

# Haseltine Primary Supervision Policy

## Purpose

The purpose of a policy on the Supervision of Children is to provide a common understanding of all the issues involved; and also a continuity of practice throughout the school, which will help safeguard the welfare of both children and staff. A policy on supervision should also have benefits related to discipline. Children can only accept greater responsibility for their actions if they are aware of the parameters for action. We must be careful to ensure that the responsibilities we give them are within their capabilities to accept and not put them or others at risk by being unrealistic in our expectations.

## Summary

- The school takes responsibility for children from 08.45am. From that time LSAs must be on duty in the playground
- It is the task of the LSA on duty to supervise the children with due regard to the rules relating to break-time and playground behaviour.
- A class teacher's prime responsibility is to be with the class or group being taught at all times. Children in class should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is rarely a necessity to leave the class.
- Children require a break from work and unless there is good reason they should be encouraged to take their breaks outside.
- The responsibility for the quality and quantity of supervision at lunchtime rests with the Headteacher.
- Children should go to after school clubs or straight home after school and not play in the playground.
- Children who have not been collected after school should go to the 'late' area which is situated within the After-School Club.

## Who/what was consulted?

All staff have been consulted.

## Relationship to other policies

- Behaviour

- Anti-bullying
- Safeguarding
- Health and Safety Policy

## Roles and responsibilities

This policy applies to:

- All staff
- Pupils
- Parents/Carers (at dropping off and picking up times).

## Arrangements for monitoring and evaluation

The Headteacher will analyse accidents half termly and report to the Health and Safety group termly.

## Breakfast Club

Haseltine Primary Breakfast Club provides quality childcare provision from 7.30am until the start of the day. Children may attend daily, periodically or just for the odd day when the need arises during the school term. All sessions are supervised by school staff who are First Aid trained and who are trained in Food Hygiene. Equipment and procedures are checked on a regular basis by Environmental Health in line with Food Safety Legislation. Breakfast is provided following the National Nutrition Standards. All staff are DBS checked. All staff have undertaken Safeguarding training and adhere to the school's Safeguarding Policy.

## Outside Duties

It is the task of the teachers on duty to supervise the children with due regard to the rules relating to break-time and playground behaviour.

- Children must never be allowed to leave the school grounds at any time without parental and/or Headteacher permission.
- The duty staff have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour, which recognise the rights of children.

- The duty staff are the first point of reference for children with problems or minor injuries. Children are not expected to come into the main school for any reason without the permission of the teacher on duty.
- It is essential that duty staff be on duty promptly. The task of being on duty takes precedence over all other activities. If it is not possible for a member of staff to be on duty due to unforeseen circumstance, then the Headteacher / Deputy must be informed immediately so that another teacher can be asked to cover.
- If an accident or injury occurs that requires being logged, then it is the responsibility of the First Aider who dealt with the incident to record the injury in the accident book and on the provided format for the child to take home.
- If a teacher knows that he / she will not be in school on the day of their duty, then it is that teacher's responsibility to arrange for another colleague to take the duty instead. If this is not possible, then the Headteacher / Deputy should be informed.

## Before School

- The school takes responsibility for children from 08.45a.m. From that time LSAs must be on duty in the playground.
- The Headteacher and the AHT/DT is situated by the main gate and the big gates to ensure that children come in but do not go out again (a member of the office staff or school staff will replace these members of staff if they are unavailable).
- The teacher on duty will ring the bell at 08.50a.m. for years one and two. When those children have entered the building, the bell will go again for the remaining children. Nursery enter by their own gate and reception parents go around the back of the building to their classroom doors. The gate is locked at 9.05am. Any latecomers have to come in via the main entrance and school office.
- If bad weather requires it, the Headteacher may ring the bell at 08.45a.m. and all the children come in and go to class. The responsibility for indoor supervision on this occasion will be with class teachers and support staff.

## Morning and Afternoon Breaks

- Children require a break from work and unless there is good reason they should be encouraged to take their breaks outside.
- There will be a minimum three adults on duty outside during morning breaks for KS2 and KS1 (four if possible). Reception and nursery use their own areas with at least two adults supervising in each area at all times. Nursery may be one adult for short periods.
- The adults will supervise all areas of the playground ensuring that less visible areas and the toilets are regularly supervised.
- The teachers will collect their classes from the playground.
- If the Headteacher designates the break as an indoor break due to bad weather, then the duty staff will supervise the children; one member of staff per class.

## Lunchtime

- The responsibility for the quality and quantity of supervision at lunchtime rests with the Headteacher.
- The lunchtime supervisors have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour that recognise the rights of children.
- The lunchtime supervisors are the first point of reference for children with problems or injuries. Children are not expected to come into the main school for any reason (other than to use the toilets or in the case of an emergency), without the permission of a lunchtime supervisor.
- The standards and routines expected during lunchtime play must be identical to those at any other time. It is essential that children are encouraged to have the same respect and responses for lunchtime supervisors as they do for school staff.
- Reception children are accompanied by a member of staff to the lunch hall. When their lunch is finished they leave the hall and go straight outside. All KS1 and KS2 children have a rota system for lunches and come into the hall when requested by a midday supervisor. At the end of lunchtime the bell is rung and children line up. Teachers collect their classes from the playground.

## Inside Supervision

- Children should never be left in school to carry out any activity, task or duty whilst unsupervised unless it has been approved by a senior leader.
- A class teacher's prime responsibility is to be with the class or group being taught at all times. Children in class should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is rarely a necessity to leave the class.
- Classes or groups are to stay with their teacher until the end of the session when the bell rings and they are dismissed from that classroom in an orderly manner.
- There must be identifiable advantages for the learning process to justify children working outside the classroom.
- If children need to go to the library for research purposes, the task and time limit to carry out that task must be clear. It must be remembered that the library is often a teaching area also.
- In the rare event that it is necessary for a teacher to leave their classroom, then the teacher of the nearest classroom should be informed to enable them to keep a watching brief.

## Games/P.E.

- If it is not appropriate for children to change together in the classroom for P.E. then the teacher should ensure that there is some supervision of both groups whilst changing.
- Children who cannot take part in games activities can join their group as an observer (warm weather only). If this is not appropriate, then children must be designated a class or person and must report to that teacher with some work to do. (e.g. to their partner class). They must stay with that class/person until the end of that session.

## Children's Responsibilities and Duties

- When allocating jobs / tasks to pupils, safety must be a prime consideration. It would not be appropriate for children to be involved with plugging in electrical apparatus into the mains unless they were directly supervised.
- Children doing jobs / tasks must be directly supervised by the teacher. Children should not be left in the classrooms during normal break times without class teacher supervision

- Children who are expected to stay in to finish learning are the responsibility of the teacher requesting them to do so and they must be supervised.

## After School

- Children who go to after school clubs should go to their clubs in an orderly manner.
- There must be good supervision of cloakrooms, stairs and corridors to ensure all children leave the school safely. Staff will accompany the children on to the playground.
- Children should go straight home after school and not play in the playground.
- Children who have not been collected after school will be taken to 'lates'.

## Out of Hours Clubs

Haseltine Primary out of hours clubs usually run from 3.25pm to 4.25pm. Parental permission must be given prior to any child attending a club. Clubs must be paid for at the start of the term. If a club is oversubscribed a waiting list is kept. If a child is feeling unwell, then a phone call to their Parent/Carer is made for the child to be collected ASAP.

A register is kept by the club deliverer and is taken at each session. Where a child is absent without an explanation, a phone call home is made so that the whereabouts of the child and their safety is established.

The register is returned to the school office. The adult responsible for the club ensures that all pupils are collected by the designated adult/carer or that alternative arrangements e.g. walking home, have been agreed. If it has not been agreed, then the child waits until the member of staff has spoken to the parent concerned.

Cancelled session - In the event of a session being cancelled the school informs the parents as soon as possible. Where practical the school contacts Parents/Carers by phone.

Club numbers - Suitable ratios of adults to children are maintained by the adult responsible for the club. Any Parent/Carers supporting the delivery of a club have an up to date DBS check.

Payment - Outside agencies providing After school activities will make clear the cost incurred before parents/carers agree to children attending the club. The school and outside agencies retain any payments received.

## After School Club

Haseltine Primary After School Club runs from 3.25pm to 6pm. We expect the same standard of behaviour in the ASC as we expect throughout the school day. We provide fun, stimulating and educational activities for the children. They are also provided with a meal. There is always a designated safeguarding lead (senior leader) on site until the last child leaves the building.

## Safeguarding

It is the school's responsibility to ensure third party providers are prepared to adopt the school's policy. Providers should contact the Headteacher/deputy/assistant headteacher/DSL in the event of a disclosure. All club leaders will have a current DBS certificate. The school will make clear to 3rd party providers what is expected of them in terms of a safe working practice with children and young people and record that they have done this. All club leaders are given a copy of the document "Guidance for Safer working Practice for Adults who work with Young People in Education Settings".

Insurance - All 3rd party providers offering activities provide a copy of their public liability insurance and their employer liability insurance if appropriate.

## Club Expectations

All club leaders ensure that every term there is a reminder about: the procedures in case of a fire, rules for moving around the school building, arrangements for going to the toilet, expectations of behaviour and changing arrangements.

## First Aid

All members of staff and outside agencies have an up to date first aid certificate. An accident form will be completed for all accidents and any bumps to heads require a phone call home to Parents/Carers.

These procedures are reviewed annually or more frequently if legislation determines.

Reviewed Autumn 2018

Reviewed Autumn 2019 no amendments made

Reviewed Autumn 2021 no amendments made

**Reviewed Autumn 2023 – no amendments**

**Reviewed July 2024 – some amendments with timings made**  
Next Review July 2025