



CRYNALLT PRIMARY SCHOOL

SUPERVISION POLICY

INTRODUCTION

At Crynallt Primary School we aim to ensure that full and appropriate supervision of all pupils occurs throughout the school day in order to provide a reasonable level of duty of care for all pupils.

N.B: The term "parent" is used throughout the policy and refers to all adult carers who have charge of the children during out of school hours.

SUPERVISION IN THE NURSERY CLASS

The Nursery classes start at 8:50 and 12:50. Children are accompanied by a parent into the class base. If the teacher suspects that a child is arriving unsupervised then the parent will be contacted immediately in order to rectify the situation. Whilst in the Nursery, children are supervised by at least one adult inside and one adult outside at all times.

In the event of the teacher's absence every endeavour will be made to provide another adult. If this is not possible then parents will be contacted by telephone and posted notice that the Nursery is closed.

Nursery classes end at 11:20 and 3:20. Parents remain directly outside the classroom and pupils are sent out when it is established that an appropriate adult is there to collect them. This is done under the supervision of Nursery staff.

During each session the Nursery door is locked and the gate is shut both at the bottom and side. .

BREAKFAST CLUB

Supervisors are present from 8.15 am. Children are admitted until 8.30am. It is the parents' responsibility to ensure that children are escorted safely into the school. Children are then fully supervised until school starts at 8.50am.

GENERAL SUPERVISION BEFORE SCHOOL

Children are not permitted onto the school grounds until 8:40am. Parents are regularly reminded that no member of staff is on duty before this time. From 8.40am-8.50am a member of staff is on duty on both the lower and upper junior playgrounds. Parents remain with their child on the infant playground until 8.45am when the doors to the classroom are opened for pupils.

LEAVING THE SCHOOL SITE DURING THE SCHOOL DAY

If it is suspected that a child has left the school site then staff will talk to the child to encourage them to re-enter school. However, if a child refuses or runs away too quickly then parents and emergency carers will be contacted immediately by telephone. If no one is available on the emergency telephone numbers and/or staff/parents are unable to locate the child the police will be informed. Parents are regularly reminded of the importance of the school having up to date emergency contact numbers.

Children will only be allowed off site during school hours if they have written or verbal consent from the parents to the school, and if the school is satisfied that the child will be safe.

No member of staff will ask a pupil to run a personal errand for them that involves leaving the school site without supervision. If a child is ill then they will not be allowed to go home unless they have a parent or other named adult as an escort.

GENERAL SUPERVISION DURING LESSON TIME

All children will be under the general care of their class teacher during the school day, excluding break and lunchtimes. Although pupils may be called out of the classroom to work with other adults they remain in the overall care of the class teacher. Children are allowed, unaided, to go to the toilet, walk around the building or run internal errands for staff at the teacher's discretion.

All staff, helpers, adults and volunteers who work in an unsupervised capacity in the school are given a police check to ensure their suitability.

All main exits are closed during lesson times whenever possible and entry to the main entrance is via an intercom entry system and coded lock. There is access to fenced outdoor areas in the Foundation Phase. Again, pupils will always be supervised by at least one adult when they are learning outdoors.

In the junior department, access to the back and side doors is via a key fob system which staff have access to.

TRIPS OR VISITS OFF SITE

Teachers complete a risk assessment when organising a school trip and a copy is given to the Headteacher to ensure that the appropriate level of supervision will be available. This currently stands at:

Nursery 1: 3

Reception- Year 3: 1:6

Years 4-6: 1:15

Children go on visits at the Headteacher's discretion. If it is deemed that a child's inappropriate behaviour will put themselves or others at risk then the child will not be permitted to go on a school visit.

BREAKTIMES

The teachers and teaching assistants supervise the playgrounds at break times to ensure that all children are supervised whilst out at play. Children are only allowed back into the building with an adult's permission. Most gates around the school are locked and children are regularly reminded about the areas that they are not allowed to access.

If there is an indoor playtime due to bad weather then all classes are supervised by an adult. Children do not leave the classroom without an adult's permission and they are encouraged to play quiet games. Parents are regularly reminded of the need to be aware of the safety of the children and to seek help from the school if they see a problem occurring during break time and not to try and sort the problem out themselves. Children are regularly reminded of the dangers of going off site without permission.

LUNCHTIMES

It is the Headteacher's duty to ensure a reasonable level of care for all pupils during the lunchtime break. At all times, a reasonable number of Midday Supervisory Assistants is employed to supervise the children at lunchtimes. They are deployed in different areas of the school to ensure adequate supervision whilst the children are eating their lunch or at recreation. Where clubs exist, there is always an adult present to supervise the children. Children are regularly reminded of the need to be in appropriate areas of the school so that they can be adequately supervised. If the Headteacher deems that a child's behaviour at lunchtime is putting themselves and others at risk then there may be a possibility of lunchtime exclusion. Where poor weather prevents the children from outdoor play, children are supervised within their classroom under the supervision of a Midday Supervisory Assistant or Learning Support Assistant.

It must be noted that children going to and from areas of supervision e.g. along corridors or staircases are expected to do so without direct supervision.

EMERGENCIES

Regular fire drills are undertaken, every half term, at different points in the school day. All children and staff leave the building immediately and registers are checked. If an emergency occurs during a lesson then the teacher will send an adult to the Head's office. Classes are not left unattended.

SUPERVISION AFTER SCHOOL

Year 5 and 6r children are allowed to leave school at the end of the day from the upper junior door. They are not supervised on the way out of school but are regularly reminded of the importance of returning to school if no adult is there to collect them. Pupils in Years 3 and 4 and the Foundation Phase are taken to meet their parents at the end of the day and remain with their teacher until they are collected.

All after school clubs and activities are fully supervised by an adult. If a child is not collected by a parent at the appropriate time then school staff (usually senior management) will make every endeavour to contact the parents. Any child left on the school premises after the end of the school day is the parents' responsibility unless they are attending an activity or club.

TRAVELLING TO AND FROM SCHOOL

The Headteacher is not responsible for the supervision of pupils travelling to and from school. However, the Headteacher can discipline pupils if necessary with regard to their behaviour when they are travelling to and from school. All staff recognise the need to care for pupils for at least 10 minutes at the end of the school day to allow all pupils to leave the premises safely.

SCHOOL CROSSING PATROLS

School crossing patrols are not the responsibility of the Headteacher and the school cannot take any action if patrols fail to attend or if their service is unsatisfactory.

P.E. LESSONS

Staff ensure that children are appropriately dressed and trained in the safe use of equipment and the required behaviour for safe P.E. lessons. If a parent fails to comply with the P.E. dress code and the Headteacher deems the child's attire to be unsafe then the parents will be invited into school to discuss a solution since P.E. is part of a pupil's entitlement to the National Curriculum.

This policy should be read in conjunction with the following documents:

Health & Safety policy
Equal Opportunities policy
School Prospectus
Nursery prospectus
Discipline policy

This policy will be reviewed in the Spring Term 2021

Signed: (Chair of Governors)

Date: