

## **SUPERVISION OF PUPILS**

We have a legal duty of care to all our pupils and the responsibility to ensure that we have in place safeguarding procedures for supervising pupils throughout the school day in order to ensure their health, safety, welfare and good conduct.

We are aware that our responsibility of supervising pupils begins when they arrive at school. Therefore, we will ensure that all parents are informed of the time that school starts : 7.45am and that children should not arrive until at least 10 minutes before that time when school personnel will be on duty.

We believe we have a duty of care to all school personnel and adult volunteers. Therefore, we strongly advise that they should avoid supervising any pupil alone at all times. If a one to one situation is unavoidable then school personnel should take the necessary precautions beforehand.

### **Aims**

To outline the safeguarding procedures in order to ensure full and appropriate supervision of all pupils throughout the school day.

### **Procedure**

#### **Role of the Principal**

##### **The Principal will:**

- be responsible for the internal organisation, management and control of the school;
- ensure the maintenance of good order and discipline at all times during the school day when pupils are present on the school premises or on educational visits;
- ensure all school personnel are aware and comply with this policy;
- ensure that all school personnel are aware of their supervisory roles and responsibilities with pupils during the school day;
- organise appropriate training for school personnel;
- monitor the effectiveness of this policy;

#### **Role of School Personnel**

##### **School personnel will:**

- be aware of and comply with this policy;
- maintain good order and discipline among all pupils safeguarding their health and safety when they are authorised to be on the school site and during educational visits;
- ensure that no class of pupils should be left unsupervised;
- ensure they take the necessary precautions before undertaking any one to one supervision;
- record and report any incident or accident that could be considered a breach of supervision;

#### **Role of Pupils**

##### **Pupils will:**

- suggest ideas for devising a 'Break Time Code of Conduct';
- be reminded of staying safe during all break times;
- devise a programme of structured play time activities;
- comply with this policy

#### **Role of Parents**

Parents are asked to ensure that:

- their children do not arrive at school until 10 minutes before school starts;
- they report their child's absence because of illness or for any other reason

## **Supervision before School Starts**

### **School personnel will:**

- be on duty 15 minutes prior to school begins;
- ensure that all pupils enter the school building and go to their classes where their class teacher and support staff will supervise them

## **Supervision at Break Times**

### **The Principal (or Vice-Principal) will:**

- ensure duty rotas are in place so that there is adequate supervision for both indoors and outdoors;
- ensure procedures and duties are clearly understood by all involved with pupil supervision;
- ensure duty teachers begin supervision promptly;
- act as line manager at break times when teachers and support staff are on duty;
- ensure good lines of communication are in place to ensure the overall safety of the pupils at these times;
- ensure procedures for dealing with accidents are in place;
- ensure all accidents are recorded in the appropriate accidents books;
- ensure parents are notified of any accident especially head injuries;
- ensure school personnel are trained in emergency first aid

## **Supervision during Wet Weather**

During wet weather pupils will be:

- allowed into the school hall at the beginning of the school day where they will be supervised until school starts;
- supervised in the school hall during wet break times
- supervised in their classrooms at lunchtime by midday supervisors

## **Midday Supervision**

We have a legal duty of care for all pupils during lunchtime with supervision being undertaken by a statutory number of midday supervisors.

At lunchtime pupils who go home are:

- the responsibility of their parents;
- not expected back for the afternoon session until 10 minutes before school starts

## **Supervision after School**

At the end of the school day school personnel will ensure:

- the safe exit of all pupils from the school site;
- parents are contacted if children are not collected;
- uncollected children remain in school until they are collected by their parent/carer or named person;
- all pupils who travel by school bus or taxi are safely escorted to and handed over to the appropriate drivers and travel escorts

## **Supervision during Extra-Curricular Activities**

School personnel or the outside provider of the activity will:

- supervise the pupils during and after the activity;
- ensure the safe exit of all pupils from the school site;
- contact parents if children are not collected;
- ensure all uncollected children remain in school until they are collected by their parent/carer or named person

### **Supervision during Travel to and from School**

We are not responsible for the supervision of pupils who travel by bus or taxi but we are responsible for escorting them into school at the beginning of the day and to the bus/taxi at the end of the day.

### **Supervision during Off-site Visits**

The party leader will make all appropriate arrangements for supervision as outlined in the 'School Trips' policy.

- Supervision of Curriculum Activities
- See 'Health and Safety in the Curriculum' policy.
- Supervision of Changing Rooms

When pupils are changing or showering school personnel will:

- respect the privacy of children;
- ensure bullying or teasing does not take place;
- avoid any physical contact;
- avoid any visually intrusive behaviour;
- announce when they are entering the changing room;
- avoid remaining in the room for any length of time;
- not change in the same room as the children;
- not shower with the children;
- report all incidents to the Principal or a member of the Senior Leadership Team