

# Safeguarding: Pupil Supervision Policy



## KEY FACTS:

- It is paramount to us that our children remain safe and secure
- Clear rigorous procedures and routines are in place at our school before, during and after the school day
- Staff, children and parents are aware of these procedures
- This ensures all children are safe while they are at school during the school day and during school clubs, both before and after school

## 1. Introduction

- 1.1 We aim to achieve high standards in all areas of school life, which includes the health, safety and welfare of staff and children throughout the day. The principle of 'duty and care' will be updated at all times.

## 2. Supervision Before School

- 2.1 Children arriving at school between 7.30 – 8.30 a.m. will be supervised in Breakfast Club. Parents should enter by the reception door (school) or nursery door (nursery and "early birds" – 7.30 – 8.00 am) and hand their children over to staff on duty. Their names should be entered in the book in either the Sewell Hall or the Nursery.

## 3. Registration

- 3.1 The responsibility to ensure that a child attends school regularly is that of the parent or guardian.
- 3.2 Registration will take place at 8.30am and at the start of the afternoon session.
- 3.3 Children may not leave the premises during the school day unless a written request is received, in advance, from the parents/carers.

## 4. Illness

- 4.1 Parents will be contacted if a child is unwell and asked to take their child home. Parents should ensure that an emergency contact number is given to the office.
- 4.2 Requests for updated information are sent out on a regular basis.
- 4.3 All illness absences are recorded and filed in the child's personal folder.

## 5. Emergency

- 5.1 No class of pupils will be left unsupervised for any reason. A telephone is available on each floor and may be used to summon help.

## 6. Specific Activities

- 6.1 **Swimming** – All staff will adhere to the procedures in the Staff Handbook and the instructions provided by the Swimming teachers.
- 6.2 **P.E.** – Children will be taught to carry/move P.E. equipment safely and in accordance with agreed procedures. Extra care should be taken in P.E. lessons particularly where apparatus is used. Staff must adhere to agreed policies and be suitably dressed. Children should wear P.E. kit. No jewellery may be worn apart from earrings and they must be covered in tape. Parents have been made aware of the risks of wearing ear-rings.
- 6.3 **Lifting** – Staff are advised to request assistance from the caretaker when heavy items require moving.
- 6.4 **Climbing** – Staff should use a stepladder if necessary and not climb on tables and chairs.

## 7. **Visitors**

- 7.1 All visitors to the school will be asked to sign the visitors book. If a member of staff will not accompany them they will also be issued with a badge.
- 7.2 All staff should report strangers on the premises to the school office using the internal telephone system.

## 8. **Supervision at Break Time**

- 8.1 A minimum of two members of staff will normally be on playground duty each day. No child should remain in school for any reason unless supervised by a member of staff. All gates should be checked at the start of each playtime.

## 9. **Wet Break Time**

- 9.1 A rota system will allow staff time for a short break.

## 10. **Midday Supervision**

- 10.1 The school (F1-F2 and Yrs 1 – Yrs 5) sit together for lunch. Nursery children eat in their rooms. Teaching staff and/or supervisors will be present in the Sewell Hall and in the Nursery. They should ensure that the children eat their lunch in an orderly fashion and without an unacceptable level of noise. Good manners are to be encouraged at all times.

10.2 There will be adequate supervisors in the playground according to the age range of the children.

## 11. **Wet Lunchtimes**

- 11.1 Children will be supervised in a classroom or the Sports Hall. They will be given a variety of activities to do.

## 12. **Supervision After School**

- 12.1 Children leaving school will be handed over to parents/carers at either 4.00pm (nursery) or 3.30pm (F2-Yr2). Written notification should be sent to school where adults other than parents/carers are to collect a child.

12.2 Teachers will hold After School Clubs from 3.30-4.00pm.

- 12.3 Children attending After School Group (Badgers) will be taken to the Sewell Hall and handed over to the staff concerned.

12.4 Parents collecting children from After School Group should enter through the gate in the playground and ring the bell by the door.

### 13. **School Trips**

13.1 School Trips should be thoroughly researched and planned and a full risk assessment carried out.

13.2 Staff should ensure that they have visited the proposed venue(s) prior to the trip and made all the necessary arrangements for the children's health, safety and welfare.

13.3 All trips should be logged onto Evolve

13.4 Appropriate arrangements must also be made for the collection of children at the end of the visit if this occurs outside of the school day.

### 14. **Behaviour**

14.1 Ref Discipline Policy

### 15. **Recording Incidents**

15.1 In addition to an official injury or accident report form, an account should be written up for any incident other than the very trivial incident.

This policy will be reviewed at least every two years.