISION POLICY

THIS POLICY APPLIES TO ALL CHILDREN AT THE SCHOOL INCLUDING THOSE IN THE EYFS.

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PUPIL SUPERVISION POLICY

The 'duty of care', places a clear responsibility on all staff to ensure children are adequately supervised and safe at all times while in the care of the school. Supervision will usually be direct supervision e.g.in the classroom or on the playground for break time, but may in some situations be "distant" supervision.

1. Pupils' Arrival & Departure

Pupils may arrive at school from 8.00am unless attending Breakfast Club, and are expected to go home by 5.15pm unless they are staying for supper or late for a function. Pupils are not allowed on site without supervision. At least one member of staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties, as well as arrival & Departure duties. There is a member of the Senior Leadership Team on duty each evening until the scheduled close of the school at 6.00pm.

The main duty times are:

- Early morning duty (8.00am - 8.20am)
- Break duty
- Lunch-time duty
- After-school duty (3.30pm - 5.30pm)

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

2. Registration

We take a register of pupils (recorded on ISAMS, the school's MIS) at the start of the morning (by 08.45) and afternoon sessions (by 14.05). Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

In the EYFS we operate identical registration procedures, as well as a lunchtime registration (in Nursery); but in addition, we will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in writing in advance.

3. Supervision before school

Before school, children may attend Breakfast Club or an early morning club which begin from 7:25am. Children attending a club before school are the responsibility of their parents until they are "handed over" to the teacher taking the club. At which time, the teacher becomes responsible for the care and safety of the child.

Parents have responsibility for their children until 8.00am when a member of staff will be on duty at the front of the school by the blue doors. Pupils can then enter the school and are supervised in the Dining Room by members of staff.

4. Supervision at playtime

In the summer months and when the field is dry, playtimes will be on the school field for all children. At all other times, outside play will be on the Astroturf and playgrounds.

Astro/Playground duty demands a high standard of care and in particular requires that teachers and teaching assistants patrol the areas to monitor and supervise pupils effectively. If a child is not allowed to go out at playtime due to illness, they can be accommodated in the library unless alternative, individual arrangements are in place. Children who miss a playtime due to behaviour issues should be supervised by a member of staff.

During playtimes children may stay in classrooms to complete work or do other jobs for teachers. This is acceptable providing that a member of staff is nearby and can be easily located. At such times the member of staff remains responsible for the care and supervision of the children they have allowed into their room.

In case of an injury, the initial first aid should be carried out by a member of the duty staff. First aid kits should be collected from the school office at the beginning of the duty. All injuries should be recorded. Any head or facial injury should be sent to the school office immediately.

Volunteers and those on work placements are not responsible for supervision in the playground; however, they can be used as a useful additional pair of eyes.

Teachers on duty are encouraged to interact with the children. They must patrol the whole of the area they are responsible for. It is not appropriate for members of staff on playground duty to spend the whole time chatting to colleagues, listening to children read, marking books, or sitting on a bench. There could be potentially serious consequences if a child is injured at playtime and it can be shown that the play was inadequately supervised.

5. Wet playtime

On occasions when the weather makes it unsafe to use the Astro or playgrounds at playtime, the children are to go to the following places.

Junior School - stay in their classrooms

Senior School - remain in form room

Year 6 Leaders should be in each of their form classes.

Duty staff should patrol either the top corridor, bottom corridor or Year 4 classrooms. Form teachers are encouraged to return to their classrooms once they have had a sufficient break.

6. Lesson time

No class is to be left unsupervised for any reason during the school day. Teachers must arrive punctually or be present at the beginning of lessons that follow a break and should leave the staff room in due time to receive the children.

It is the responsibility of the class teacher to establish classroom rules and provide guidance for their pupils.

7. Changing & Games

When children are changing clothes in school there is a balance to be made between the level of supervision and the desire for privacy. Clearly, this balance changes as the children get older. Direct supervision may be appropriate for older children in some situations but in general the older children are not directly supervised when changing but instead are supervised by a member of staff being in the vicinity of the location the children are changing. Our responsibility to safeguard the wellbeing of the children may create situations when some older children require greater supervision and arrangements will be made and discussed as required in individual circumstances.

When younger children are required to change in their classrooms, boys and girls should change separately wherever possible.

When older children are changing members of staff should have a presence' in and out of the changing rooms to ensure good behaviour and speedy changing occurs. It is more appropriate for a member of staff of the same gender as the children to enter the changing rooms, but in some circumstances this may not be possible.

If a member of staff is in a room in which children are changing, they should be supervising rather than "watching" the children.

If children are on Pease Field for their lesson, they are accompanied by staff, locking the school gate behind them. Further guidance to be found in the school's PE Policy.

8. Supervision at the end of the School Day

At the end of the school day some children go straight home or stay at school to take part in a variety of clubs and activities.

Children in the Junior School are taken to the front of the school to be collected by their parents. Staff supervise them until they are handed over to a known relative or authorised individual collecting the child. If a child is staying for a club or activity, they are supervised by a class teacher until they are escorted to the venue of the activity.

Children in Year 3 have the option of staying for Prep, whereas those in Years 4, 5 and 6 stay for Prep and are dismissed following this. A snack is served in the Dining Room and supervised by school staff.

All pupils in Years 3 to 6 are collected from the blue doors at the front of the school. The doors are not to be opened without a member of staff present.

If a child is not collected by 5.30pm, they are to be taken to Supper Club and parents contacted by duty staff. Please see the non-collection of child policy for information on arrangements if a child is not picked up by 6.00pm.

9. Parent Helpers

There are occasions when parents help out as a volunteer in the classroom or on school trips. If they will be working with the children on their own (directed by the class teacher), they will have had a DBS check and made aware of the expectations and rules to be followed while working with children at Gayhurst School.

10. Medical Support

There are qualified first aiders (including paediatric first aiders) across the staff who are available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. Please see the First Aid policy for further details.

11. Supervision during Educational Visits

The arrangements for the supervision of pupils (including EYFS) during educational visits and trips out of schools are described in our policy: "Educational Visits."

12. Unsupervised Access by Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories and store cupboards. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

13. EYFS Pupils

The arrangements for the supervision of EYFS pupils in the Nursery Department of the school are dependent on the nature of the activity being undertaken and always in keeping with the recommended supervisory ratio, with safety always a priority. Nursery staff will risk assess activities to determine the level of supervision required accounting for the needs, vulnerability and age of the children in the EYFS.

14. Staff Induction

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

15. Appendix A: Senior School Staff Duty List - Guidance

Duties are allocated on a fair and equal basis, taking into account staff teaching loads (%), form teacher roles and other relevant commitments. Where possible, parity is sought, however with differing duty durations, this is not always completely possible.

Below is an overview of expectations whilst on duty.

7.25 - Breakfast Club	Supervise children arriving early and eating breakfast.
8.00 - Door Duty	Greet children on door, respond to parental enquiries and keep traffic moving. ALL games bags should go to cages as soon as they arrive.
8.00 - Dining Room	Supervise children, they should be sat at tables. Dismiss year by year once bell rings at 8.20. ALL games bags should go to cages as soon as they arrive.
10.30 - Break	<ol style="list-style-type: none"> 1. Adventure playground - gather children at back of Gibbs Hall at 10.30 and walk with them. Blow whistle at 10.50, line up on Astro. 2. Astro - Children to play football in two thirds and free play in other third. Blow whistle at 10.55. 3. Playground - Supervise children skipping, playing chess or other games provided & return of equipment. Keep children off Headmaster's lawn. Once lined up on Astro at 10.55, children dismissed in forms. Year 3 & Year 6 up back science stairs to ease congestion, a duty member of staff should be at each stairwell. <p>Summer term (& 1st half of Autumn & 2nd half of Spring)- all children on field where possible</p>
12.45 - Lunch Q/Playground	Line Year 3 and 4 up on playground. Send children in in groups of 4 or 5 to wash hands before lunch. Once all children in, supervise the playground.
12.45 - Dining Room	Monitor children entering dining room and their manners whilst eating. See separate sheet for further information and detailed guidance (Staff Share).
12.45 - Astro	Children to play football in two thirds and free play in other third.
13.15 - Lunch Q/Playground	Line Year 5 and 6 (one year group at a time - in line with rota) on playground. Send children in in groups of 4 or 5 to wash hands before lunch. Once all children in, supervise the playground & join Astro staff for line-up.
13.15 - Dining Room	Monitor children entering dining room and their manners whilst eating. See separate sheet for further information and detailed guidance.
13.15 - Astro	Children to play football in two thirds and free play in other third. Blow whistle at 1.40, line up and then children dismissed in forms. Year 3 & Year 6 up back science stairs to ease congestion, a duty member of staff should be at each stairwell.
16.00 - Y3 Departure	Open double blue doors at the front of the school and then children dismissed one by one by shaking the child's hand when their parent/guardian is in sight.

16.15 - Y4 Departure	Open double blue doors at the front of the school and then children dismissed one by one by shaking the child's hand when their parent/guardian is in sight.
16.15 - Dining Room snack	Distribute snacks and drinks to those pupils staying for clubs. Year 3 & 4 will arrive from 4.15, Years 5-6 from 4.25 (they will need to be quick). Dismiss all pupils to clubs at 4.30.
16.25 - Y5/6 Departure	Open double blue doors at the front of the school and then children dismissed one by one by shaking the child's hand when their parent/guardian is in sight.
16.25 - Changing Room	Children supervised to change prior to their activity in changing room.
16.30 - WDT & Departure (17.15)	Located in the library. This is time for children to wind-down and relax quietly. A selection of games/activities are available, whilst children may read or draw quietly in the library. Departure duty for all pupils in activities or clubs.
17.15 - Supper Duty	Supervise children eating supper. Sign children in and out on register, parents should initial when collecting. To remain onsite until last pupil is collected.
17.15 - SLT Late Duty	There will always be a member of SLT onsite until the last pupil has been collected.

16. Appendix B: Guidelines for Lunch Supervision - Dining Room

Justification:

- behaviour
- the smaller facility
- the need for an improvement in manners
- food is being wasted
- for the purpose of clarity and consistency

There is one member of staff on duty in the dining room. Duty commences at 12:45pm/1.15pm and continues until the last child leaves the room, this may mean 1:15pm/1.45pm.

EXPECTATIONS

Staff	Children
Should initiate the start of lunch by checking with kitchen staff that they are ready for service and then communicate this to the duty staff member outside who should send in children in groups of approximately 10-15 at a time (in order that the dining room is not too crowded)	Should be appropriately dressed (no outerwear) and then enter sensibly, lining up at 1 of 2 counters
Should monitor all areas of the dining room by moving around, they should highlight and reinforce behaviour expectations if and when necessary. This may include: <ul style="list-style-type: none"> • sitting appropriately • use of cutlery/plates etc • volume of voices • general manners - elbows etc • checking that an appropriate amount of food is being consumed - with vegetables etc on • letting them know when 2nds is available. • How to use cutlery and not hands to eat 	They should be eating a first course, pudding is optional. They may have seconds, thirds but only once all children have been served first course. The children should not be discarding platefuls of food. They should have a variety of foodstuffs.
Should ensure that as children leave the dining room they clear their area. The staff member should be checking plates as the children leave. Thus at the end of service all tables should be empty, ready for kitchen staff to clean.	Responsible for clearing the area they have sat in. This includes plates, cups and if at end of meal jugs.
Staff should expect children to request permission to leave the dining room at the end of their lunch, once they have cleared. They should monitor the clearing area and scraping of plates.	They should take these items and deposit them in the appropriate zones within the clearing area at the front of the dining room. They should do so in an orderly fashion.
Duty staff should try to ensure that spillages, food and cutlery dropped on floor during service is tidied up by the children or kitchen staff are made aware.	Children should request permission to leave the dining room.

Please note that staff should have their own lunch either in a NCT prior to lunch or towards the end of service.

If you have any further queries regarding this duty please seek out a member of SLT.