

Central Primary School



Supervision Policy

Mrs S. Hopkins
Head Teacher

May 2018
Date

Mrs S. Amos
Chairperson

May 2021
Review Date

SUPERVISION POLICY

INTRODUCTION

At Central 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.

SUPERVISION IN THE NURSERY CLASS

The Nursery classes start at 9:00am and 12:40pm. Children are accompanied by a parent/carer to the Nursery door. If the teacher suspects that a child is arriving unsupervised then the parent/carer will be contacted immediately in order to rectify the situation. Whilst in the Nursery, children are supervised both inside and outside according to the staffing ratios. Nursery classes end at 11:30am and 3:10 pm. Parents/carers meet their children from the Nursery area and are politely requested to stand in the designated area so that their children may be dismissed one by one under the close supervision of Nursery staff.

BREAKFAST CLUB

KS2 Breakfast Club doors are open between at 8:15am and 8:25am. Foundation Phase Breakfast Club doors are open between 8:25am and 8:35am. It is the parent/carers' responsibility to ensure that children are escorted safely into the school and signed into Breakfast Club. Staff *cannot* be held responsible for the safety of unsupervised children on school grounds who have not been signed in to Breakfast club prior to 8:40am at KS2 and 8:50am at Foundation Phase. Once signed in to Breakfast Club, children are fully supervised until school begins.

GENERAL SUPERVISION BEFORE SCHOOL

KS2 children are not permitted onto the school grounds until 8:40am, unless they are attending and signed into Breakfast Club. Foundation Phase children are not permitted onto the school grounds until 8:50am, unless they are attending and signed into Breakfast Club. Parent/carers are regularly reminded that no member of staff is on duty before this time.

LEAVING THE SCHOOL SITE DURING THE SCHOOL DAY

If it is suspected that a child has left the school site without permission or appropriate supervision, it is considered an emergency situation.

1. Once it is certain that the child has left the premises without permission, staff are instructed to contact the police by dialling 999.
2. Details of the child will be shared with the police when prompted.
3. The Head teacher / Deputy Head teacher must be notified.

4. Parent/carers will be contacted as soon as possible by telephone.
5. Staff may attempt to ascertain the child's whereabouts if it is deemed safe and appropriate. Children at school may *not* be left unsupervised during this process.
6. Staff are advised to avoid *chasing* an absconded child. Doing so could cause the child to react by running inadvertently into danger.

Children will only be allowed off site during school hours if they have written consent from the parent/carers and if the school is satisfied that the child will be safe.

No pupil may leave the school site without supervision/permission. If a child is ill, they must not leave the premises unless they have an appropriate adult to supervise them.

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 termly and documented accordingly. 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 Teacher's office. Classes are not left unattended.

SUPERVISION AFTER SCHOOL

Junior children are only allowed to leave the school premises at the end of the day if written permission has been given from a parent/carer. Infant and Junior children (without written permission) are taken by the class teacher to meet their parent/carers at the end of the day where they are 'reunited' under the close supervision. All children remain with their teacher/responsible staff until they are collected. Children with written permission may exit the school from the designated exits.

All after school clubs and activities are fully supervised by an adult. If a child is not collected by a parent/carer at the appropriate time then school staff (usually senior management) will make every endeavour to contact the parent/carers. Any child remaining on the school premises after being collected at the end of the school day is under the responsibility of the parent/carers 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 from 8:40am before the official start of the school day and until 3:30pm at the end of the school day to allow all pupils to leave the premises safely.

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/carers fails to comply with the P.E. dress code and the Headteacher deems the child's attire to be unsafe then the parent/carers 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

Collection of Pupils from School Policy

School Prospectus

Discipline Policy

Emergency Procedures for Absconding Pupils

This policy will be reviewed May 2021