

ANNECY CATHOLIC PRIMARY SCHOOL

DIOCESE OF ARUNDEL AND BRIGHTON
EAST SUSSEX COUNTY COUNCIL

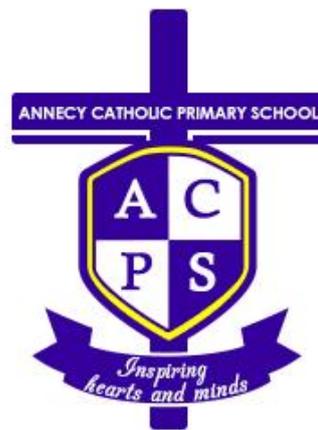
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Headteacher: Paul Gallagher



Approved by	Governing Body
Date	November 2021
Date for Review	November 2022
Responsibility	Headteacher

Supervision of Children Policy

Mission statement

“For with God nothing shall be impossible” Luke 1: 37

- Believing that ALL can succeed, not some or many
- Promoting education as a lifelong journey and one that fulfils every child’s God-given gifts, talents and potential
- Creating a safe and loving environment, where everyone knows that they are loved and valued as a child of God
- Using the Gospel values, not only for the social, moral and spiritual development of pupils, but to underpin the quest for high academic standards within the school
- Working in open and honest partnership with families, the Church and the wider community

AIMS

Annecy Catholic 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.

Supervisory Responsibilities

The headteacher 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’/use of recreational time 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/member of the senior leadership team (SLT)/designated safeguarding lead (DSL) as appropriate and update CPOMS accordingly.
- 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/member of the senior leadership team (SLT)/designated safeguarding lead (DSL) as appropriate;
- Inform the school of any changes to the arrangements for the collection of their child.

Before school:

All stakeholders must behave in a respectful manner that keeps everyone safe.

Parent/carers should also note that there will not be staff on duty before 8:40am and are therefore encouraged to remain with their children until the gates are opened. Should there be any incidents such as bullying or accidents, the school cannot be held responsible and supervisory responsibility will remain with the parent/carer until the time specified above.

The gates will be opened at 8:40am for access to school and will remain open until 8:50am. 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 lanyard/badge. Certain visitors to the school will be accompanied by a member of staff throughout their visit.

Leaving the school site: Children should 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 should 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 SIMs or in the Main Office.

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 lanyard/badge. 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/Assistant Headteacher 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
- Provide supervision 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 break and lunchtime, 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. Children should be supervised by an adult at all times.

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
- Not indulge in protracted conversation with other members of staff
- Deal with any incidents of behaviour and report them to the class teacher – updating CPOMS accordingly
- Report any significant safeguarding incidents to the DSL/Deputy DSLs immediately
- First Aid – first aid should, where possible, be administered on the playground by a trained member of staff. Children may need to be escorted for first aid from a trained member of staff in the Main Office – supervising staff should walkie-talkie this ahead of time so that suitable supervision can be arranged.

Lunchtimes

The headteacher/assistant headteacher 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 assistant headteacher is responsible for the management, training and welfare of the supervisors in school, and reports daily to the headteacher. The playground will be supervised at lunchtime by staff wearing high vis jackets in designated areas. Communication between the supervising members of staff and the school office is undertaken by walkie-talkie. In the event of an incident or unexpected occurrence, the headteacher will ensure additional support will be provided to assist in the situation. The headteacher can be communicated with by walkie-talkie.

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
- Dealing with minor incidents and accidents following the health and safety policy.
- Organising activities for the children during wet lunch breaks; staff must not leave their designated areas
- Over-seeing children's care and welfare during the lunch break, especially in the playground
- Undertaking training as required.

General organisation

Each member of staff on duty at 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.

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.
- First Aid duties as described above.

Guidelines

- Do not stay in one place for any length of time (within your designated area).
- 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.
- Aggressive play, bullying or rudeness should be reported to the class teacher and recorded on CPOMS.
- Record all accidents in the minor injuries record and seek help if the accident is a cause for concern.
- Read the health and safety policy for advice.
- Watch the games the children are playing, but do not get too absorbed, as it might distract you from what is going on elsewhere-be vigilant
- Do not let children spend all their time with you, as it can prevent them from mixing with other children.
- Avoid playing games with the children after you have initiated them, encouraging play between them in order to maintain a high level of supervision.
- Avoid questions to children that could be interpreted as 'prying' into family matters.
- Pass all lunchtime issues to appropriate staff e.g. class teacher/DSL and record on CPOMS
- Treat the children fairly, equally and with respect
- Be vigilant of groups of mixed age children; pay attention, particularly, to EYFS/KS1 pupils
- Be vigilant of pupils with complex special educational needs and disabilities/behavioural needs

After School

The school day finishes at 3:10pm. The class teachers will escort the children to the designated gate 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. The class teacher should use the home time collection list provided by the office.

Staff **MUST NOT** release children to persons that are not known to them and parents/carers must communicate any alternative arrangements to the school if they wish their children to be collected by another named person.

Families are asked not to loiter after collection and to move away from the school premises as quickly and as safely as possible.

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. 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.

COVID-19 Arrangements

The COVID-19 pandemic has necessitated the school to introduce a number of risk-reducing measures. These will be communicated as and when necessary with all stakeholders.

All Other Times

Parents/carers must be aware that the school will **not** provide supervision for children outside these times, including open days, parents' 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

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
Health and Safety Policy
Educational Visits Policy

Relationship to risk assessments

First aid
Security
Movement around school
Playground activities
Play equipment
Slips, trips and falls
Access and egress

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 designated safeguarding lead 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 letter which is used to gather the collection arrangements for the children.

Dear parents/carers,

At Annecy Catholic Primary School, we regard the security and the safety of children and adults as a priority. Children will only be allowed to leave the school with a parent/carer or someone authorised by their parents/carers, unless they are in years 5 and 6 when they can walk home provided you give written permission. It is vital that collection details are clarified, and emergency contacts are correct, as we may need to contact you urgently. Please could you complete the attached form and return it to school as soon as possible.

We realise that there will always be days when your normal arrangements are not possible – we just ask that you ring into reception as early as possible to inform us, so that we can let your class teacher know.

Please collect your child promptly. If you, or the person collecting your child, are going to be late please telephone to inform us. If you are late your child will be placed into after-school club (Sunset), this ensures that they are with an adult – a charge may be incurred for this service.

You may also note if there is anyone who you DO NOT want your child collected by. If you would like to discuss a difficult situation, please either speak to your child’s class teacher or call the school to arrange an appointment with the headteacher.

Thank you for your support and we appreciate your patience in this.

Yours sincerely,

Designated safeguarding lead

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Child’s name: _____ Class: _____

The person who will normally pick up my child is:

Name _____ relationship _____
Tel: home _____ mobile _____

If each day is different please state or if they are attending an after-school club, please give details below:

Monday:

Name _____ relationship _____
Tel: home _____ mobile _____

Tuesday:

Name _____ relationship _____
Tel: home _____ mobile _____

Wednesday:

Name _____ relationship _____
Tel: home _____ mobile _____

Thursday:

Name _____ relationship _____
Tel: home _____ mobile _____

Friday:

Name _____ relationship _____
Tel: home _____ mobile _____

I give permission for my child to walk on their own: _____

Other arrangements (e.g. a person who you DO NOT wish to collect your child – **please provide further information/documentation**)

Print name (parent/carer)

Signed

Date