

Peacehaven Community School

Supervision of Children Policy

Document Management

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Next review date: October 2027

Approved by: Headteacher and Chair of Governors

AIMS

Peacehaven Community School is committed to provide, as far as is reasonably practicable, safe indoor and outdoor areas and learning environments for the children of our school. This policy seeks to clarify the level of supervision provided before, during and after the school day so that all staff (including contractors, agencies and third-party organisations) and parents/carers are aware of the standards that are expected.

Supervisory Responsibilities

The headteacher will:

- ensure adequate staff are available to meet the required supervision requirements for before the start of the school day, during break times and lunch times and at the end of the school day until all children have left the school grounds or are under parental/carer supervision
- ensure that staff are aware of their supervisory responsibilities
- continue to develop a culture of safety and a safe environment for our children
- ensure that this policy is communicated to parents/carers
- review and evaluate the supervision procedures as required.

Supervising staff will:

- support and assist in the implementation of this policy
- reinforce a 'safe play'/use of recreational time message
- adhere to and follow the safeguarding and child protection, health and safety, behaviour policies and the staff behaviour policy/code of conduct, plus the additional policies listed on page 5
- report any concerns to the headteacher/member of the senior leadership team (SLT)/designated safeguarding lead (DSL) as appropriate
- understand their prime supervisory responsibility - to be with the class or group all the time. Children should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is no necessity for this to be the case.

Parents/Carers will:

- respect the arrangements provided for the supervision of their children and acknowledge the times that supervision will be available
- support the supervisory staff by also ensuring that their children (including other siblings who may not currently attend the school) adhere to the rules of the school whenever they are on the school site or participating in school events and activities
- report any concerns to the headteacher/member of the senior leadership team (SLT)/designated safeguarding lead (DSL) as appropriate
- inform the school of any changes to the arrangements for the collection of their child.

Before school

Children, which includes pupils and their siblings, are not allowed to play ball games or use the outdoor equipment and must behave in a way that respects the adults and other children using the outdoor spaces.

- A designated member of staff will go outside to the gate at 8.20am and stay on duty

- until 8.40am.
- The duty staff will go outside at 8.20am to the main gate, outside of the Meridian Centre, at the front of the school building, and to the courtyard and Year group entrances. A duty rota is published at the beginning of each academic year.
- Staff should be at their classroom doors by 8.30am to welcome pupils in and register them as promptly as possible.

Parents/carers should also note that there will not be staff on duty before 8.20am. Should there be any incidents, such as bullying or accidents, the school cannot be held responsible and supervisory responsibility will remain with the parent/carer until the time specified above.

The student access gate will be opened at 8.20am for access to the school and will remain open until 8.30am. Any latecomers must report to the main school reception area.

Supervision Arrangements

During the school day all visitors with business in the school will be admitted through the school office where they will sign in and receive a visitor's lanyard/badge. Certain visitors to the school will be accompanied by a member of staff throughout their visit; please refer to the School Visitor Flow Chart (**Appendix C**).

Leaving the school site: children should not be allowed off-site during school hours unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents/carers.

Errands: children should not be sent off-site on a personal errand on behalf of a member of staff. This includes children collecting items from cars parked in the school car park.

Illness: when children are taken ill during the school day, the school will contact the parents/carers, whether at home or at work. Information about contacts is kept on the school MIS system.

Lesson Time: Children should not be left in classrooms without supervision. Children attending clubs and extra-curricular activities should not be left in school unattended.

If children are not in their timetabled lessons, staff will do all that is reasonably practicable to locate them and return them to their lessons, or to the supervision of another member of staff.

Children who leave their classrooms to use the toilet facilities will not be supervised during this time. If the child has been absent from the classroom for a period longer than that which seems necessary to use the toilet facilities, the teacher will alert Duty staff who will try to locate the child.

Visitors: all visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's lanyard/badge. All staff should check strangers by politely asking why they are on the premises and report to the school office if there is a concern.

Parents/carers are not allowed to approach children from other families to sort out disputes or arguments; staff or parents/carers should report any concerns about this to the school office.

Suspensions: a member of SLT will always make the decision to suspend and authorise

contact home to inform parents/carers. Parents/carers will be asked to collect their child if possible. If not possible, authorisation from parents for a child to leave will be considered and a child may be allowed to leave with parental or carer consent. In both cases the child will be signed out by a member of SLT.

Break Times

The senior leadership team (SLT) will:

- review break duty arrangements daily in the event of any staff sickness/absence, thereby providing adequate supervision ratios
- make the decision about whether it is a wet break time
- provide supervision training for new members of staff to ensure children are safeguarded.

Teachers will:

- supervise the children in their care all the time
- once the bell has been rung, we expect children to enter school in the appropriate manner to ensure a positive start to the next lesson. Particular attention should be paid to supervising children in congested areas.

If it is deemed inadvisable for a child to be in the outdoor spaces during break times because of their unacceptable behaviour, the Head of Year will make the decision on whether the child should remain inside under the supervision of a member of staff and where they will be supervised.

Members of Staff on Supervisory Duty:

See appendix map of where staff should be located which identifies any areas where direct supervision should be provided.

Supervisors use high-vis jackets/vests so that staff are easily identifiable.

Supervisory staff will:

- be vigilant always
- not indulge in protracted conversation with other members of staff
- deal with any incidents of unacceptable behaviour and report them to the tutor, Head of Year or Pastoral Support Manager
- report any significant safeguarding incidents to the DSL/Deputy DSLs immediately
- report any accidents where first aid is needed to the medical room by phoning 1073 or radioing through to the medical room.

Lunchtimes

SLT will make the decision about whether it is a wet lunchtime and review arrangements daily in the event of any staff sickness/absence to ensure there are satisfactory levels of supervision throughout the lunch break.

Communication between the supervising members of staff and the school office is undertaken by duty email, direct telephone contact or radio. In the event of an incident or unexpected occurrence, SLT will ensure additional support is provided to assist in the situation. The Headteacher can be communicated with by mobile phone/or radio.

The Role of the Staff on Duty at Lunchtime

Staff on duty at lunchtime are responsible for:

- supervising children on the school site as required by the headteacher
- dealing with minor incidents and accidents following the health and safety policy
- overseeing children's care and welfare during the lunch break, especially in the outside spaces
- undertaking training as required.

General organisation

Each member of staff on duty at lunchtime has a specific role to play within the general organisation and is given a specific schedule to follow. The tasks are timetabled; staff **must** keep to the schedule.

General duties

Members of staff on duty at lunchtime are responsible for:

- supervising children eating their lunch
- managing the children's behaviour, including orderly queuing,
- monitoring the outside areas, corridors and classrooms to make sure children are not in areas they should not be
- making sure all children observe the behaviour policy
- ensuring the dining hall is cleared up after use
- reporting any accidents where first aid is needed to the medical room by phoning 1073 or radioing through to the medical room.

Guidelines for supervisory staff

- Do not stay in one place for any length of time (within your designated area).
- Make sure you patrol all areas of the school building for which you are responsible.
- Do not stand talking to other staff or spend a long time with one group of children.
- Follow the behaviour policy.
- Aggressive play, bullying or rudeness should be reported to the Year team.
- Report all incidents to the medical room and ensure that they record all accidents in the minor injuries record. Seek help if an accident is a cause for concern.
- Read the health and safety policy for advice.
- Do not let children spend all their time with you, as it can prevent them from mixing with other children.
- Avoid questions to children that could be interpreted as 'prying' into family matters.
- Pass all lunchtime issues to appropriate staff e.g. Year Team/DSL.
- Treat the children fairly, equally and with respect.
- Be vigilant of groups of mixed age children; pay attention, particularly, to vulnerable students.
- Be vigilant of pupils with complex special educational needs and disabilities/behavioural needs.

After School

The main gate will open at 3.10pm. Students will be dismissed at 3.10pm by their class teachers. Teachers on duty will then go to their allocated areas within and outside of school. A member of SLT on duty will remain at the gate, and other members of SLT will stand outside the main reception area. Staff will also be on duty outside the front of school and outside the Meridian Centre till 3.25pm.

Students may attend clubs after school and will be supervised by the relevant staff. Parents, however, are made aware that any child left on the premises after the school day has ended is their responsibility. Students who take a Local Authority taxi home at the end of the day will be supervised by staff and parents/carers will be contacted if there is a problem with the taxi. All students must be off site by 5pm, unless they are involved in other activities; see the section below on Special Arrangements.

Special Arrangements

Following after school clubs, sporting occasions or off-site activities that have been planned to finish after the end of the school day, parents/carers can collect their children from the main entrance if they wish to do so. Otherwise, students will be dismissed by their supervising member of staff and allowed to leave via reception.

All Other Times

Parents/carers must be aware that the school will not provide supervision for children in the outside areas during these times: open days, parents' evenings and parent events. The children will be the supervisory responsibility of the parents/carer at all other times other than those stated in this policy.

Relationship to other policies

[Behaviour Policy](#)

[Anti Bullying Policy](#)

[Safeguarding and Child Protection Policy](#)

[Health and Safety Policy](#)

[Supporting Pupils with Medical Conditions Policy](#)

Relationship to risk assessments

First aid

Security

Playground activities

Movement around school

Slips, trips and falls

Access and egress

Roles and supervisory responsibilities

This policy applies to:

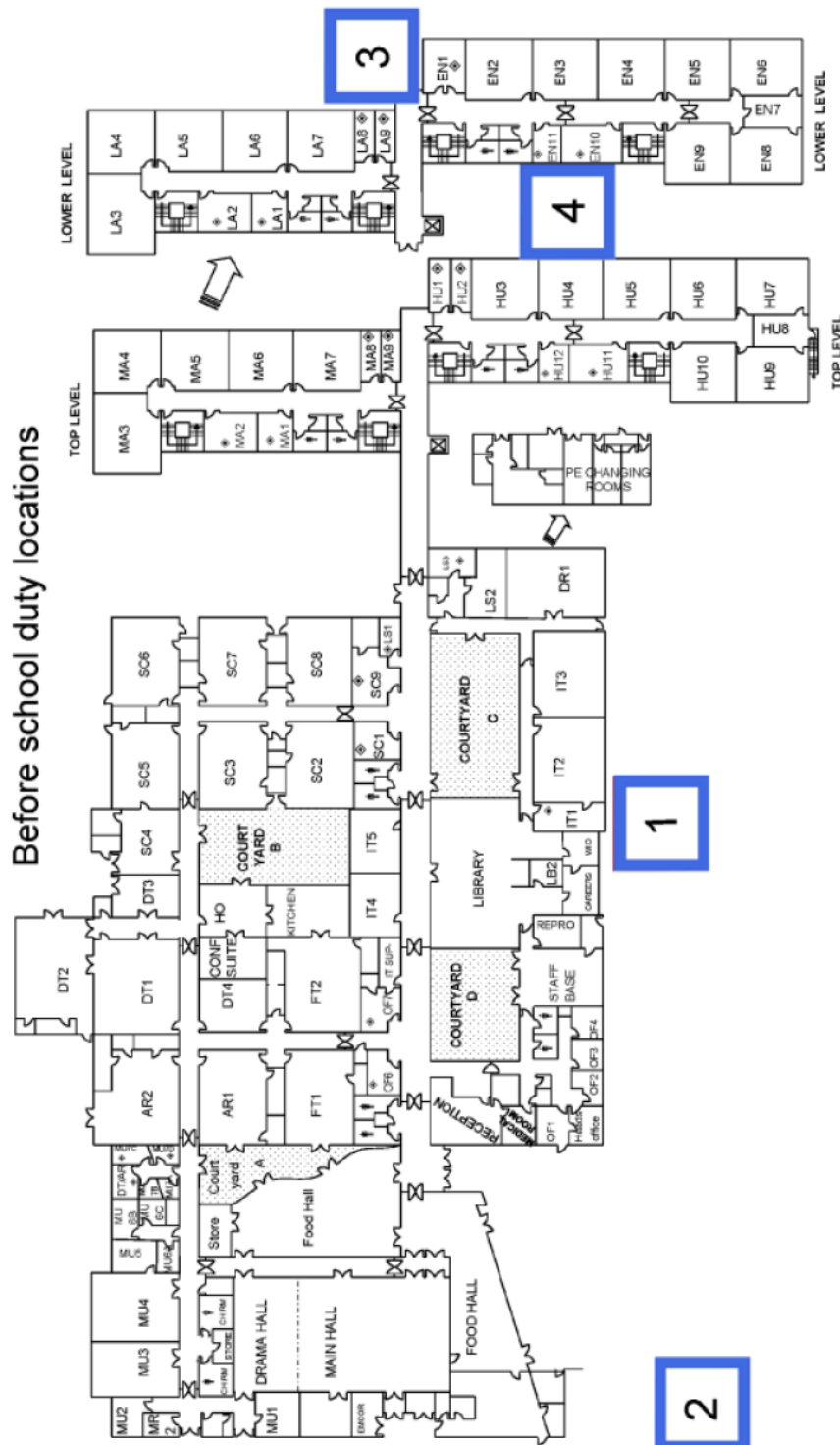
- all staff and contractors, agency and other third-party organisations
- Children
- parents/carers (at dropping off and picking up times).

Arrangements for monitoring and evaluation

The designated safeguarding lead will monitor the minor injuries recording forms/ behaviour logs and bullying incidents to ascertain whether there are recurring trends and how they could be resolved.

Appendix A

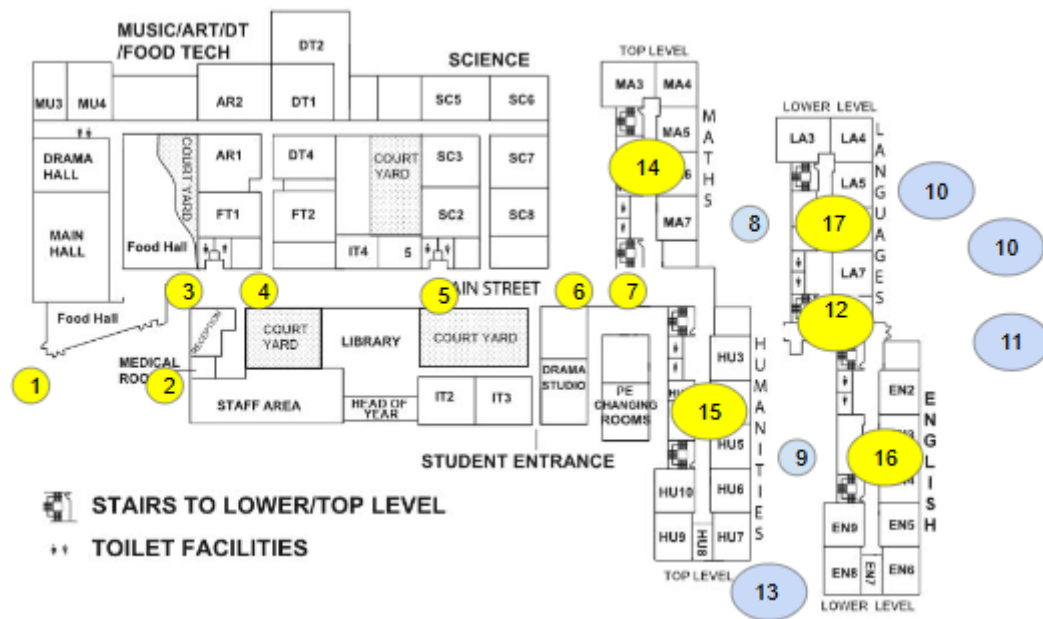
A map of the school showing any areas which are out of bounds to children, the position of staff when on duty outside, plus other relevant information for this school.



After school duty locations

The floor plan shows a complex layout of a school building. The TOP LEVEL is at the top, and the LOWER LEVEL is at the bottom. The plan includes various rooms such as MU1, MU2, MU3, MU4, AR1, AR2, DT1, DT2, DT3, DT4, SC1, SC2, SC3, SC4, SC5, SC6, SC7, SC8, SC9, SC10, SC11, SC12, SC13, SC14, SC15, SC16, SC17, SC18, SC19, SC20, SC21, SC22, SC23, SC24, SC25, SC26, SC27, SC28, SC29, SC30, SC31, SC32, SC33, SC34, SC35, SC36, SC37, SC38, SC39, SC40, SC41, SC42, SC43, SC44, SC45, SC46, SC47, SC48, SC49, SC50, SC51, SC52, SC53, SC54, SC55, SC56, SC57, SC58, SC59, SC60, SC61, SC62, SC63, SC64, SC65, SC66, SC67, SC68, SC69, SC70, SC71, SC72, SC73, SC74, SC75, SC76, SC77, SC78, SC79, SC80, SC81, SC82, SC83, SC84, SC85, SC86, SC87, SC88, SC89, SC90, SC91, SC92, SC93, SC94, SC95, SC96, SC97, SC98, SC99, SC100. The plan also shows a COURTYARD A, COURTYARD B, COURTYARD C, and COURTYARD D. Four red boxes with numbers 1, 2, 3, and 4 are placed on the plan to indicate specific after-school duty locations. Box 1 is in the Food Hall area, Box 2 is in the Main Hall area, Box 3 is in the Library area, and Box 4 is in the Staff Base area.

Break and lunch duty areas



Appendix B

Section on the admissions booklet where parents/carers are requested to complete their preference as to whether their child can be released from school in the event of an emergency closure.

<p><u>Emergency School Closure</u></p> <p>In the event of an emergency school closure I wish for my child to (please tick <u>one</u>):</p>	<p>Leave school and make their own way home (we would encourage all students to contact their parent/carer to say they are on their way home) ☐</p> <p>Remain at school until child can be collected by parent/carer (parents/carers will be contacted by the school) ☐</p>
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Appendix C

SWALE ACADEMIES TRUST VISITOR FLOWCHART

Swale
ACADEMIES
TRUST

All visitors should sign in and out, be aware of safeguarding procedures in your schools and be identifiable to all staff and children using an appropriate system, e.g. coloured lanyards, dated stickers etc. If your visitor does not fall into the above categories, you should use professional judgement - for example, do they have an appointment, can you call their office to confirm their ID, etc.?

Rather than cancelling appointments, are you happy that you have the capacity for adequate supervision?

NO	Is the visitor a member of Trust SLT, a SAT Executive Head, a member of the IT, HR, Trust SEND, or Safeguarding Leadership Groups or Finance?	YES	The names and enhanced DBS numbers of these individuals should be on your SCR under 'Other Trust Staff'. You must still be able to see their photo identification and they must sign in via your electronic signing-in system. You can request their DBS number from Trust Central Services.
NO	Is the visit a one off - e.g. a parent coming in to meet with a teacher, or coming in for assembly?	YES	Infrequent visitors do not need to bring ID, but you should have an appropriate system in place to track them, e.g. unique dated stickers, visitor lanyards, sign-in sheets, etc. Your school should already have adequate plans in place for events such as parent assemblies, along with appropriate supervision for the whole visit.
NO	Is the visitor a member of staff at the local authority with identification? (This may include: the music service, social services, and the LADO)	YES	You do not need to see the visitor's DBS certificate and you do not need to record them on your Single Central Record (SCR). You must still be able to see their photo identification and they must sign in via your electronic signing-in system. <i>N.B - Local Authority personnel staff may not hold enhanced DBS, your supervision of visitors should reflect this.</i>
NO	Is the visitor a member of another professional agency (e.g. other LA social workers, CAMHS, school nursing, Educational Psychologists, Police) with photo identification?	YES	You do not need to see the visitor's DBS certificate and you do not need to record them on your SCR. You must still be able to see their relevant photo based identification, which can include personal ID such as a driving licence. Generally these would be visits by prior appointment, they must sign in via your electronic signing-in system.
NO	Is the visitor a member of supply staff or a contractor who works for a company offering a service to the school e.g. sports coaches?	YES	You should have been provided with an enhanced DBS with a children's barred list check details from the supply agency or contracting company, which you need to record on your SCR. This should be supported by written evidence of all required safeguarding checks. It is good practice to see their DBS on the first visit. You must still be able to see their photo identification and they must sign in via your electronic signing in system.
NO	Is the visitor a sole trader/self-employed person offering a service to the school, e.g. music or drama tutors?	YES	You should have followed your own recruitment checks in this instance and the sole trader should be recorded on the SCR with written confirmation of all required safeguarding checks. You must still be able to see their photo identification and they must sign in via your electronic signing-in the system.
NO	Is the visitor a contractor who works for a company that carries out repairs in the school e.g. to the boiler or the lift?	YES	You should have been provided with enhanced DBS details from the contracting company, which you need to record separately on your SCR. If they do not have a DBS, then they should be supervised on their visit. You must still be able to see their photo identification and they must sign in via your electronic signing-in system.
NO	Is the visitor a regular visitor to your school, such as a volunteer or governor?	YES	You should have seen an appropriate enhanced DBS certificate for any regular visitors, and this should be recorded on the SCR with other appropriate information. Office staff should be aware of the purpose of the visit. If governors act in a volunteering capacity then it is best practice for them to be subject to further checks for the SCR.

**This is not full guidance and is intended as an aide memoire only- It is the responsibility of the school to ensure their safeguarding procedures are robust and in line with Keeping Children Safe in Education.*