



# PUPIL SUPERVISION POLICY

(Inc Early Years Foundation)



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## SCOPE OF THIS POLICY

The purpose of a policy on the Supervision of Pupils 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 pupils and staff. A policy on supervision should also have benefits related to discipline. Pupils 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.

This policy should be read in conjunction with:

- Safeguarding Policy
- Health & Safety Policy
- Whole School Risk Assessment

## AIMS

- The school takes responsibility for pupils from 7.30 am for pupils attending breakfast club and 08.20am for other pupils. From that time there will be a member of staff manning the main gate, there will also be staff to welcome pupils into school at the main door of the school.
- It is the task of the teachers or school staff on duty to supervise pupils with due regard to the rules relating to break-time and playground behaviour.
- A class teacher's prime responsibility is to be with the class or group being taught at all times. Pupils 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.
- Pupils require a break from work and unless there is good reason they should be encouraged to take their breaks outside.
- The responsibility for the quality and quantity of supervision rests with the Head Teacher.
- Pupils should go to after school clubs or straight home after school and not play in the playground.
- Pupils who have not been collected after school should remain with their teacher and come back into school, the teacher should ask the office staff to contact the parents, the child should remain in the care of the office staff or a member of staff until collected.
- Pupils should never wait outside for lifts. They should be collected from the playground.
- If a child has written permission to walk home (Year 6 only), they should leave the playground straight way
- Parents/families are aware that they should inform the school office if another adult is collecting their child and this should be communicated to class teachers. In the event of an unknown person collecting, steps will be taken to identify the 3<sup>rd</sup> party and the child should not just be given over.

## **Roles and responsibilities**

This policy applies to:

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

## **BREAKFAST CLUB**

Brackenfield School Breakfast Club provides quality childcare provision between 7.30am and 8.20am. Pupils may attend daily, periodically or just for the odd session when the need arises during the school term. All sessions are supervised by school staff who are First Aid trained and who are trained in Food Hygiene. Equipment and procedures are checked on a regular basis by Environmental Health in line with Food Safety Legislation. Breakfast is provided following the National Nutrition Standards. All staff are DBS checked. All staff have undertaken Safeguarding training and adhere to the school's Safeguarding Policy.

## **OUTSIDE DUTIES**

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

- Pupils must never be allowed to leave the school grounds at any time during the school day unless with an adult and permission granted (for appointments, special leave etc).
- 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 pupils.
- The duty staff are the first point of reference for pupils with problems or minor injuries. Pupils 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.
- 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 Deputy Head 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 where necessary an alert sticker given and recorded in homework diary. Office staff will be on hand to support with first aid if the adult is needed outside for duty cover.
- 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 Deputy Head should be informed.

## **BEFORE SCHOOL**

- A member of staff is situated by the main gate to ensure that pupils come in but do not go out again.
- Pupils can access school from 8.20am-8.30am.
- Pupils will go straight into school via the main door (Brown Door)
- The gate is locked at 8.30am. Any latecomers have to come in via the main entrance and school office.

## MORNING & AFTERNOON BREAKS

- Pupils require a break from work and unless there is good reason they should be encouraged to take their breaks outside.
- There will be a minimum of 2 adults on duty outside during morning break.
- The adults will supervise all areas of the playground ensuring that less visible areas are regularly supervised.
- In the event of wet weather, there will be a sign placed by the climbing frame to indicate it is out of use.
- The adults will ring the bell, once for pupils to stand still and once again for pupils to line up in class order.
- The duty staff will supervise pupils going in through the various entrances.
- If the Deputy Head designates the break as an indoor break due to bad weather, then the duty staff will supervise pupils; one member of staff per floor sweeping the classrooms and toilets. In Infants, there will be one member of staff for each activity room. (Two rooms)

## LUNCHTIME

- Teachers or school staff have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour that recognise the rights of pupils.
- Teachers or school staff are the first point of reference for pupils with problems or injuries. Pupils 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 an adult on duty.
- The standards and routines expected during lunchtime play must be identical to those at any other time.
- EYFS and KS1 pupils are accompanied by members of staff to the hall for lunch. When their lunch is finished they leave the hall and go straight outside, under staff supervision. All KS2 pupils will be escorted to the lunch hall for second sitting and will be supervised for the duration of lunch and again when outside for playtime.
- At the end of lunchtime, the bell will be rung once for the pupils to stand still and once again for pupils to line up in class order. Arrangements for entering the school are the same as break times.

## INSIDE SUPERVISION

- Teachers should be in the classroom to receive pupils at the beginning of each session.
- Pupils 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. Pupils 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 and they are dismissed from that classroom in an orderly manner.
- There must be identifiable advantages for the learning process to justify pupils working outside the classroom.

- 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/PE**

- If it is not appropriate for pupils to change together in the classroom for P.E. then the teacher should ensure that there is some supervision of both groups whilst changing.
- Pupils who cannot take part in games activities can join their group as an observer. If this is not appropriate, then pupils must be designated a class or person and must report to that teacher with some work to do. (e.g. year 6 to year 5 and year 4 to year 3). They must stay with that class/person until the end of that session.

## **PUPIL'S RESPONSABILITIES AND DUTIES**

- When allocating jobs / tasks to pupils, safety must be a prime consideration. It would not be appropriate for pupils to be involved with plugging in electrical apparatus into the mains unless they were directly supervised.
- Pupils doing jobs / tasks must be directly supervised by the teacher. Pupils should not be left in the classrooms during normal break times without class teacher supervision. Any other pupils performing tasks are the direct responsibility of the class teacher who has allocated the task.
- All pupils 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.
- Pupils 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**

- Pupils 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 pupils leave the school safely. Staff will accompany the pupils on to the playground.
- Pupils should go straight home after school and not play in the playground.
- Pupils who have not been collected after school should remain with their teacher and come back into school, the teacher should ask the office staff to contact the parents, the child should remain in the care of the office staff or a member of staff until collected.

## **AFTER SCHOOL CLUBS**

Brackenfield School After School Clubs usually run from 3.30pm to 4.30pm. Parental permission must be given prior to any child attending a club. If a child is feeling unwell, then a phone call to their Parent/Carer is made for the child to be collected ASAP.

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 pupils are maintained by the adult responsible for the club.

### **SAFEGUARDING**

It is the school's responsibility to ensure third party providers are prepared to adopt the school's policy. School will ensure all providers supply current DBS details and insurance for all their staff. All club leaders will have a current DBS certificate. All club leaders will be given a copy of the school's Safeguarding Policy. They will also be asked to report any safeguarding concern to the DSL or Headmaster before leaving school or as soon after as practically possible. Club leaders will also be briefed on what to do in the event of hearing the fire alarm.

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

### **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.

### **ADDITIONAL ARRANGEMENTS FOR EARLY YEARS FOUNDATION STAGE**

On arrival at Brackenfield's Nursery Department, children are met by the Nursery staff who will settle them in the Classroom. Reception children are met in the playground by their class teacher/TA or (if they are occupied with another child) another familiar member of the Infant team.

### **STAFFING**

Children spend the majority of the morning session with their EYFS staff team, who take full responsibility for their welfare and planned activities throughout the day. Other staff will also be involved in leading some activities throughout the week including:

- PE (Reception)
- French
- Music
- ICT (Reception)
- Assembly
- Learning Support (As required)
- Forest school (Rec) & Wildly Fridays (Nursery)

During these sessions for Wrens and Robins, at least one other member of staff will also be present. In Reception, at least one other adult will be available as required.

## **KEY PERSON**

All children in Wrens and Robins have a Key person allocated to them. The Reception teacher is the key person for their Reception class of children. Teaching Assistants and Specialist teachers feed into planning and observations of the children.

## **FIRST AID**

As good practice, all EYFS staff are fully trained in Paediatric First Aid. First Aid boxes are available in Nursery, main office, hall, staff room, music room.

## **SLEEP/REST**

In Nursery, children are able to rest as required (mainly Wrens). In Wrens, children lay on low portable beds, stories are read, and quiet music played at this time with the lights kept low/off as appropriate. In Robins, children have a quiet space where they can relax/sleep as required.

In Reception, there are quiet spaces for the children such as in the Quiet Area where reading and relaxing is promoted (and children are able to sleep if needed).

## **RATIOS**

EYFS standards 2023 states that ratios has been amended for 2-3 year olds from 1:4 to 1:5. However, as good practice will endeavour to continue to use the 1:4 ratio where practicably possible.

3-4 year old the ratio is 1:8.

Reception the ratio is 1:13 for the class teacher and 1:8 for each Teaching Assistant.

On school trips away from the school premises ratios for all EYFS classes are 1:4.

EYFS guidance 2023 states that the ratios have changed to 2-3 year olds 1:5, however as good practice will endeavour to continue to use the 1:4 ratio where practicably possible.

## **BREAK TIMES**

Wrens and Robins incorporate outdoor play into their daily routine. However, in the Summer Term Robins join the Infants for morning play as part of their transition into the main school. Nursery staff always accompany these visits.

In Reception, the children play with Years 1 & 2 mid-morning, after lunch and mid-afternoon and are supervised by a minimum of two members of staff, who have paediatric first aid training.

## **LUNCH**

Nursery lunch takes place in the Hall at 11.55-12:25am. All Nursery staff supervise the Nursery tables. Other members of the Infant staff assist as required so that staff can promote good table manners.

In Reception, children eat their lunch from 11:45 - 12:25, also in the Hall. The children are always supervised by at least two members of staff, with members of the catering staff also assisting so that staff can promote good table manners.

## ASSEMBLIES

Robins start to attend the Thursday afternoon Infant Assembly in the Spring or Summer Terms, dependent on the peer group and how settled they are. Robins staff accompany the children on these visits.

In Reception, the children attend Thursday Infant Assembly and as they settle into their new routine start to attend Friday morning whole school Assemblies.

## WRAP AROUND CARE

All EYFS children may attend both before school and after school care provision. These are supervised by staff with whom the children are familiar and there is always a member of staff on duty who has paediatric first aid training.

<b>Name of policy</b> Pupil Supervision Policy	<b>Policy reviewed/amended date</b> August 22 Policy Name Change (V2) September 22 (V3) September 23 (V4)
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<b>Date of new review</b> Autumn term 2024	