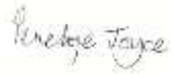


# Supervision Policy

## Leehurst Swan School



<b>Approved by:</b>	 Headmaster  Chair of Governors	<b>Date:</b> 31/03/2021
<b>Last reviewed on:</b>	31/03/2021	
<b>Next review by:</b>	31/03/2023	

**This policy applies to EYFS and is published on the school website for access by parents.**

## **Introduction**

This policy applies to all staff, volunteers, pupils and visitors to Leehurst Swan School, including before and after school clubs and is in conjunction with Child Protection and Safeguarding Policy, Missing Child Policy, EYFS Supervision Policy, Educational Day Trips and Visits Policy

## **Policy Statement**

Supervision Duties are vital aspects of our duty of care of pupils. They ensure a safe and secure environment in which learning can develop as well as support positive behaviour. The Cover Supervisor and SLT will ensure supervision and teacher duties are covered in the event of any absences (sickness or training).

All learning environments, either indoor or out, must be covered daily by a staff member. Staff must arrive promptly, supervise the whole of their learning environments and be proactive. Supervision rotas are shared with staff and displayed in the staff room.

On dry weather days staff must ensure no one child or pupils are inside their classroom unless being supervised by an adult. When wet break is announced, pupils should be supervised within the school.

Staff should be vigilant in spotting and reporting hazards. These should be reported to the maintenance department. Pupils should immediately be removed from any hazardous area. The premises both indoors and outside must be safe and secure.

## **Arrival and Departure**

Pupils are not allowed on site without supervision. Pupils may arrive at school from 7.00am if they are booked in for Breakfast Club. School opens at 8:00am and prep pupils arriving between 8:00am and 8:30am are supervised on the playground, or if the weather/conditions deem it necessary inside the Centenary building, senior pupils between 8:00am and 8:30am should go to their form rooms. At 8:30am, prep pupils are escorted into the Centenary Building. There are various supervised after school activities and the pupils are expected to go home by 6pm.

## **Registration and Dismissal**

A register is taken between 08:30 and 08:40 at the start of the morning session. Further registration is taken at different junctures throughout the school day. Parents are responsible for notifying the school if their child is absent for any reason, via the School Main Reception. The school will always contact the parents if a child fails to arrive at school without an explanation. At the end of the day the pupils leave the school site, prep pupils with a parent or carer (unless permission has been given to school to allow to walk home), Senior pupils are

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either collected by parents or walk home or into town to catch buses. Pupils are dismissed from site by the member of staff responsible for them in their final school activity.

## **Changing Rooms**

Should the lesson/activity require it, the pupils will change into suitable clothing or kit. Changing is carried out in the school changing rooms and there are separate changing rooms for girls and boys. They will only change under the supervision of staff who are not present in the room but in the area outside the room.

## **Break Times**

There will always be a minimum of two members of staff on duty at break times. They will position themselves in areas where all pupils can be observed. In the event of break being held indoors, due to poor weather conditions, senior pupils are given supervisory responsibilities with duty members of staff in easy reach in overall charge.

At the conclusion of a break time pupils will return to their classrooms from either the top field or the Key Stage 2 playground. Pupils will be accompanied and the site will be checked to ensure all pupils have vacated.

In the event of a serious incident on the playground, the member of staff dealing with the incident will use the school mobile phone to contact the main office and the designated person will summon assistance as required. A competent child can also be tasked to fetch a member of staff from the staff room or report to front reception.

The positioning of the duty staff is key to providing adequate supervision. One member of staff should position themselves to ensure they have a clear line of sight to all areas that the pupils may go. Staff must move around the whole of the perimeter area being supervised to ensure the well-being of all of the pupils, and ensure the pupils playing in and around the bushes can also be monitored.

## **Offsite Supervision**

If pupils are taken offsite, accompanying staff/adults will be within recommended ratio guidance. One member of staff will carry a school mobile phone for the purpose of emergency contact with school.

Guidance issued by the Government in 1998 suggested the following 'starting points' for consideration of staffing ratios. These were intended as a general guide for visits to local historical sites and museums or for local walks.

- One adult for every 6 pupils in school years 1 to 3 (under-5s reception classes should have a higher ratio).
- One adult for every 10-15 pupils in school years 4 to 6.
- One adult for every 15-20 pupils in school year 7 onwards.

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Ratios should be assessed depending on the nature of the trip or visit and a risk assessment completed.

If walking outside school, accompanying adults will position themselves at the head and at the end of the party with additional staff spread out between the two.

On occasions when pupils will have a club or activity off-site, pupils will be accompanied by the adult leading the activity and additional members of staff. Where an additional member of staff is not available then the member of staff shall take the school mobile phone. If deemed necessary by the Head or DSL (given the age and dynamics of the group) then an additional member of staff will accompany.

When crossing roads, an accompanying adult will position themselves in the road to ensure safe crossing. Remaining adults will be in position to clear the crossing and to receive pupils on the other side.

As a part of the school's sports provision, Five Rivers Leisure Centre, Godolphin School swimming pool and the school's Rack Close playing field site are all off-site sports venues. Pupils are supervised by PE Department staff members when travelling to these venues. Accompanying teachers observe all the procedures for accompanying pupils off-site and when crossing roads.

School residentials, trips and visits outside of normal curriculum time will always be accompanied by at least one First Aid trained member of staff and one teaching member of staff.