



Prospect House
PRIMARY SPECIALIST SUPPORT SCHOOL

ACCESS & SUPERVISION POLICY

Purpose

The purpose of a policy on the Supervision of Children is to provide a common understanding of all the issues involved; and a continuity of practice throughout the school, which will help safeguard the welfare of both children and staff. A policy on supervision should also have benefits related to discipline. 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.

Our aim is to enable all our children to develop their independence and autonomy. The rate at which individual children mature to the point when they can safely take more responsibility for their own actions will vary from pupil to pupil. It becomes a matter of judgement when/how individual children are placed in unsupervised situations when they have to be responsible for their own actions and behaviours. We would hope that more independent learners would have developed to take more responsibility for the own learning in class and developed their self-management skills, enabling some less supervised time. This would also support the transition on leaving school.

It is essential that we do not expect some children to take more responsibility for their own conduct and actions than is reasonable. These procedures relate to safe supervision that must be followed by all members of staff. The procedures relate to all children.

We have also used information from and abide by the Statutory framework for the early years foundation stage -Setting the standards for learning, development and care for children from birth to five 2017.

Children ratios – all providers

3.28. *Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met. Providers must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of staff and always within sight or hearing.*

3.29. *Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Children on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible.*

3.30. *The ratio and qualification requirements below apply to the total number of staff available to work directly with children³⁴. Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made. For group settings providing overnight care, the relevant ratios continue to apply and at least one member of staff must be awake at all times.*

For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children³⁶:

- *there must be at least one member of staff for every 13 children*
- *at least one other member of staff must hold a full and relevant level 3 qualification*

3.34. *For children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is not working directly with the children:*

- *there must be at least one member of staff for every eight children*
- *at least one member of staff must hold a full and relevant level 3 qualification*
- *at least half of all other staff must hold a full and relevant level 2 qualification*

For children aged three and over in maintained nursery schools and nursery classes in maintained schools³⁹:

- *there must be at least one member of staff for every 13 children*
- *at least one member of staff must be a school teacher as defined by section 122 of the Education Act 2002 ⁴¹*
- *at least one other member of staff must hold a full and relevant level 3 qualification*

3.38. *Reception classes in maintained schools and academies are subject to infant class size legislation.*

43 The School Admissions (Infant Class Size) Regulations 2012 limit the size of infant classes to 30 children per school teacher⁴⁴ (subject to permitted exceptions) while an ordinary teaching session is conducted. 'School teachers' do not include teaching assistants, higher level teaching assistants or other support staff.

Relationship to other policies

- Anti-bullying
- Whole School Policy for Safeguarding, including Children Protection
- Health and Safety Policy

Roles and responsibilities

This policy applies to:

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

Arrangements for monitoring and evaluation

The Head Teacher will have regular meetings with staff who complete the Accident Incident forms to ascertain whether there are recurring accidents, which could be resolved through Premises Management. The Resources Committee will regularly monitor the Accident Log book, paying particular attention to major incidents.

Safeguarding

All staff are given a copy of the document "Guidance for Safer working Practice for Adults who work with Young People in Education Settings". The all have appropriate, regular and up to date safeguarding training.

First Aid

All members of staff 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 a phone call home to Parents/Carers.

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

1. PUPIL SUPERVISION

All children are included in this access and supervision policy and therefore all of the points relate to each individual. However, in school some children need constant supervision. Always refer to individual Behaviour Intervention Plans (BIP) and Risk Assessments and medical risk assessments. There are children that need an adult to be vigilant at all times and to constantly supervise that child. Some children may be fine in a class but need constant supervision around movement between classes going to the toilet, lunchtimes etc. This might mean that they have a nominated member of staff who will be responsible for that vigilance but not one to one supervision. These children are identified in full staff briefings and in department meetings. The session leader is responsible for allocation of duties for other staff members.

2. ARRIVAL AND DEPARTURE FROM SCHOOL.

There will be allocated staff who will lead on entry and exit to school. The nominated member of staff from each department/class is present at external doors at 9.00 am prompt to assist in the safe supervision of children arriving at school. Each nominated leader must ensure that the classroom is safely staffed and the nominated person is on bus duty. Children are called to buses from their tutor groups and it is the responsibility of the session leader to ensure children travel to the door safely. Children are registered in and out each day on transport lists. Where an individual pupil has a nominated member of staff to assist safe arrival and departure, that person must be at the door at 9.00 am/3.15pm or allocated time.

3. MOVING FROM SCHOOL TO BUS AND VICE VERSA

Children must be supervised at all times. Drivers must adhere to the maximum speed limit of 5mph. Engines to be switched off while waiting.

4. MOVING FROM CLASSROOM TO CLASSROOM BETWEEN LESSONS

All classes moving between rooms must be supervised by a member of staff. Registers must be taken at the start of each lesson.

5. MOVING FROM CLASSROOMS TO THE SPORTS HALL, CHANGING ROOMS AND SPECIALIST ROOMS AND MOVEMENT AT LUNCHTIMES

Children in all departments must be supervised by a member of staff when moving from classrooms at the end of lesson to the sports hall, changing rooms, computing room, and other specialist rooms and to the dining room. Children must also be supervised when moving from the dining room to their lunchtime club and back to tutor groups.

All rooms not in use will be locked and must be opened by a member of staff and locked again after use. Children must be supervised by a member of staff. This can be achieved by standing outside the changing room door if this is more appropriate.

6. ENTRANCE AND EXIT TO SCHOOL

Fobs are used at all exit doors. No children are to be let in or out without the office registering / deregistering them.

7. THE TOILETS

All toilets will be kept locked. Children will be supervised using the toilets and it will be necessary for this to be organised within each Department i.e. at the beginning of the morning, break times, lunchtimes etc. Children must be reminded to wash their hands. Children should only use the toilet

during lesson time in an emergency and again must be supervised by a member of staff. Staff will ensure this supervision by standing at the doors to the toilets not the cubicles.

8. ACTIVITIES THAT ARE NOT CLASSROOM BASED

If staffing levels are not sufficient, certain activities may not be able to take place, for e.g. hydrotherapy, off site visits. If in doubt, consult a member of the Senior Leadership Team for guidance.

9. CHILDREN JOBS

Children need to be encouraged to take responsibility for tasks in tutor groups or other lessons. Judgement needs to be carefully exercised in deciding which children, for example collect and return the registers independently. While all children should be encouraged to develop a sense of responsibility, some children require support from an adult to do this appropriately.

10. AFTER SCHOOL CLUBS

Children attending after school clubs should be escorted to the appropriate room, where the club leader will be there to meet them at a predetermined time and then children will be accompanied to appropriate clubs by after school club staff. A register will be taken. Children using the changing room must be supervised by a member of staff.

11. KEYS/FOBS

All rooms are to be locked after use. Check they are empty of children! A key to the toilets will be kept in each classroom. Children will not be given keys from the office.

Stockrooms need to be kept locked at all times.

12. LESSON REGISTERS

At the beginning of each lesson a register must be taken to ensure all children who should be in the lesson are present. In the case of a fire (including a fire practice) you must take your completed lesson register with you when you leave the building.

13. HYGIENE ISSUES (PERSONAL, SOCIAL AND HEALTH EDUCATION)

Children need to learn to shut the door when going to the toilet, use soap dispensers, and towel appropriately. Girls need to be taught where to put sanitary towels.

14. LUNCH TIME CLUBS

A register will be kept of children attending a lunchtime club. That must be taken to ensure all children are present. In the case of a fire, including fire practice you should take your completed club register with you when you leave the building.

Policy Information and Review

Policy review dates (frequency of review: every 3 years)

Date	Changes made	By whom
June 2020	Created by SLT	Linda Jones
January 2024	Amended changes for accuracy	Robin Anthony

To be reviewed annually or as necessary

To be part of staff induction