



Supervision Policy

Key Document Details

School Name: Whitelands Academy

Version no: 1.1

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Approved by: LBG

Ratified date: Sept 2022

Interim review date: n/a

Next review date: Sept 2023

Purpose

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

Summary

- The school takes responsibility for students from 08.15am. From that time duty teachers must be on duty in the playground. Duty LT will welcome students at the entrance.
- The school relieves responsibility for students on site from 3.20pm or when their club has finished. After school students should either be in a club or the library.
- It is the task of the teachers on duty to supervise the students with due regard to the rules relating to break-time and playground behaviour.
- The responsibility for the quality and quantity of supervision at lunchtime rests with the Principal.
- Students should go to after school clubs, the library or straight home after school and not play in the playground.
- Students who have not been collected after school should come back into school, inform a teacher and then wait outside the office.
- Students should never wait outside for lifts or taxis. They should be collected from the Reception area.

Relationship to other policies

- Restorative Behaviour
- Anti-bullying
- Whole School Policy for Safeguarding, including Child Protection
- Health and Safety Policy
- Roles and responsibilities

This policy applies to:

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

Arrangements for monitoring and evaluation

The Principal will have regular oversight of the accident and incident forms through operational meetings, to ascertain whether there are recurring accidents which could be resolved through Premises Management.

Outside Duties

It is the task of the teachers on duty to supervise the students with due regard to the rules relating to break-time and playground behaviour.

- Students must never be allowed to leave the school grounds at any time without parental and/or LT permission.
- The duty staff have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour, which recognise the rights of students.
- The duty staff are the first point of reference for students with problems or minor injuries. Students are not expected to come into the teaching block for any reason (other than to use the toilets or in the case of an emergency), without the permission of the teacher on duty.
- 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 Principal / Deputy must be informed immediately so that another teacher can be asked to cover.
- If an accident or injury occurs that requires being logged, then it is the responsibility of the First Aider who dealt with the incident to record the injury in the accident book and on the provided format for the child to take home. It is also essential that's parents are informed as soon as possible.
- If a teacher knows that he / she will not be in school on the day of their duty, then it is that teacher's responsibility to arrange for another colleague to take the duty instead. If this is not possible, then the Principal / Deputy should be informed.

Before School

- The school takes responsibility for students from 08.15a.m. From that time a duty teacher must be on duty in the designated area.
- The Principal, deputy or another teacher is situated by the main gate to ensure that students come in but do not go out again.
- Any latecomers must come in via the main entrance and school office.

Morning Break

- Students require a break from work and unless there is good reason they should be encouraged to take their breaks outside.
- There will be a team of seven adults on duty outside during morning breaks.
- The adults will supervise all areas of the playground ensuring that less visible areas and the toilets are regularly supervised.
- When the bell is sounded students will line for roll call and be led inside by their member of duty staff
- If the principal designates the break as an indoor break due to bad weather, then the duty staff will supervise the students.

Lunchtime

- The responsibility for the quality and quantity of supervision at lunchtime rests with the Principal.
- The duty LT have responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour that recognise the rights of students.
- The responsible LT are the first point of reference for students with problems or injuries. Students are not expected to come into the teaching block for any reason (other than to use the toilets or in the case of an emergency), without the permission of a member of staff.
- The standards and routines expected during lunchtime play must be identical to those at any other time

- At the end of lunchtime students will line for roll call and be led inside by their member of staff
- Arrangements for entering the school are the same as break times.

Inside Supervision

- Teachers should be in the classroom to receive the students at the beginning of each session.
- Students 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. Students 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.
- Classes or groups are to stay with their teacher until the end of the session when the bell rings and they are dismissed from that classroom in an orderly manner.
- There must be identifiable advantages for the learning process to justify students working outside the classroom.
- If students need to go to the library for research purposes, the task and time limit to carry out that task must be clear. It must be remembered that the library is often a teaching area also.
- In the rare event that it is necessary for a teacher to leave their classroom, then the teacher of the nearest classroom should be informed to enable them to keep a watching brief.

Games/P.E

- A male and female member of staff must be on duty to support changing for PE
- Students who cannot take part in games activities can join their group as an observer (warm weather only). If this is not appropriate then students must be designated a class or person and must report to that teacher with some work to do. They must stay with that class/person until the end of that session.

Students's Responsibilities and Duties

- When allocating jobs / tasks to pupils, safety must be a prime consideration. It would not be appropriate for students to be involved with plugging in electrical apparatus into the mains unless they were directly supervised.
- Students doing jobs / tasks must be directly supervised by the teacher. Students should not be left in the classrooms during normal break times without class teacher supervision. Any other students performing tasks (i.e. paper recycling) are the direct responsibility of the member of staff.
- All students 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.
- Students 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.

After School

- Students who go to after school clubs should go to their clubs in an orderly manner.
- There must be good supervision of cloakrooms, stairs and corridors to ensure all students leave the school safely. Staff will accompany the students on to the playground.
- Students should go straight home after school and not play in the playground.
- Students who have not been collected after school should come back into school, inform a teacher and then wait in the office.
- Students should never wait outside for lifts or taxis. They should be collected from the side area.

After School Clubs

Clubs will run for an hour after school. If a club is oversubscribed, a waiting list is kept. If a child is feeling unwell, then a phone call to their Parent/Carer is made for the child to be collected as soon as possible.

A register is kept by the club deliverer and is taken at each session. Where a child is absent without an explanation, a phone call home is made so that the whereabouts of the child and their safety is established.

The register is returned to the school office. The adult responsible for the club ensures that all pupils are collected by the designated adult/carers or that alternative arrangements e.g. walking home, have been agreed. If it has not been agreed then the child waits until the member of staff has spoken to the parent concerned.

Cancelled session – In the event of a session being cancelled the school informs the parents as soon as possible. Where practical the school contacts Parents/Carers by phone.

Club numbers – Suitable ratios of adults to students are maintained by the adult responsible for the club. Any Parent/Carers supporting the delivery of a club have an up to date DBS check.

Safeguarding

It is the school's responsibility to ensure third party providers are prepared to adopt the school's policy. Providers should contact the Principal/deputy principal in the event of a disclosure. All club leaders will have a current DBS certificate. The school will make clear to 3rd party providers what is expected of them in terms of a safe working practice with students and young people and record that they have done this. All club leaders are given a copy of the document "Guidance for Safer working Practice for Adults who work with Young People in Education Settings".

Insurance – All 3rd party providers offering activities provide a copy of their public liability insurance and their employer liability insurance if appropriate.

Club Expectations

All club leaders ensure that every term there is a reminder about: the procedures in case of a fire, rules for moving around the school building, arrangements for going to the toilet, expectations of behaviour and changing arrangements.

First Aid

Relevant 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.