



Nutley Church of England Primary School

Supervision of Children Policy

This policy was endorsed by the Board of Governors at this meeting on 29th November 2021
This policy is due for review in November 2022

Signed  Chair of Governors

Signed  Headteacher

AIMS

Our Mission Statement:

At our school we believe that everyone is an individual. We encourage them to reach their full potential in a happy, safe and caring environment. Within our community, we provide a foundation for enthusiastic lifelong learning, based on Christian values.

Nutley CE School is committed to provide, as far as is reasonably practicable, safe playground(s)/outdoor area(s) 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, working with the Deputy Head teacher, 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 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' message linked to the school's Golden Rules.
- 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 is to be with the class or group at all times. 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.
- Be responsible for the children in their care when the children have been released to them at the end of the day. This includes responsibility for the safe crossing of the road outside the school at the pelican crossing.

Before school:

- The duty staff will open the gate at 8.40am and stand at the gate to greet the children and deal with any urgent messages or issues. The children should go straight into their classrooms after hanging up their coats etc.
- Staff should be in their classrooms by 8.40am to receive the children.

Parent/carers should also note that there will not be staff on duty before 8.40am and are therefore asked to remain with their children until the gate is opened. Supervisory responsibility will remain with the parent/carer until the time specified above.

The gates will be opened at 8.40am for access to school and will remain open until 9.00am. Any latecomers must report to the main school reception area.

In the event of snow/very icy conditions, a message will be put on the gate for all children to come into school through the main entrance where supervising staff will be positioned.

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. Certain visitors to the school must be accompanied by a member of staff at all times, 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 they have been collected by their parents/carers. This should be prearranged through the office.

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 SIMS.

Lesson Time: Children must be supervised at all times. 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.

Break Times

The headteacher/Deputy Head 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

Class teachers will:

- Supervise the children in their care at all times
- Dismiss their class to the playground and check that supervisory staff are present before leaving the area.
- If it is deemed inadvisable for a child to be in the playground during break times because of their unacceptable behaviour, the class teacher 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 whistle has blown, we expect children to enter school in the appropriate manner to ensure a positive start to the next lesson.

Members of Staff on Supervisory Duty:

- Must be in the playground as playtime starts and remain there until all the children are sent inside.
- Be vigilant at all times
- Not indulge in protracted conversation with other members of staff
- Deal with any incidents of behaviour and report them to the class teacher
- Report any significant safeguarding incidents to the DSL/Deputy DSLs immediately
- Minor first aid issues can be dealt with on the playground at lunchtime by first aiders (Emmalene Miller and Melanie Wood).
- First aid issues at morning playtime should come to the office. **If children are sent inside for treatment for a minor graze or bump, they should be accompanied by another child or adult. Any child who needs to be sent in for a head injury, serious bleeding or medical issue, e.g. an asthma attack, must be accompanied by an adult, not a child.**

Lunchtimes

The headteacher/Deputy Head 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 the care and welfare of the children, is valued very highly. The Deputy Head is responsible for the management, training and welfare of the supervisors in school, and reports regularly to the headteacher. In the event of an incident or unexpected occurrence, the headteacher will ensure additional support will be provided to assist in the situation. The headteacher can be communicated with by sending a child with the red card to the office.

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.
- Organising activities for the children during wet lunch breaks-see wet play rotas-staff must not leave their designated areas
- Over-seeing 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 timed and 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 to collect lunch or scrape off plates.
- Monitoring the playground, cloakrooms and classrooms to make sure children are not in areas they should not be.
- Making sure all children observe the school's Golden Rules.
- Ensuring the dining hall is cleared up after use
- Assisting children with their meals as necessary.

Guidelines

- Do not stay in one place for any length of time
- 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 class teacher.
- Record all accidents in the minor injuries record and seek help if the accident is a cause for concern.
- Read the health and safety policy for advice.
- Watch the games the children are playing, but do not get too absorbed, as it might distract you from what is going on elsewhere-be vigilant
- Do not let children spend all their time with you, as it can prevent them from mixing with other children.
- Avoid playing games with the children after you have initiated them, encouraging play between them in order to maintain a high level of supervision.
- Avoid questions to children that could be interpreted as 'prying' into family matters.
- Pass all lunchtime issues to appropriate staff e.g. class teacher/DSL
- Treat the children fairly, equally and with respect
- Be vigilant of groups of mixed age children with particular attention to EYFS/KS1 pupils
- Be vigilant of pupils with complex special educational needs and disabilities/behavioural needs

Road Crossings

When crossing any roads within school hours or after school as part of a club that is using the school field, two members of staff will stand at the side of the crossing once the green light shows and the traffic has stopped. Another member of staff will guide the children across the road. With larger groups of children or when supervising YR and KS1, further members of staff (office staff/SLT/TAs) will assist with road crossing. Ratios will be reflect the school's risk assessments for road crossing. All available adults in school will assist with road crossing when we visit the church or other off site activities, such as trips to the tennis club, where the children will be crossing roads other than just the pedestrian crossing directly outside of the school.

School Field

Once the children have safely crossed the road and are on the school field, there will be a minimum of two adults supervising the children. Ratios will be reflect the school's risk assessments for use of the school field. At least one member of staff will take their mobile phone and call the school office if they require assistance on the field. Staff on the field will arrange an agreed time for additional adults to support with crossing the road going back into school. Staff will wait safely on the field with the children until additional staff arrive to support with road crossing.

After School

Rabbits and Hedgehogs classes (EYFS/KS1) will be released through the main entrance at 3.05pm and 3.10pm respectively when the supervising teacher/s sees the parent/carer. Foxes and Badgers classes (KS2) will go out via the wooden gate but must wait with the class teacher or supervising teacher until the teacher sees the parent/carer.

Staff **MUST NOT** release children to persons that are not known to them and parents/carers must communicate any alternative arrangements to the school office if they wish their children to be collected by another named person.

Year 5 and 6 children may walk home if permission has been given by the parent/carer. Parents/carers are responsible for the children in their care once they have been released to them by the class teacher or supervising teacher.

The wooden gate will be locked promptly at 3.25pm and any remaining children will be taken to the office where the office staff will supervise them until they are collected. Office staff will ring parents/carers if the children have not been collected by 3.40pm.

Parents/carers are responsible for their younger children whilst waiting for KS2 children to come out. Younger children should not be running around the playground or side of the school whilst waiting.

It is the responsibility of all staff to ensure that all children are supervised appropriately and correct procedures are followed at the end of each day. All staff must be vigilant and support each other to ensure that each child has left the premises with the correct adults.

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 are asked to collect their children from the main entrance. Staff will ensure that children are only released to a known person unless prior permission has been given to either walk home alone in years 5 and 6 only or be collected by another named person.

A member of the SLT will remain on site until all children have been collected from off-site activities or they hear from the supervising teacher that they have released all the children safely to the correct adults. The supervising teacher will take all permission slips with them to the offsite activity, which will include collection arrangements.

Class teachers will always try to run after school clubs on days when they have PPA cover and the cover teacher will be responsible for seeing out the class whilst the class teacher supervises the children participating in the club. If it is not possible for a class teacher to run a club on their PPA afternoon, another teacher will support them by supervising the club children whilst the class teacher sees out their class. No children will be left unsupervised in classrooms or the hall. Another teacher will always be available to support with any after school club (first aid, any behaviour issues and supporting with supervision of children being released to parents/carers). This additional teacher will be identified when clubs are being planned.

Class teachers are responsible for registering children for their own clubs. This should be done at the start of each club session.

***It is the parent's responsibility to supervise their own children when attending any after school/weekend activities organised and run by the PFA.**

Parent consultation evenings: The Headteacher will endeavour to provide supervision in the either the hall or the cloakroom area outside Hedgehogs' classroom. If the Headteacher is unavailable, the parents will be notified in advanced and advised that they will need to supervise their children as appropriate.

Relationship to other policies

Behaviour Policy
Anti-bullying Policy
Safeguarding and Child Protection Policy
Health and Safety Policy
First Aid Policy and Guidance
Supporting Children with Medical Conditions Policy
Educational Visits Policy

Relationship to risk assessments

First aid
Security
Movement around school
Playground activities
Play equipment
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. An overview of this information will then be reported to governors termly as part of the Head's report.

Dear parents/carers,

At Nutley CE School we regard the security and the safety of children and adults as a priority. Children will only be allowed to leave the school with a parent/carer or someone authorised by their parents/carers, unless they are in years 5 and 6 when they can walk home provided you give permission. It is vital that collection details are clarified and emergency contacts are correct, as we may need to contact you urgently. Please could you complete the attached form and return it to school as soon as possible.

We realise that there will always be days when your normal arrangements are not possible – we just ask that you ring in to the school as early as possible to inform us, so that we can let your class teacher know.

Please collect your child promptly. If you, or the person collecting your child, are going to be late please telephone to inform us. If you are late your child will be supervised in the school office, this ensures that they are with an adult at all times.

You may also note if there is anyone who you DO NOT want your child collected by. If you would like to discuss a difficult situation, please either speak to your child's class teacher or call the school to arrange an appointment with the headteacher.

Thank you for your support and we appreciate your patience in this.

Yours sincerely,



Designated safeguarding lead

Child's name: _____

Class: _____

The person who will normally pick up my child is:

Name	relationship
Tel: home	mobile

If each day is different, please give details below:

Monday:

Name	relationship
Tel: home	mobile

Tuesday:

Name relationship
Tel: home mobile

Wednesday:

Name relationship
Tel: home mobile

Thursday:

Name relationship
Tel: home mobile

Friday:

Name relationship
Tel: home mobile

I give permission for my child to walk on their own: _____

Other arrangements (e.g. a person who you DO NOT wish to collect your child – **please provide further information/documentation**)

Print name (parent/carer)

Signed

Date