

THE ROCHE SCHOOL

Pupil Supervision Policy

This policy which applies to the whole school is saved on the school shared system and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

Information Sharing Category	School Shared System (Public copy provided on request)
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Responsible Area	Jonny Gilbert

Introduction

At The Roche School we aim to ensure the children in our care live and work in a safe and supervised environment. The 'duty of care' is a contractual obligation for all staff to supervise children at all times to ensure their safety. This policy covers children from Year 1 – Year 6. It should be read in conjunction with the Early Years Foundation Stage Pupil Supervision Policy.

Relevant Policies

This policy should be read alongside the following:

- First Aid Policy
- EYFS Pupil Supervision Policy
- EYFS Policy
- Anti-bullying Policy
- Behaviour Management Policy
- Safeguarding and Child Protection Policy
- Child Missing in Education & Attendance Policy
- Safer Recruitment Policy
- Health & Safety Policy
- Mobile Phone & Cameras Policy
- Answering the Door & Collection Policy
- Educational Visits & Ratio Policy

Legal Requirements

The Roche School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential

The Advisory Board are required to ensure, as far as is practicable, adequate supervision of pupils throughout the day to ensure their health, safety and welfare through the appropriate deployment of staff. They are also required to ensure, as far as is practicable, that the school is a safe place of work for employees and for others using the site. (See Health and Safety Policy).

Duty of Care

All staff have a duty of care to all pupils in the school. It is the Headteacher's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present at school, as well as during activities either on or off site. It is also the Headteacher's responsibility to ensure that there is effective supervision of the school and that the school is secure.

Policy statement

The Roche School is committed to ensuring pupils are safe and appropriately supervised both in school and during school activities or educational visits. The safety of pupils is of paramount importance and we maintain vigilance over the pupils at all times and ensure that procedures are followed by all members of staff.

The school is committed to ensuring that:

- Pupil supervision and security always forms part of the Risk Assessment for any activity or visit.
- Supervision of pupils takes into account the age, maturity, needs and numbers of pupils as well as the location and type of activities in which they are engaged.
- Staff ratios for supervision are within government guidelines at all times that pupils are involved in school activities on the school premises, or attending educational visits offsite. Please see Educational Visits & Ratio Policy for more detail on staff/pupil ratios.
- Supervision of pupils in remote locations is secure.
- Appropriate staff duty rotas are in place which demonstrate levels of staff supervision which are satisfactory in terms of numbers and staff competence in view of the pupils and the area involved.
- No senior pupils have supervisory responsibility for other pupils but may assist with staff who are on duty.
- Mandatory staffing ratios for EYFS provision are enforced.

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The Roche School is fully committed to ensuring that the application of this supervision policy is non-discriminatory in line with the UK Equality Act 2010. It follows guidance from Keeping Children Safe in education and Working Together to Safeguard Children.

Procedures

To ensure pupils' personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS).
- Adults for whom no DBS checked has been received, will have a full risk assessment in place and have no unsupervised access to pupils. Please see Safer Recruitment Policy.
- All EYFS pupils are supervised by adults at all times.
- Whenever pupils are on the premises at least two adults are present, one of whom is appropriately trained in First Aid.
- Pupils do not have access to the cleaning, catering and caretaking areas of the school.

Security

- Systems are in place for the safe arrival and departure of pupils.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded in the appropriate school site's Visitor Book or on the staff attendance sheet.
- Systems are in place to prevent unauthorised access to our premises.
- Systems are in place to prevent children from leaving our premises unnoticed.
- A full site security risk assessment is in place and regularly reviewed by the Principal.
- The school has a separate policy to action in the event of a child being reported missing.

Pupils Arrival and Departure

Pupils may arrive at school from 8.00 am into 'Early Class' and must be delivered by parents or carers into the care of staff supervising the playground. The Early Class is strictly supervised.

Children are expected to go home after lessons finish, unless they are staying late for a club or activity. Lessons finish at the following times:

Reception: 3.15pm; Year 1: 3.25pm; Year 2: 3.40pm; Year 3: 3.50pm; Year 4: 4.00pm; Year 5 & Year 6: 4.15pm.

Pupils are not allowed on site without supervision. At least one member of staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties. These are displayed on a rota in the Staff room. Expectations of duties are set out in staff

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handbook. Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

There are 2 school minibus routes, collecting children in the local area. Children are delivered to the school gate by 8.30am and met by a member of staff who then sends the children into the playground to 'Early Class'.

Registration

We take a register of pupils at the start of the morning and at the start of the afternoon sessions – this is done electronically. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation. Please see Child Missing in Education & Attendance Policy.

Any unexplained absence of a child who is subject to child protection or child in need plans is immediately brought to the attention of the DSL or, in his absence, the Deputy DSL or Headteacher.

Morning

The school gates open at 8.00 am when there is a member of staff on duty at the gate and in the playground. There are no arrangements for the supervision of children earlier than 8.00am. The School bell sounds at 8.40am and children go to their classrooms. Registration takes place at 8.50am. The external doors to the school are locked during the day and the only access to the school is gained through the front door which is manned by The School Office. Children are not allowed, under any circumstances, to open the main door or any external doors, to allow access to visitors.

Afternoon

The school day ends for Reception by: 3.15pm; Year 1: 3.25pm; Year 2: 3.40pm; Year 3: 3.50pm; Year 4: 4.00pm; Year 5 & Year 6: 4.15pm. Children are taken to the gate to meet their parents or carers. Once the parent/carer has collected their child, they are responsible for that child.

Any pupil still waiting to be collected is taken to the extended day facility, 'Late Class'. This runs until 4.30pm and children must be collected from the member of staff supervising the playground. Once the parent/carer has collected their child, they are responsible for that child. Please see Late Collection Policy.

Parents are expected to inform class teachers of any changes in the collection arrangements for their child regardless of the age of the child concerned. Please see Answering Door and Collection Policy.

After School Clubs

After school clubs and activities finish by 5.30pm. Parents and carers must collect their child from the club or activity and sign their child out with the supervising adult. Once the parent/carer has collected their child, they are responsible for that child.

Parental permission must be given prior to any child attending a club or after school care provision. Clubs must be paid for at the start of the term. If a club is oversubscribed then a waiting list is kept. If a child is feeling unwell, then a phone call to their parent or 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 adult responsible for the club ensures that all pupils are collected by the designated adult 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 with the parent concerned.

Cancelled sessions: In the event of a session being cancelled, the school informs the parents as soon as possible.

Club numbers: Suitable ratios of adults to children are maintained by the adult responsible for the club.

After School Care

We have an onsite, externally run, after school care provision that runs from the end of 'Late Class', 4.30pm until 6.30pm. Parents and carers must collect their child and sign their child out with the supervising adult. Once the parent/carer has collected their child, they are responsible for that child.

Supervision at Playtime

Break Times

At break times, pupils are supervised by members of staff as per a rota established at the start of each term. During a 'duty' staff will oversee playtimes, keep a watchful eye on any play which may be getting out of control, interact with pupils and identify children who appear to be alone and assist with any disputes which may occur. The playtime supervisor should ensure all children respond to the bell, line up and return to lessons on time.

Pupils should not be left in a classroom at break times unless supervised by a member of staff. The level of supervision provided for normal weather may not be sufficient during weather conditions which may cause all pupils to be indoors. Staff have a responsibility to ensure that their class has adequate supervision before taking a break.

Wet play/lunch times

Pupils are expected to go outside unless the weather is extreme. If it is necessary to remain inside then pupils are supervised in a classroom, shared area or in the hall by the designated duty staff member/members.

- **It is the responsibility of all staff to ensure the gates to the playground are shut at all times, but especially at playtimes.**

- Playground duty demands a high standard of care and in particular requires that the teachers and teaching assistants patrol the playgrounds at all times.
- Staff mobile phones must not be used or be visible when on break / playground duty. Staff have a duty of care to the pupils and must be attentive to the activities around them at all times. Please see the Mobile Phone & Cameras Policy.
- It is the responsibility of the Deputy Headteacher to explain to new teachers their supervisory responsibilities.
- The duty staff must be in the playground, at the beginning of playtime, ready to receive the children.
- At lunchtime, the staff on duty in the playground need to be in the playground ready to receive the children from **12.10** onwards.
- Children are not allowed in to the playground without an adult responsible for supervision present.
- If a child is not allowed to go out at playtime due to illness or behaviour issues they are to be taken to the School Office by the class teacher or teaching assistant.
- The supervising adult can reinforce playground rules when appropriate as do class teachers during PSHE lessons and Assembly.
- If an accident or injury occurs that requires being logged, then it is the responsibility of the member of staff who dealt with the incident to record the injury in the accident book and contact the parents when applicable. The child will be accompanied to the School Office and handed over to a member of staff who is first aid qualified.

Lunchtime

- The responsibility for the quality and quantity of supervision at lunchtime rests with the Headteacher.

- 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 leave the Hall for any reason, other than to use the toilet or in the case of an emergency, without the permission of a supervisor.
- Children are accompanied by a member of staff to the Hall. When their lunch is finished they leave the Hall and go straight outside.

Supervision to and from Hilden House and Wandsworth Park

Children will be supervised by a member of staff when they go to Hilden House and Wandsworth Park for games and PE lessons, music and any other activity where they need to use these facilities. School staff work alongside PE, music and drama staff to provide this supervision.

Illness

If a child is taken ill during the course of the school day he/she is sent to the School Office, with an adult if the child is in EYFS or KS1, and with another child if the child is in Key Stage 2. The staff in the School Office assess the child and determine whether he/she is to be sent home and will contact parents if the child needs to be collected. The child remains in the School Office until parents/carers arrive. The relevant class teacher is notified if any child is sent home during the course of the school day. Procedures for dealing with minor illness, injuries and other conditions can be found in the First Aid Policy.

Visitors to School

All visitors report to the office on arrival and sign in. They are given a badge to wear for their stay and expected to read the safeguarding information. Regular contractors known to the school must also sign into school. All staff are expected to challenge strangers on the premises and report concerns to the School Office immediately.

Staff Absence

Staff will be informed if they are to cover for absent colleagues as early as is practicable. If a member of staff is aware they will be absent on a day when they have supervision duties, it is their responsibility to ensure this is covered and to inform the Deputy Head of the arrangements made.

Staff Induction

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times, and is available in the staff handbook.

Fire procedures and other Emergencies

Teachers must ensure that the children in their class understand the procedures to follow in case of fire. If you have any doubts or queries discuss them with the Headteacher or Deputy Head.