



St. Pius X Catholic Preparatory
School

**SUPERVISION OF PUPILS
POLICY**

PUPIL SUPERVISION POLICY

THIS POLICY APPLIES TO ALL CHILDREN AT THE SCHOOL INCLUDING THOSE IN THE EYFS.

September 2018

Version 5.0

PUPIL SUPERVISION POLICY

The 'duty of care', places a clear responsibility on all staff to ensure children are adequately supervised and safe at all times while in the care of the school. Supervision will usually be direct supervision e.g.in the classroom or on the playground for break time, but may in some situations be "distant" supervision.

1. Pupils' Arrival & Departure

Pupils may arrive at school from 8.10am unless attending Breakfast Club, and are expected to go home by 3.50pm unless they are staying late for a function or club. 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, as well as arrival and departure duties.

The main duty times are:

- Early morning duty (8.10am - 8.30am)
- Break duty
- Lunch-time duty
- After-school duty (3.40pm – 3.50pm)

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.

2. Registration

We take a register of pupils (recorded on ISAMS, the school's MIS) at the start of the morning (by 8.45am) and afternoon sessions (by 1.30pm). 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.

In the EYFS we operate identical registration procedures, as well as a lunchtime registration (in Nursery); but in addition, we will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in writing in advance.

3. Supervision before school

Before school, children may attend Breakfast Club or an early morning club which begin from 7:30am. Children attending a club before school are the responsibility of their parents until they are "handed over" to the teacher taking the club. At which time, the teacher becomes responsible for the care and safety of the child.

4. Supervision at playtime

In the summer months and when the field is dry, playtimes will be on the school field for all children. At all other times, outside play will be on the playgrounds. Playground duty demands a high standard of care and in particular requires that teachers and teaching assistants patrol the areas to monitor, risk assess and supervise pupils effectively. If a child is not allowed to go out at playtime due to illness, they can be accommodated in library unless alternative, individual arrangements are in place. Children who miss a playtime due to behaviour issues should be supervised by a member of staff.

During playtimes children may stay in classrooms to complete work or do other jobs for teachers. This is acceptable providing that a member of staff is nearby and can be easily located. At such times the member of staff remains responsible for the care and supervision of the children they have allowed into their room.

In case of an injury, the initial first aid should be carried out by a member of the duty staff. First aid kits should be collected at the beginning of the duty. All injuries should be recorded. Any head or facial injury should be sent to the school office immediately. Volunteers and those on work placements are not responsible for supervision in the playground; however, they can be used as a useful additional pair of eyes.

Teachers on duty are encouraged to interact with the children. They must patrol the whole of the area they are responsible for. It is not appropriate for members of staff on playground duty to spend the whole time chatting to colleagues, listening to children read, marking books, or sitting on a bench. There could be potentially serious consequences if a child is injured at playtime and it can be shown that the play was inadequately supervised.

5. Supervision at Lunch time – see attached Appendices A and B.

6. Wet playtime

On occasions when the weather makes it unsafe to use the playgrounds at playtime, the children are will stay in their classrooms. Year 6 monitors will help will wet play resources. Duty staff should patrol the junior and infant corridors.

7. Lesson time

No class is to be left unsupervised for any reason during the school day. Teachers must arrive punctually or be present at the beginning of lessons that follow a break and should leave the staff room in due time to receive the children. It is the responsibility of the class teacher to establish classroom rules and provide guidance for their pupils.

8. Changing

When children are changing clothes in school there is a balance to be made between the level of supervision and the desire for privacy. Clearly, this balance changes as the children get older. Direct supervision may be appropriate for older children in some situations but in general the older children are not directly supervised when changing but instead are supervised by a member of staff being in the vicinity of the location the children are changing. Our responsibility to safeguard the wellbeing of the children may create situations when some older children require greater supervision and arrangements will be made and discussed as required in individual circumstances.

When older children are changing members of staff should have a presence in and out of the rooms to ensure good behaviour and speedy changing occurs. It is more appropriate for a member of staff of the same gender as the children to enter the changing rooms, but in some circumstances this may not be possible. If a member of staff is in a room in which children are changing, they should be supervising rather than “watching” the children.

9. Supervision at the end of the School Day

At the end of the school day some children go straight home or stay at school to take part in a variety of clubs and activities.

Nursery pupils are collected from their classroom as and when parents arrive. EYFS pupils must be signed out of Reception classroom. Infant pupils leave at 3.30pm. and are handed over by their teachers from the Infant glass corridor.

Junior children are taken onto the playground to be collected by their parents at 3.40pm. A member of staff is on duty to supervise them until they are handed over to a known relative or authorised individual collecting the child. If a child is staying for a club or activity, they are supervised by a class teacher until they are escorted to the venue of the activity or the after school homework rooms (Infant/Junior). The member of staff in charge of the after school club will take pupils and register them. Pupils for the homework room will be taken up to the appropriate room. Homework room finishes at 6.00pm.

If a child is not collected by 6.00pm, then the child is taken to the School Reception area where they will be supervised until parents are contacted. If no-one collects the child after one hour or until staff can no longer remain on the premises and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.

We contact our local authority children’s social services care team, the child stays at school in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social care worker. Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.

10. Parent Helpers

There are occasions when parents help out as a volunteer in the classroom or on school trips. If they will be working with the children on their own (directed by the class teacher), they will have had a DBS check and made aware of the expectations and rules to be followed while working with children at St Pius X Catholic Preparatory School. Parents are not used to supervise their own children as far as possible.

11. Medical Support

There are qualified first aiders throughout the staff who are available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. Please see the First Aid policy for further details. Two adults will always accompany/supervise a child if an emergency hospital visit is necessary.

12. Supervision during Educational Visits

The arrangements for the supervision of pupils (including EYFS) during educational visits and trips out of schools are described in our policy: "Educational Visits."

13. Unsupervised Access by Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas. Doors to risky areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. See separate Risk Assessment Policy.

Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Clear signs are displayed.

14. EYFS Pupils

The arrangements for the supervision of EYFS pupils in the Nursery Department of the school are dependent on the nature of the activity being undertaken and always in keeping with the recommended supervisory ratio, with safety always a priority. Nursery staff will risk assess activities to determine the level of supervision required accounting for the needs, vulnerability and age of the children in the EYFS.

15. Staff Induction

All new members of 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.

ANNUAL REVIEW

The Governing Body will review this policy statement regularly and update, modify or amend it as it considers necessary to ensure the policy meets the needs of St. Pius X Preparatory School.

SignedDate (Chair of Governors)

SignedDate (Head teacher)

COMPILED APPROVED REVIEWED REVISED	VERSION	DATE	EDITOR
Compiled	1.0	September 2014	V Sutton
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Appendix A: Sample School Staff Duty List

Duties are allocated on a fair and equal basis, taking into account staff teaching loads (%), form teacher roles and other relevant commitments. Where possible, parity is sought, however with differing duty durations, this is not always completely possible.

JUNIOR STAFF DUTY ROTAS

	MON	TUES	WED	THURS	FRIDAY
BEFORE SCHOOL	MRS PORTER	MRS DAVIES	MISS LAVELLE	MRS DAVIES	MR STOUT
BREAK	Y1-6 MEETING	MISS LAVELLE	MISS BUCKLEY	MRS DAVIES	MR STOUT
LUNCH	MR LONG	MISS BUCKLEY	MRS MURCH	MISS CRAWSHAY	MR PLATTS
PE CHANGE	MISS LAVELLE	MRS MURCH	MRS PORTER	MRS PORTER	
PE CHANGE	MISS CRAWSHAY	MISS LAVELLE	MR LONG	MRS DAVIES	
END OF DAY	MR STOUT	MR LONG	MRS PORTER	MRS MURCH	MISS CRAWSHAY

Infant Lunchtime Rota 11:50am – 12:50pm

<u>Day</u>	<u>Teacher on Lunch duty</u>	<u>Staff on duty</u>	<u>1-1 Assisstants</u>	<u>Hall</u>
Monday	K.Waltham	S.Singleton Y.Patel	FP- K.Bhaimat ZA- M.Smith	S.Taylorson 11:50am-1:30pm
Tuesday	V.Sutton	S.Singleton R.Davies	FP- K.Bhaimat ZA- M.Smith	S.Taylorson 11:50am-1:30pm
Wednesday	V.Sutton	S.Singleton R.Davies	FP- K.Bhaimat ZA- M.Smith	S.Taylorson 11:50am-1:30pm
Thursday	V.Sutton	S.Singleton R.Davies	FP- K.Bhaimat ZA- M.Smith	S.Taylorson 11:50am-1:30pm
Friday	S.Flint	S.Singleton R.Davies	FP- K.Bhaimat ZA- M.Smith	S.Taylorson 11:50am-1:30pm

Appendix B: Guidelines for Lunch Supervision – Dining Room

Justification:

- behaviour
- the smaller facility
- the need for an improvement in manners
- food is being wasted
- for the purpose of clarity and consistency

There is one member of staff on duty in the dining room. Duty commences at 11.30am and continues until the last child leaves the room, this may mean 1.30pm.

EXPECTATIONS

Staff	Children
Should initiate the start of lunch by checking with kitchen staff that they are ready for service and then call the children in - one class at a time (in order that the dining room is not too crowded).	Should be appropriately dressed (no outerwear) and then enter sensibly, lining up depending on dietary requirements.
Should monitor all areas of the dining room by moving around, they should highlight and reinforce behaviour expectations if and when necessary. This may include: <ul style="list-style-type: none"> • sitting appropriately • use of cutlery/plates etc • volume of voices • general manners – elbows etc • checking that an appropriate amount of food and drink is being consumed – with vegetables etc • letting them know when seconds are available. • how to use cutlery and not hands to eat 	They should be eating a first course, pudding is optional. They may have seconds, but only once all children have been served first course. The children should not be discarding platefuls of food. They should have a variety of foodstuffs.
Should ensure that as children leave the dining room they clear their area. The staff member should be checking plates as the children leave. Thus at the end of service all tables should be empty, ready for kitchen staff to clean.	Responsible for clearing the area they have sat in. This includes plates and cups.
Staff should expect children to request permission to leave the dining room at the end of their lunch, once they have cleared. They should monitor the clearing area and scraping of plates.	They should take these items and deposit them in the appropriate zones within the clearing area at the front of the dining room. They should do so in an orderly fashion.
Duty staff should try to ensure that spillages, food and cutlery dropped on floor during service is tidied up by the children or kitchen staff are made aware.	Children should request permission to leave the dining room.

Please note that staff should have their own lunch either in a NCT prior to lunch or towards the end of service.

If you have any further queries regarding this duty please seek out a member of SLT.