



# Supervision in School Policy

"Everyone who works with children should do what is in the best interests of the child."

Article 3 United Nations Rights of the Child

Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

Article 31 United Nations Rights of the Child

## **Rationale:**

The purpose of a policy on the Supervision of Children is to provide a common understanding of all the issues involved with supervising children in school and to ensure their safety. It informs members of staff to their responsibilities of supervision at different times of the day.

## **Roles and responsibilities**

This policy applies to:

- All staff
- Pupils
- Parents/Carers (at dropping off and picking up times).

## **Ratios:**

Lunchtime –

In accordance with the Department for Education Sport and Culture Lunchtime Supervisors Policy (January 2012) the guidance states that the Ratio for Reception Children is 2:30, Key Stage 1 is 1:50 and Key Stage 2 is 1:75.

Visits:

The following minimum adult: pupil ratios is required:

- Reception and Key Stage 1 1:6
- Key Stage 2 1:12
- Off-island (KS2) – 1:10

(Educational Visits Policy 2018)

- Nursery 1:4 (some familiar and regular outings with low risk can be 1:5/1:6) (1.6.7 and 1.6.8)

(Early Years Statutory Requirements 2020)

Nursery:

There must be a qualified member of staff for every 10 children; and at least one adult with Qualified Teacher Status (QTS) and experience in early years (1.5.5).

(For registered settings - 1 to 8, if no QTS present 1.5.1).

(Early Years Statutory Requirements 2020)

## **Before School:**

Children can start arriving at school from 8.30am. At this time there will be a crossing patrol officer on duty to help see children safely across the road and the gates to the classroom areas will be unlocked. There will also be a teacher on duty in the Y2-6 area from this time.

Parents are asked to not bring children to school before 8.30am, and school does not accept responsibility for their welfare before this time. The gates to the classroom areas are locked

and school staff are not on duty. Parents leaving children unsupervised on school premises before 8.30 am, are advised that they do so at their own risk.

In Year 1 and Reception children can come into the classroom at 8.35am and children must be accompanied by a parent until then.

A breakfast club, open from 7.45am, is available for parents needing provision before school. To access the breakfast club, prior agreement with the school needs to be made.

The caretaker and usually the Head or Deputy is situated by the main gate to ensure that children come in but do not go out again.

Any latecomers, who arrive after 8.45a.m, must come in via the main entrance and sign in at the school office.

### **Supervision during lessons**

To ensure children's safety and supervision, staff must be where they are timetabled to be on time. Class teachers must be in the classrooms at 8.40am, after break and after lunch at the time the children are due to start their learning. Staff on duty at break or lunch must be on time to ensure children are not left unsupervised.

Children should never be left in school to carry out any activity, task or duty whilst unsupervised unless it has been approved by a senior leader.

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.

Working outside the classroom without direct supervision must not occur unless there are identifiable advantages for the learning process to justify this. If a class teacher believes this is justified, the class teacher or teaching assistant must have full sight and hearing of the children e.g. working straight outside the classroom door with the classroom door open.

If children need to go to other areas of the school for purposes such as collecting resources, giving messages, the task and time limit to carry out that task must be clear. Children should go in pairs. If children do not return as expected, the class teacher must investigate this promptly and ask for assistance from a senior leader if needed.

When whole classes are walking to areas of the school e.g. class going to the hall for PE or assembly, they must be supervised by a member of staff to ensure line basics and the highest level of behaviour when walking around the school (e.g. calm, quiet, showing good manners).

Individual or small groups can walk to other areas of the school unsupervised if they can be trusted or it is part of a routine e.g. going to RWI, using the toilet etc.

In the rare event that it is necessary for a teacher to leave their classroom, then the teacher must phone or speak to another member of staff or the secretary to request someone to supervise the class.

Children should never be left alone and unsupervised if outside or in the hall doing PE or the morning mile.

## **Morning Breaks**

Morning break for children from Y1 – Y6 is split so that there are 2 breaks of 15 minutes with 3 year groups in each break:

- 10.30 – 10.45 – Y1, Y2 and Y5
- 10.45 – 11 – Y3, Y4 and Y6

There is a duty rota in place for morning break consisting of 3 members of staff – teachers of support staff.

At the end of the breaktime, teachers will raise their hand to signal for children to go to their outside doors to line up to wait for their class teacher. Children must only go inside when their class teacher or support staff is in the classroom.

There must be at least one member of staff outside supervising until the last child has entered the building.

If there is an indoor break due to bad weather, then the duty staff will supervise the children; one member of staff per year group. Wet weather activities will be available for children to use.

## **Lunchtime**

The responsibility for the quality and quantity of supervision at lunchtime rests with the Head Teacher or Deputy Head. There is always a member of the Leadership on 'lunchtime duty' who can be called upon if there are any issues and takes the lead if needed in an emergency (e.g. fire alarm, serious first aid etc).

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.

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 from outside play for any reason (other than to 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 school staff.

At the end of the lunchtime, lunchtime supervisors will raise their hand to signal for children to go to their outside doors to line up and will go inside once their LTS is present. Children must only go inside when there is supervision.

There must be at least one member of staff outside supervising until the last child has entered the building.

## **Children's Responsibilities and Duties**

When allocating jobs / tasks to pupils, safety must be a prime consideration. Children doing jobs / tasks must be directly supervised by the teacher or a member of staff. Children should not be left in the classrooms during normal break times without class teacher supervision.

There is always a Senior member of staff on duty at lunchtime and a class teacher can speak to this person if they need to ask that a child needs to be supervised during this time

e.g. if they have an injury and are not allowed to go out for breaktime and need to stay inside.

All children have a duty to leave the building promptly during break-time and should be aware that once they have left the building they should not return unless it is to go to the toilet or in an emergency.

Children who are expected to stay in to finish work are the responsibility of the teacher requesting them to do so and they must be supervised.

Children in Year 6 who have privileged badges are the exception to some of the rules above. Children with privilege badges have the highest level of behaviour and are completely trusted.

### **After School**

Children who go to after school clubs must go at 3pm to that club in an orderly manner.

Any children who are not collected by 3.10pm can be brought to the main office and the secretary, headteacher or deputy headteacher will phone their parents.

There is always a member of staff on gate duty at the end of the day (caretaker and usually the Head or Deputy).

Once collected, children become the responsibility of that person. School rules still apply at the end of the day even when children have been handed over to parents.

### **Outside Duties**

It is the responsibility of class teachers to check that there is sufficient supervision, before they let their children go outside (or else supervise them until there is).

The priority of staff on duty is the active supervision of children in the playground to ensure the safety and safeguarding of all children.

St Martin's has a lovely big outside space, but it means that staff need to be particularly vigilant as there is a large space to supervise. Staff should be aware of the potential blind spots – behind the sheds, behind the mount and behind the target play walls.

It is the task of the staff on duty to monitor and supervise the children at all times, pre-empt and challenge anything that might not be safe and have due regard to the rules relating to break-time and playground behaviour. Supervisors should be alert, aware, know safe playground rules, and intervene when inappropriate behaviour occurs.

Whilst supervising outside the following guidelines should be followed;

- 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 Head Teacher/Deputy must be informed immediately so that another teacher can be asked to cover.
- Supervisors should be spread out across the play area to ensure the whole space is covered. Supervisors should not be stood together and talking unless the need for quick communications to do with safety or organisation.
- Supervisors should be constantly facing the main areas of play and scanning – alert for potential difficulties. They should avoid having their back to large groups of children for long periods of time, wherever possible.

- Supervisors should move around their playground zone – to maintain a presence and ensure children know that you are there. If appropriate they could position themselves in areas with good sight of all the area or in areas with lots of children or potential challenges.
- They should maintain a line of sight, to be able to watch and listen at all times, including (where possible) when speaking to children or dealing with injuries. Other Supervisors should be alerted if supervision is going to be affected.
- Use their knowledge of each child to anticipate what they will do, then get involved and redirect when necessary. Sometimes Supervisors might be given the role to monitor specific children or groups of children.
- Playground supervisors have the responsibility of “keeping all children safe” on the playground. They are not Play facilitators. It is tricky to effectively supervise while also being tasked to organise/play games at the same time.
- Supervisors should be aware of blind spots (behind the sheds and target walls) and anticipate if they think any children might be around those areas to ensure that they are safe.

#### St Martin's Organisation:

- Staff on playground duty must wear a high viz jacket. This allows children and other staff to see and find a member of staff if there is a problem.
- In order to ensure the whole outside area is being monitored it should be split into 2 zones (if the field is in use) with at least 1 adult in each zone:
  - Zone 1 - the field area and outside the classroom;
  - Zone 2 - the playground (based near the play equipment area).
- Extra adults might be assigned to monitoring particularly children or situations or might go to areas where there are high numbers (e.g. play equipment, football pitch).
- If there are ever any concerns about supervision and numbers, then the field will be closed and play will only take place on the playground – to make supervision safer.

Children must never be allowed to leave the school grounds at any time without parental and/or Head Teacher permission.

#### Injuries and problems -

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 teacher on duty.

If an accident or injury occurs that requires being logged, then it is the responsibility of the staff member who dealt with the incident to record the injury in the accident book.

At lunchtime, children can be sent to the Multi-purpose room with the staff member on duty in there.

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