

## **Lower School Supervision of Children Policy**

St George's School is a Rights Respecting School and supports the UN Convention on the Rights of the Child; Article 3 (the best interests of the child must be a top priority in all decisions and actions that affect children) and Article 19 (protection from abuse and neglect) were considered when writing this policy. The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils during the school day. The policy applies to all pupils in St George's Lower School, EYFS – Year 6.

### **Legal Obligations**

The Board of Trustees and the Head Teacher have specific obligations to ensure, as far as is practical, a safe place of work for all employees and others that enter the school.

The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The teacher has a duty of care to the children, which is based on the principle of 'loco parentis'. This can be thought of as the standard of care expected by prudent parents in the care of their children.

In order for teachers to carry out their duties effectively the Head Teacher has certain responsibilities. These include:

- Formulating the overall aims and objectives of the school and policies for their implementation.
- Ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively.
- Ensuring the maintenance of good order and discipline at all times during the school day when pupils are present on the school premises, and whenever the pupils are engaged in authorised school activities, whether on the school premises or elsewhere.
- Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

### **Negligence**

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability and may be subject to disciplinary action. In the event of an accident, any action for damages would be unlikely to succeed if the teacher could show that he/she had employed reasonable care.

### **Site Security**

One of the most important factors in ensuring the safety of our children and staff is the security of the School building. Access to the Lower School building is controlled via three points:

The main entrance is clearly signposted to visitors and is controlled by a magnetic lock which can be unlocked from the School Office or the switch inside the door (which is used by staff as they need to leave the building).

The main entrance is monitored by a CCTV camera, which can be seen from the School Office, and is used to identify people entering and exiting the site.

The second door (accessed via the ramp at the left hand side of the school) is locked from the inside for the duration of the school day. It is opened only to allow KS1 pupils to leave at 3.30pm, when the door is opened and supervised by a member of staff until the final child has been handed over to their parent/carer.

The third access point is the door in the link corridor between Lower and Upper School. This is key pad operated from the Upper School side (four digit code for staff to gain access to the building) and turn handle operated from the inside.

## **Staff Supervision Ratios:**

### Reception Class

In Reception the children are usually within the proximity of a member of staff, and always within sight or hearing. The minimum staffing ratio is 1:30 when the Reception class is with their Class Teacher, who is a fully qualified teacher. In the absence of a qualified teacher, the staffing ratio is at least 1:8 and at least one member of staff must hold a full and relevant Level 3 qualification. This ratio is also applied to Aftercare and after school clubs.

### Children in Years 1 to 6

Adequate supervision of pupils in Forms 1 to 6 is maintained at all times with recognition that children will grow in responsibility, particularly as they move around the School in the Prep Years. Risk assessments (including 'dynamic' assessments of risk, where professionals exercise their own judgement) are carried out as appropriate.

## **Duties:**

All Lower School staff are required to do duties during the school day. Please make sure that you fulfil your duty by:

- Checking the duty rota
- Arriving promptly
- Reading the guidelines on staff duties
- Swapping duties with another member of staff if you know that you are going to be absent or otherwise engaged.

Staff should check the Duty Rota and notify the Deputy of Lower School/Lead TA if they are unable to do their duty.

## **Supervision Before School**

Pupils do not arrive simultaneously on the school premises. Time is made available within the agreed directed time for supervision of children before school. Our responsibility begins when the children arrive at school.

- The school informs all parents of the starting time of the school day, and indicates that no arrangements are made for the supervision of the children earlier than 8.00am.
- Supervision of children from Reception Class – Year 6 starts at 8.00am (Morning Care) and is part of the school's rota of supervision.
- Pupils in the Reception Class must be escorted onto the School premises by their parent/carers and register at the front office. All other pupils must indicate their arrival in the building by reporting to the duty staff in the hall or playground. Morning Care staff will acknowledge their arrival on a register.
- At 8.15am pupils in KS2 are taken into the big playground; pupils from EYFS and KS1 are taken to the back playground. They must be supervised going to the playground and whilst on the playground. At 8.35am staff should line the children up in classes; they will be collected by their class teachers at 8.40am. Please ensure no belongings are left on the playground. Staff on duty must remain with the pupils until their class teachers arrive.
- Some pupils in KS1 are dropped for the start of the school day (8.40am), and their parents maintain the duty of care until handing them over directly to staff at this point via the main reception – pupils from Reception Class should still be signed into the building.
- Some pupils may have alternative arrangements in place due to social and emotional difficulties. Each of these arrangements are by agreement with the Head of Lower School, the class teacher, parents and the individual child; specific to their needs.

## **Lesson Time:**

Children must be supervised at all times. Children should not be left in classrooms or any other work areas without supervision.

## **Supervision during Break times:**

- The legal duty of care over pupils who remain at school during the break/lunch break still exists.
- The level of supervision provided will ensure the health and safety and welfare of the children.

- Supervision will be provided by staff that are on duty.
- There must be adequate supervision both indoors and outdoors throughout school break times.
- A duty rota for break time supervision will be displayed in the staff room, and all staff are given their own electronic copy.
- Where the behaviour of a pupil during break times threatens the health and safety and welfare of others, the child should be removed from the playground (see Behaviour Policy)
- Guidance on break time supervision is found in the Staff Handbook.
- Part of the induction of new staff will include explanation of supervisory responsibilities.
- Duty teachers/assistants should begin supervision promptly.
- Staff should leave the staff room promptly to supervise the children back into class.
- There are clear routines to supervise children from break time back into class. Staff should work as a team to support one another in this process. 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's movement around school, particularly in congested areas or near the stairs.
- Children should not be left in classrooms during break times unless a member of staff is present.
- Staff should support each other in maintaining adequate levels of supervision during wet break times.

### **Morning Break/ Lunchtime Cover:**

The duty rota explains clearly the roles of staff at different times within the break times. The members of staff on duty must be in the play areas for the start of the duty and remain there until the end when all children have been collected.

It is not possible to supervise a large number of children without vigilance and concentration, and to this end the members of staff on duty should not indulge in protracted conversation with other members of staff.

A duty member of staff will signal the end of break – once for stop and listen, then to direct the children to move quietly to their lines. Class teachers should collect pupils from the playground. If for any reason they cannot do this, the teaching assistant assigned to the class should collect the pupils and be met by the class teacher at the classroom door.

Children in the EYFS have access to the outside space and are supervised by at least one member of the EYFS Staff and staff with relevant qualifications. The members of staff should follow the same guidelines for supervision, but they will choose appropriate times of the day to use the space.

Specified teachers/assistants will also be responsible for supervision of the lunch queue and the dining area. Staff need to ensure that behaviour is appropriate and orderly.

Pastoral care and health and safety issues regarding incidents need to be followed up. Accident slips are recorded following the Medical guidelines and handed to the class teacher, who will ensure these are given directly to parents on the day the accident occurred. Pastoral concerns should be reported to class teachers and recorded in the class concerns book. Health and safety matters should be reported to the Head/Deputy as soon as possible.

### **Wet Break-Times:**

- A duty rota for wet break time supervision is included as part of the duty rota. This identifies areas for the children to be supervised in. The members of staff on duty will escort the children to these areas and supervise them following the guidance set out in the handbook.
- Staff on duty will supervise the pupils until the bell goes whereupon the class teacher/support staff will return to the classroom for the start of the next lesson/registration.

### **Supervision after School:**

- Teachers should be satisfied that children have left the school site appropriately. Children must be 'signed out' by the class teacher, an indication of whom/or where they were signed out to will be recorded on the 'Home time' register.
- All staff are expected to supervise their children for 10 minutes after the collection time at the end of the day. Any child who is not collected by then will be escorted to Aftercare if there are spaces. If not, children will remain in reception with a member of staff. Parents will be contacted at 3.40 to ascertain their expected time of arrival. A register of late collections will be recorded and monitored.

- If a child is not collected within an hour of the expected time of arrival, staff will follow the Uncollected Child Policy.

Parents should be given notice of children who will be late home through participation in after school or out of school activities. They should be given adequate notice of any changes to arrangements, such as cancellations of school clubs and fixtures. Every effort should be made to contact the parents during the day. If for any reason a parent cannot be contacted the child must remain at school until the agreed time of collection.

### **Supervision of Special Activities:**

#### **Physical Education:**

The same general principles of care apply during PE as to other school activities. It is very important that the teacher should consider factors, such as:

- safety of apparatus being used
- condition of the floor, particularly wet floors at the swimming pool
- suitability of pupil's clothing
- whether the exercises and activities are within the capability of the children
- whether the activity is being taught properly, in particular gymnastics and swimming

Please follow the procedures listed below:

- Support staff are expected to actively monitor, encourage and engage with the pupils/lesson.
- Staff should wear appropriate clothing.
- Children should not be allowed to wear watches or other jewellery. Earrings must be removed.
- Children should be accompanied to and from the gym/hall/playing fields by a member of staff.
- Children are not allowed in the gym or hall before the start of a PE lesson without direct supervision.
- Children should not handle PE equipment without direct training and supervision.
- Children should be trained to work quietly and to leave the gym/hall in an orderly way.
- Children not taking part in games or PE remain the responsibility of the teacher taking the lesson.

#### **Changing:**

Young people are entitled to respect and privacy when changing clothes. However, there needs to be an appropriate level of supervision in order to safeguard young people, satisfy health and safety considerations and ensure that bullying or teasing does not occur.

This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment. Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils.

This means that adults should:-

- avoid any physical contact when children are in a state of undress. In exceptional circumstances where a child requires help/support, staff should ensure they clearly announce their intention, that they are not alone with the child and ideally that another member of staff is present.
- avoid any visually intrusive behaviour and where there are changing rooms announce their intention of entering
- avoid close proximity unless pupil needs require it
- refer to the Staff Code of Conduct
- refer to the Use of Mobile Devices Policy
- refer to Guidance For Safer Working Practice for Those Working With Children and Young People in Education Settings 2015

#### **Art and Craft/ Science and Technology :**

Teachers should consider the organisation of the children involved in practical activities. Consideration should be given to the number of children who can be reasonably controlled and supervised when organising practical activities. Teachers should take all necessary precautions including:

- wearing masks and goggles
- training in the use of tools
- no pupils to carry glass objects
- no pupils to carry hot substances

Please follow the procedures listed below:

- Children should be supervised carefully when using sharp equipment such as scissors and craft knives.
- All craft knives should be accounted for at the end of the activity and stored in a safe place.
- Children should not be able to access craft knives and sharp tools themselves.
- Teachers should make sure that children know how to use tools correctly.
- Teachers should ensure that there is an appropriate level of supervision when using glue guns.
- Children should be supervised directly when handling glass objects.
- Where at all possible the use of glass containers should be avoided.

### **End of School Day:**

Class teachers must complete the 'Home Time Register', indicating if a child has been handed over to parents, a club or Aftercare. Please refer to the Procedures at the End of the School Day appendix of this document. Children will not be allowed to walk home by themselves without written parental permission and the agreement of the Head of Lower School. Children in Years R – 4 will not be permitted to leave school without the supervision of parent/carer or other responsible adult.

### **Extra-Curricular Activities:**

Children attending clubs and extra-curricular activities should not be left in school unattended. It is the responsibility of the Club leader to ensure children are handed over to parents or Aftercare staff at the end of each session. A register of this must be completed by the Club leader or member of school staff who is supporting with supervision. Aftercare staff will only hand children over to the expected parent/carer. If alternative arrangements have been made for the collection of children, parents must inform Lower School and supply a password which will be asked for at the time of collection. Children cannot be released without this password, and parents must be contacted if the password is not obtained.

### **After School Clubs :**

Staff should take particular care when supervising pupils in the less formal atmosphere of an after-school activity. During school activities that take place off the School site or out of school hours, a more relaxed discipline or informal dress and language code may be acceptable.

However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of School activity. Staff must be aware of and follow guidance.

This means that adults should:-

- always have another child present in out of school activities, unless otherwise agreed with senior staff in School.
- undertake risk assessments.
- have senior leadership and parental consent to the activity.
- ensure that their behaviour remains professional at all times.

### **Being Alone with a Child:**

Of all circumstances this is the one which carries the greatest risk. In an environment such as ours, where the levels of trust is so high and taken as the normal course of events, there is a greater statistical opportunity for things to go wrong. These are some of the contexts where it is, at least, sensible to consider the associated risk:

- Running an extra class outside the curriculum, possibly in an isolated or quiet part of the building.
- Running a private detention under similar circumstances.
- Calling a child to an office for disciplinary or administrative reasons.
- Visiting the toilets as part of a duty responsibility.

All of these are circumstances that many of us operate in daily, and we are rarely concerned about them. Practically, a good degree of the risk can be reduced by having doors open in rooms, giving other colleagues and support staff an easy access to your working environment and informing others of your timing and plans for any given appointment. If anyone has concerns after taking account of the risk, then it is entirely correct to discuss the matter with the Head of Lower School, as appropriate.

In addition there are circumstances where individual children may give cause for concern, usually because they have problems of their own; they may have special physical and/or educational needs, be distressed or perhaps violent. Such situations are rare but not unknown.

Staff can reasonably expect to be advised of any special arrangements in this respect. This means adults should:-

- avoid meetings with pupils in remote, secluded areas of school.
- ensure there is visual access and/or an open door in one to one situations.
- inform other staff of the meeting beforehand, assessing the need to have them present or close by.
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- always report any situation where a child becomes distressed or angry to a senior colleague.
- consider the needs and circumstances of the child/children involved.
- refer to staff code of conduct and Guidance For Safer Working Practice for Those Working With Children and Young People in Education Settings 2015

### **Responsibility During the Day**

#### **Unexplained Absence:**

The responsibility to ensure that a pupil attends school regularly is that of the parents and guardians. The school will seek to contact parents when children are absent from school without notification. This will be flagged up when the registers are taken by class teachers. Parents are asked to contact school early in the morning if their child is unable to attend school. Should a child be absent from school, and parents have not made contact to explain the absence by 9.30am, the School will contact parents directly. A record of the contact will be made, and registers updated accordingly. Please refer to the School Attendance Policy.

#### **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 or guardian. Children will never be allowed to leave the site without the supervision of an appropriate adult. Should a child be collected before the end of the School day, the adult collecting the child must sign them out, recording the date, time and reason.

#### **Errands:**

Children should never be sent off site on a personal errand on behalf of a member of staff.

#### **Illness:**

When children are taken ill during the school day, the school will contact the parents or guardian whether at home or at work. Information about contacts is kept in the School office and on the School's internal SIMs system.

#### **Emergency:**

No class of pupils should be left unsupervised for any reason. In the case of an emergency (and when no other adult is available) please send a child to the school office or to the Head of Lower School. The school operates a red hand system with the class identified on it.

#### **Undesirable People:**

All visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's badge. All staff should check strangers on the premises and report to the school office if there is a concern. Parents are not allowed to approach children from other families to sort out disputes or arguments. Staff should report any concerns to the school office.

Links to other documents:

- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings.
- Fire Policy
- Emergency Evacuation Procedure
- Attendance Policy
- Staff Handbook
- Staff Code of Conduct
- End of School Day Procedures (see appendix)
- Safeguarding Policy
- Pupil Attendance Policy

This policy was reviewed by the DSLs, Lower School SLT and the BoT  
Reviewed – November 2017

Next review – November 2018

## Appendix:

### Lower School Handover at the end of the School day:

- Teachers have the responsibility for handover at the end of the school day, unless there is an emergency cover situation or when teachers need to communicate with parents; when the permanent Class LSA or an identified LSA will assume responsibility.
- The Handover register is to be completed by the class teacher/LSA. The letters below indicate who you have handed the pupil over to:
  - **'P' for Parent/Carer**
  - **'C' for Club**
  - **'A' for Aftercare**
- **'LA for Late and sent to Aftercare (parents have notified the school)\***
- **'U' for Uncollected and sent to Aftercare**
  - \*In special circumstances the school may give permission for a child to be held in the foyer and not be sent to Aftercare (e.g. their parents are only minutes away). The adult supervising must record the date, the child's name and time of parent's arrival in the Red 'Late Collections' Book held in Reception.
- A member of the Aftercare Management will collect pupils who are booked into Aftercare at 3.25pm.
- All other pupils must be organised into those going home, and those attending school clubs **before** they leave the classroom. Do not leave children unattended – please release them into the hands of the member of staff supervising.
- The Classroom LSA is responsible for escorting children who remain in the school's care to the appropriate area of the Lower School building, whilst the Class Teacher supervises those being collected by a parent/carer. Please read the after school room rota if you are unsure of where you are taking the pupils – if you are still unsure, check with Admin/SLT!
- Children should not enter a room without being accompanied by the supervising adult. If pupils are changing for an after school activity, they must be supervised by an adult and escorted to the area in which the activity is taking place. Please ensure the adult is aware the pupil is now under their supervision.
- Reception, Y1 and Y2 pupils are handed over to the parent/carer from the Small Playground.
- Years 3 – 6 pupils are handed over to the parent/carer via the Main Entrance. To avoid congestion in the corridor, Years 5 and 6 remain in the classroom and are called one at a time to be handed over to parents/carers.
- Pupils are not to be released without you seeing the regular parent/carer.
- No child is to be released to a parent waiting in a car.
- No child is to be released to anybody other than the main carer, unless you have been informed by the admin staff or SLT. You **must** ask for a password from the adult collecting, which will be the one agreed between parents and school. If in doubt take the time to check – this may mean a phone call home.
- Due to the constraints of the car park, all staff are expected to supervise their pupils for 10 minutes after the collection time at the end of the day (up until 3.40pm). Any child who is not collected by then will be escorted to Aftercare if there are spaces, and a call made to the parent/carer. Please wait until all pupils have been signed in – no child is to be left unattended for any reason. If no spaces are available, children will remain in reception with a member of staff.
- Parents will be contacted at 3.40pm to ascertain their expected time of arrival - you may need to try both parents. You should instruct a member of Admin Staff to do this on your behalf, as your duty is to supervise the children. A register of late collections will be recorded and monitored.
- If a child is not collected within an hour of the expected time of arrival and no parent can be contacted, staff will follow the Uncollected Child Policy.
- Pupils must be registered in and out of clubs by the adult supervising or running the club.

- When clubs have finished you must sign the pupils out against the club list – follow the Handover codes. Any children not collected on time are to be escorted into Aftercare if there are spaces. Please wait until all pupils have been signed in – no child is to be left unattended for any reason. If no spaces are available, children must remain under the supervision of a member of staff and the Head/Deputy of Lower School made aware. The letters below indicate who you have handed the pupil over to:
  - 'P' for Parent/Carer
  - 'A' for Aftercare (pre-booked)
  - LA for Late and sent to Aftercare (parents have notified the school)
  - 'U' for Uncollected and sent to Aftercare
- If a child is not collected within an hour of the expected time of arrival, staff will follow the Uncollected Child Policy.
- Between 3.30 and 3.40, all pupils must be signed into Aftercare by the Aftercare staff with the time of entry. The register will be taken to the reception desk at 3.40pm.
- Pupils must be signed out of Aftercare at the reception desk by their parent/carer with the time of exit.
- Children can only be collected from Aftercare or Clubs by their regular parent/carer unless informed by Admin or SLT of other arrangements.