



# Peacehaven Community School

## Supervision of Children Policy

### Document Management

Date Approved: March 2022

Next review date: March 2023

Approved by: Chair of Governors

## **AIMS**

Peacehaven Community School is committed to provide, as far as is reasonably practicable, safe playground/outdoor area 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 playground equipment and must behave in a way that respects the adults and smaller children on the playground.

- A member of SLT will go outside to the gate at 8am and stay on duty until 8.25am.
- The duty staff will go outside at 8.25am to the main gate, outside of the Meridian Centre, outside of the front of school building, and to courtyard and field areas. A duty rota is published at the beginning of each academic year.
- Staff should be at their classroom doors by 8.40am in order to receive any messages from parents and to bring in children as promptly as possible.

Parent/carers should also note that there will not be staff on duty before 8am and are therefore encouraged to remain with their children until the gates are opened. 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 gates will be opened at 8am for access to school and will remain open until 8.40am. 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 available on Czone.

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 must be supervised always. Children should not be left in classrooms without supervision. Children attending clubs and extra-curricular activities should not be left in school unattended.

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 in the circumstances, 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
- if it is deemed inadvisable for a child to be on the playground 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
- 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.

#### **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. Play equipment must be in the playground from before break time starts and remain there until all the children are sent inside.

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 class teacher
- 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. It is considered that these adults have a very important role within the school and the contribution they make to the management of the school, and to the care and welfare of the children, is valued very highly. 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 playground
- 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**

Each member of staff on duty at lunchtime is 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.
- Record all accidents in the minor injuries record and 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 3pm. Students will be dismissed at 3pm by 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 3.15pm.

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/carers 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).

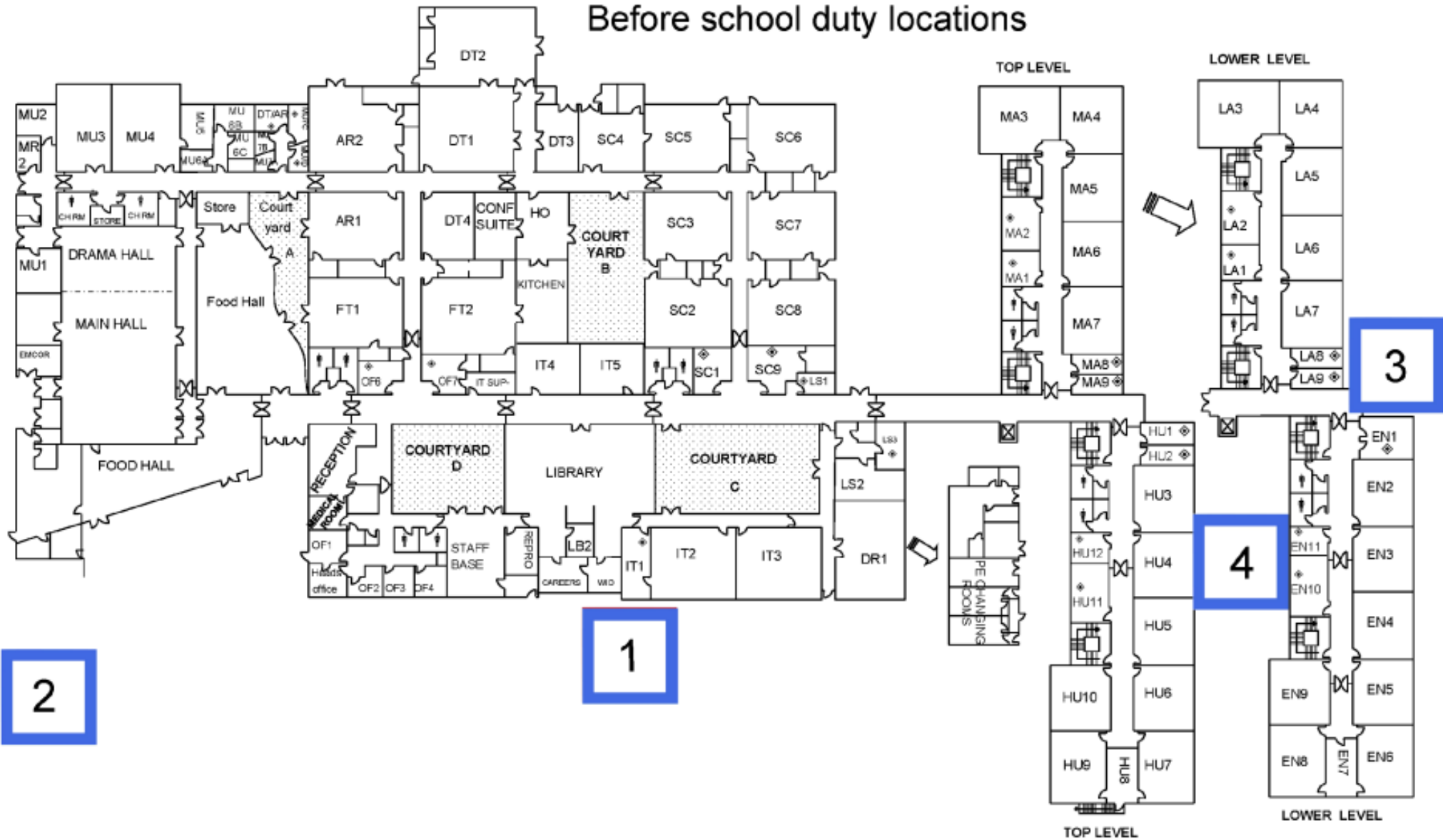
## **Arrangements for monitoring and evaluation**

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.

# Before school duty locations



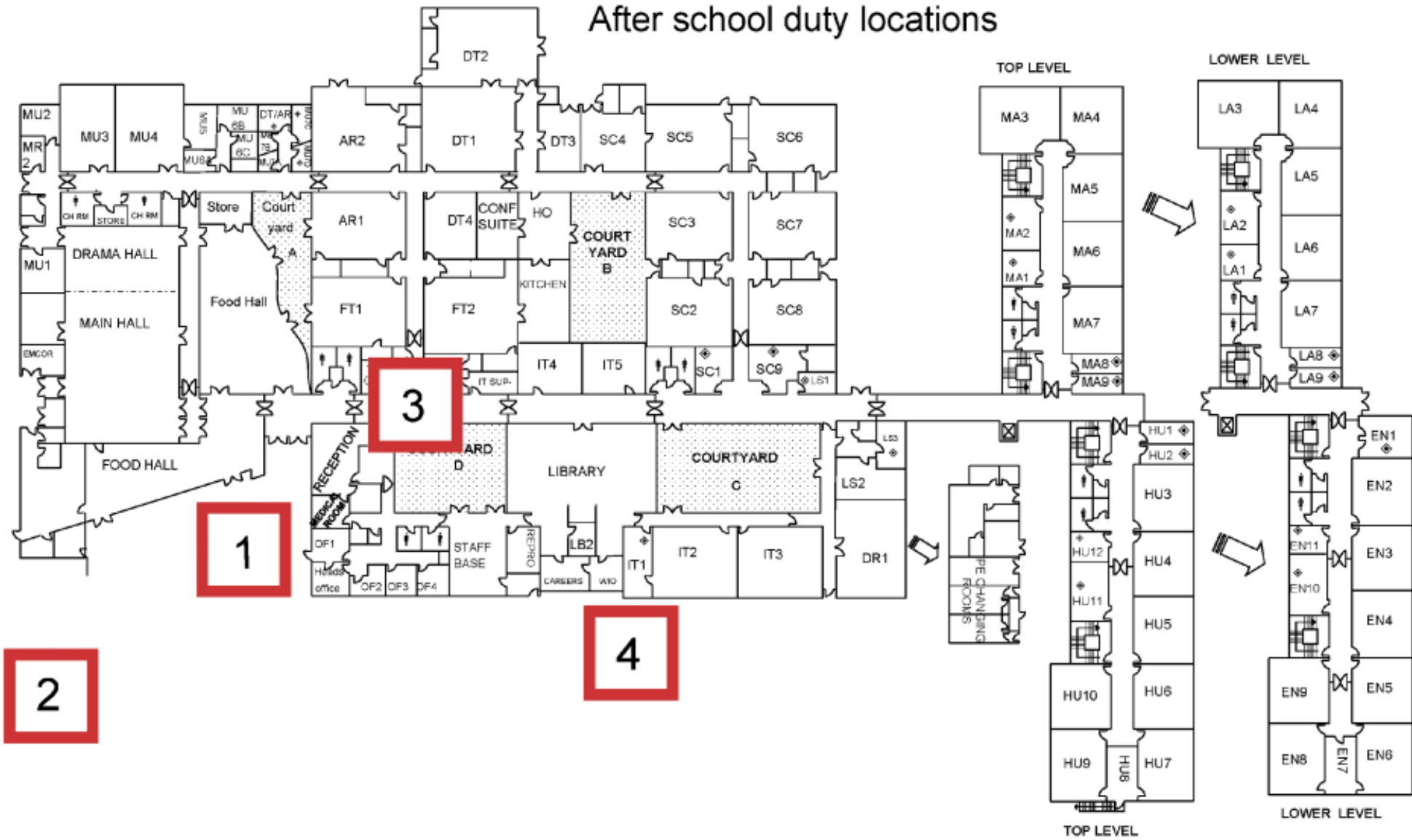
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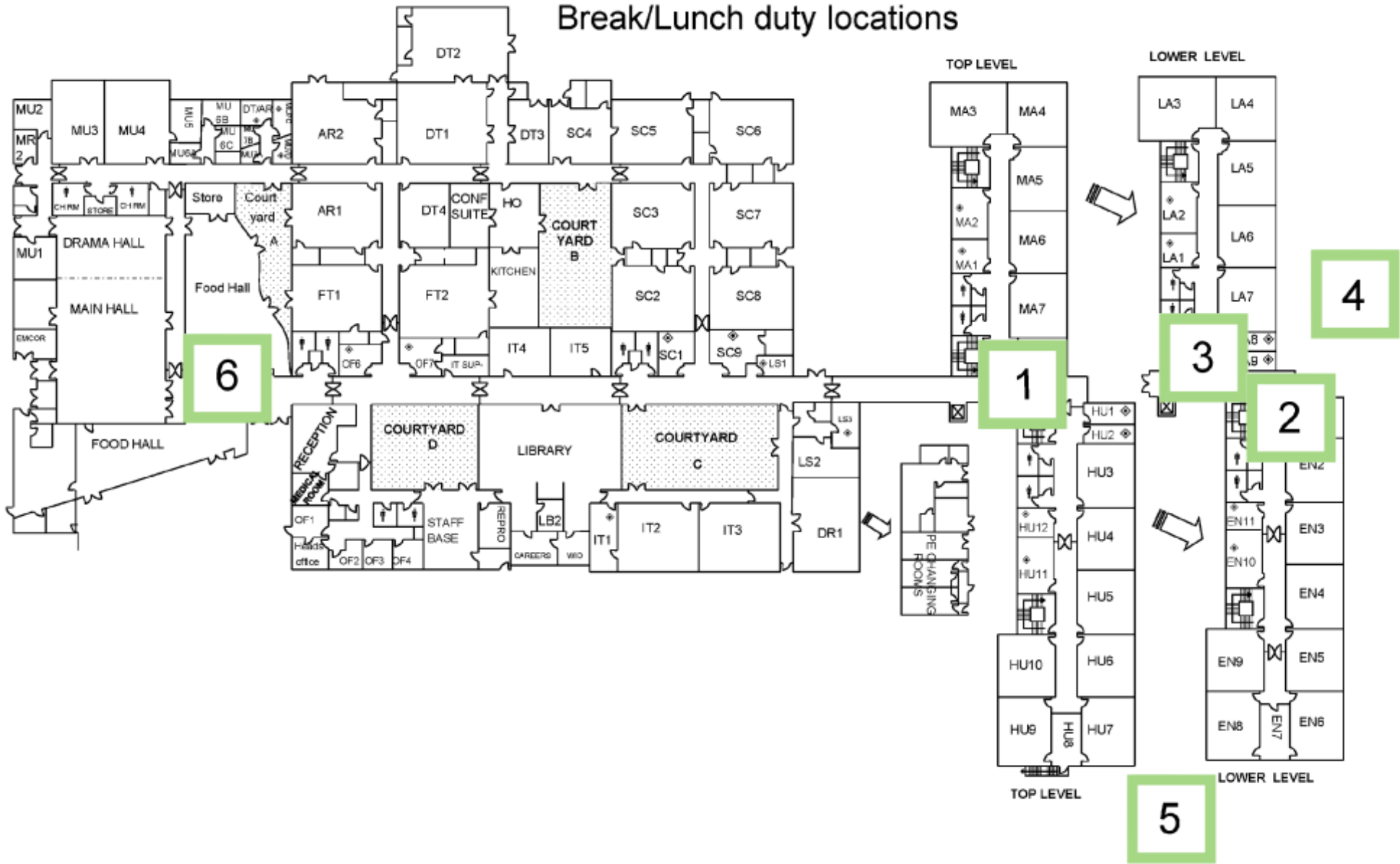
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# After school duty locations





# Break/Lunch duty locations



**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) <input type="checkbox"/></p> <p>Remain at school until child can be collected by parent/carer (parents/carers will be contacted by the school) <input type="checkbox"/></p>
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