

Grovelands C P School

Supervision of Children Policy

May 2021

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Approval Date	May 2021
Next Review	May 2022

For ease of reading within this policy, references will be made to 'school'. This term encompasses all types of educational establishments including academies, independent and free schools, FE institutions, sixth form colleges and Early Years settings.

References made to 'child' and 'children' refer to children and young people under the age of 18 years.

AIMS

Grovelands Community Primary School is committed to provide, as far as is reasonably practicable, safe playgrounds, outdoor areas 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.

COVID-19 Arrangements

The COVID-19 pandemic has necessitated the school to introduce staggered starts, break times, lunch times and ends to our school day. Supervision of our children will remain our priority whilst this is required.

Supervisory Responsibilities

The Headteacher/Head of School in their absence 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

- 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/Head of School/Designated Safeguarding Leads (DSLs) as appropriate
- Understand their prime supervisory responsibility; to be with the class or group all the time. 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/Head of School/member of the senior leadership team (SLT)/Designated Safeguarding Leads (DSLs) as appropriate;
- Inform the school of any changes to the arrangements for the collection of their child.

Before school:

Children, which include pupils and their families, are not allowed use the playground equipment before school and must behave in a way that respects everyone.

- The duty staff will go outside at 8:45am to the located Year group entrances in order to receive any messages from parents and to bring in children as promptly as possible.
- **COVID ADDENDUM** – staggered entry times vary from 8:35am-8:55am, dependent on Year group. SLT staff members are on duty from 8:30am at school entrance points.

Parent/carers should also note that there will not be SLT staff on duty before 8:30am, nor Year group duty staff before their staggered allocated time, and are therefore encouraged to remain with their children until the gates are opened. Should there be any incidents or accidents, the school cannot be held responsible and supervisory responsibility will remain with the parent/carer until the time specified above.

The external gates will be opened at 7:25am for access to school and will remain open until 9:15am. Any latecomers must report to the main school reception area.

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 sticker. Certain visitors to the school will be accompanied by a member of staff throughout their visit; please refer to the School Visitor Flow Chart available on Czone.

- **COVID ADDENDUM** – most visitors will be encouraged to communicate with the school via phone calls, emails and video conferences and will not be on the school site.

Leaving the school site: Children will not be allowed off-site during school hours unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents/carers.

Errands: Children will not be sent off-site on a personal errand on behalf of a member of staff. This includes children collecting items from cars parked in the school car park.

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 the SIMS system.

Lesson Time: Children must be supervised always. 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 sticker. 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.

Parents/carers are not allowed to approach children from other families to sort out disputes or arguments; staff or parents/carers should report any concerns about this to the school office.

Break Times

The Headteacher/Head of School 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
- Ensure there is induction training for new members of staff to ensure children are safeguarded

Class teachers will:

- Supervise the children in their care all the time
- 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 on 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.
- At the end of playtime, we expect children to enter school in the appropriate manner to ensure a positive start to the next lesson. Particular attention should be paid to supervising children in congested areas.

Members of Staff on Supervisory Duty:

- Must be in the playground from before break time starts and remain there until all the children are sent inside.
- Use high-vis jackets/vests so that staff are easily identifiable
- Be vigilant always
- Deal with any incidents of behaviour and report them to the class teacher and record on My Concern
- Report any significant safeguarding incidents to the DSL/Deputy DSLs immediately, and record on My Concern
- At playtimes, First Aid is administered by a designated First Aider in the relevant playground areas

Lunchtimes

The Headteacher/Head of School 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 Headteacher/Head of School is responsible for the management, training and welfare of the supervisors in school.

The playground will be supervised at lunchtime by staff wearing high-vis jackets in designated areas-see appendix map of where staff should be located and identify any areas of where direct supervision should be provided if appropriate e.g. play equipment and other areas that out of bounds. Communication between the supervising members of staff is undertaken by the walkie talkie system. In the event of an incident or unexpected occurrence, the Headteacher/Head of School will ensure additional support will be provided to

assist in the situation. The Headteacher/Head of School can also be communicated with by the walkie talkie system.

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/Head of School
- Dealing with minor incidents and accidents following the Health and Safety Policy
- Ensuring safeguarding procedures are adhered to at all times
- Organising activities for the children during wet lunch breaks-see wet break rotas; staff must not leave their designated areas
- Over-seeing children's care and welfare during the lunch break, especially in the playground following the school behaviour policy
- Undertaking training as required.

General organisation

Each member of staff on duty at playtime and lunchtime has a specific role to play within the general organisation and is given a specific schedule to follow. The tasks are timetabled; staff **must** keep to the schedule.

COVID ADDENDUM: staff must ensure that children and themselves stay in their allocated bubble outdoor space. No mixing of spaces or bubbles, under any circumstances, is permitted.

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
- Monitoring the playground, cloakrooms and classrooms to make sure children are not in areas they should not be.
- Making sure all children observe the Behaviour Policy
- Ensuring the dining hall is cleared up after use
- Assisting children with their meals as necessary
- At lunchtimes, First Aid is administered by a designated First Aid trained MDSA member of staff in the relevant playground areas

Guidelines

- 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 at all times

- Record all accidents as per the school First Aid Policy
- Read the Health and Safety policy for advice
- Do not let children spend all their time with you, as it can prevent them from mixing with other children
- Pass on any lunchtime issues to the class teacher, and record on My Concern if a behaviour or safeguarding issue
- Treat the children fairly, equally and with respect
- Be vigilant of all children, particularly those with complex Special Educational Needs and disabilities/behavioural needs

After School

The doors for all classes will open at 3:15 (KS1) and 3:20 (KS2). The class teachers will escort the children to the doors and ensure that they are met and collected by an appropriate person unless they have permission to walk home in years 5 and 6 only. Children are only allowed to walk home on their own if parental consent has been obtained and recorded by the school office.

COVID ADDENDUM – staggered finishing times vary from 3pm-3:20pm, dependent on Year group.

Staff **MUST NOT** release children to persons that are not on the pupil's emergency contact details on the SIMS system, and parents/carers must communicate any alternative arrangements to the school if they wish their children to be collected by another named person.

Special Arrangements

Upon the completion of 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 or hall 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.

All Other Times

Parents/carers must be aware that the school will **not** provide supervision for children in the playground outside these times, including open days, parent's evenings and parent events. The children will be the supervisory responsibility of the parents/carer at all other times other than those stated in this policy.

Relationship to other policies (adjust policy names appropriately)

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

Roles and supervisory responsibilities

This policy applies to:

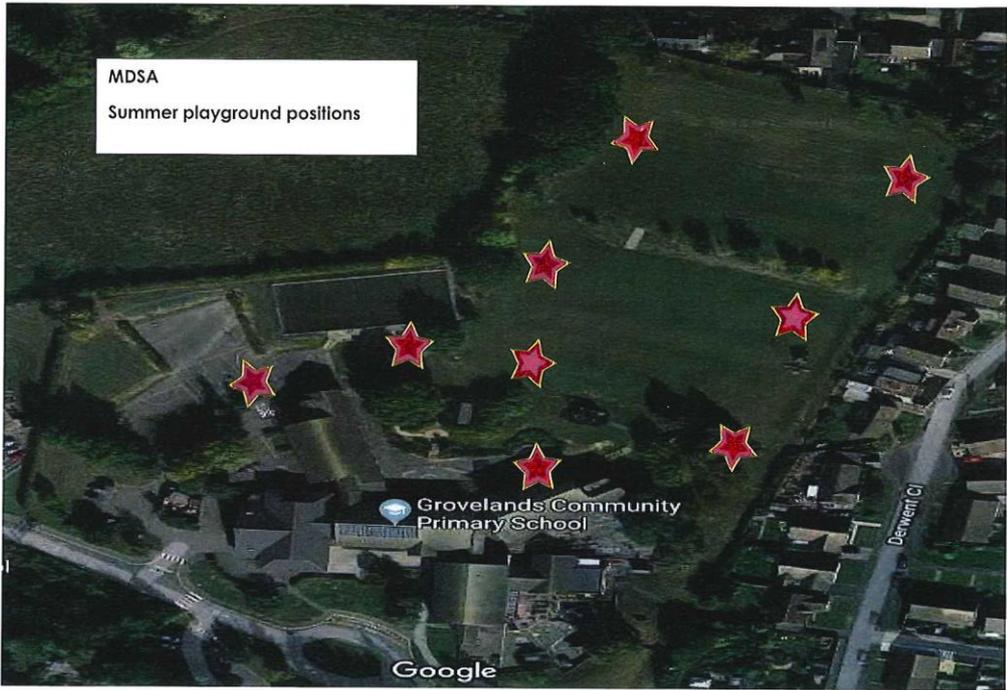
- All staff and contractors, agency and other third-party organisations
- Children
- Parents/carers (at dropping off and picking up times).

Arrangements for monitoring and evaluation

The Deputy Designated Safeguarding Lead – Pastoral 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.

Appendix A

A map of the school showing Summer Playground Staff positions.



Appendix B - A letter which is used to gather the collection arrangements for the children.

GROVELANDS C P SCHOOL



**Dunbar Drive
Hailsham
East Sussex
BN27 3UW**



**EXECUTIVE HEADTEACHER/HEAD
OF SCHOOL:**

Mr Jon Goulding

BA (Hons)

Dear Parents/Carers of Year 5/ 6 children

Your child is now in Year 5/6 and many parents/carers request for their child to go home by themselves. We think that this is a good idea as it gives them added responsibility and helps prepare them for secondary school. However, we realise that for some children that going home by themselves is not appropriate. The final decision is always yours as the parent to make.

If you would like your child to go home by themselves, please sign the consent form below and return to your child's class teacher.

Before your child goes home by themselves, please could you reinforce the following points with them:

- Safety on the roads
- Keeping personal belongings safe particularly mobile phones
- Making sure they know the quickest and safest route home
- Maybe encourage them to walk with friends
- Respecting other members of the community
- What to do in an emergency

Thank you for your support.

Yours sincerely

Jon Goulding

Executive Headteacher/Head of School

I give my consent for _____ to go home by themselves from school.

Parent/carer signature _____ Date _____

Appendix C

A map of the school showing Staff Lunchtime Rota

MDSA	Halls	Rec	1	2	3	First aid	4	5	6	First aid
Lunchtime Rota		12-1	12.10-1.10	12.15-1.15	12.20-1.15	1-3	12.20-1.15	12.30-1.15	12.30-1.15	4-6
Term 1						Y1 corridor				Y4 corridor
2020-2021										
Monday	xxxxx 12.20-1.15 xxxxxx 12.10-1.15 xxxxxx 12-1.15 xxx 12-12.20 xxxx12-12.20 xxxx 12.15- 12.30 xxxxxx 12-12.20	xxxxxx 12-1 xxx12-1 xxxxxx 12-1	xxx 12.10-1.10 xxxxxx 12.10-1.10	xxxxx 12.15-1.15 xxxxx12.20-1.15	xxx 12.20-1.15	Xxxxx 12.30-1.15	xxxxx 12.20-1.15	xxxxx 12.30-1.15pm	xxxxx 12.30-1.15	xxxxxx12.30-1.00 xxxxxx 1-1.30
Tuesday	xxxxx 12.20-1.15 xxxxxx 12.10-1.15 xxxxxx 12-1.15 xxx 12-12.20 xxxx12-12.20 xxxx 12.15- 12.30 xxxxxx 12-12.20	xxxxxx 12-1 xxx12-1 xxxxxx 12-1	xxx 12.10-1.10 xxxxxx 12.10-1.10	xxxxx 12.15-1.15 xxxxx12.20-1.15	xxx 12.20-1.15	Xxxxx 12.30-1.15	xxxxx 12.20-1.15	xxxxx 12.30-1.15pm	xxxxx 12.30-1.15	xxxxxx12.30-1.00 xxxxxx 1-1.30

Wednesday	xxxxx Safe haven- xxxxxx Red Card – xxxxxx	xxxxxx 12-1 xxx12-1 xxxxxx 12-1 xxxxxx 12-1.15 xxx 12-12.20 xxxx12-12.20 xxxx 12.15- 12.30 xxxxxx 12-12.20	xxx 12.10-1.10 xxxxxx 12.10-1.10	xxxxx 12.15-1.15 xxxxx12.20-1.15	xxx 12.20-1.15	Xxxxx 12.30-1.15	xxxxx 12.20-1.15	xxxxx 12.30-1.15pm	xxxxx 12.30-1.15	xxxxxx12.30-1.00 xxxxxx 1-1.30
Thursday	xxxxx Safe haven- xxxxxx All stars- xxxxxx Red Card – xxxxxx	xxxxxx 12-1 xxx12-1 xxxxxx 12-1 xxxxxx 12-1.15 xxx 12-12.20 xxxx12-12.20 xxxx 12.15- 12.30 xxxxxx 12-12.20	xxx 12.10-1.10 xxxxxx 12.10-1.10	xxxxx 12.15-1.15 xxxxx12.20-1.15	xxx 12.20-1.15	Xxxxx 12.30-1.15	xxxxx 12.20-1.15	xxxxx 12.30-1.15pm	xxxxx 12.30-1.15	xxxxxx12.30-1.00 xxxxxx 1-1.30
Friday	xxxxx Safe haven- xxxxxx All stars- xxxxxx Red Card - xxxxxx	xxxxxx 12-1 xxx12-1 xxxxxx 12-1 xxxxxx 12-1.15 xxx 12-12.20 xxxx12-12.20	xxx 12.10-1.10 xxxxxx 12.10-1.10	xxxxx 12.15-1.15 xxxxx12.20-1.15	xxx 12.20-1.15	Xxxxx 12.30-1.15	xxxxx 12.20-1.15	xxxxx 12.30-1.15pm	xxxxx 12.30-1.15	xxxxxx12.30-1.00 xxxxxx 1-1.30

	xxxx 12.15- 12.30 xxxxxx 12-12.20							
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