



QEGS Junior School

Supervision Policy

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school day.

Legal Obligations

The Governing Body and the Head have specific obligations to ensure, as far as is practicable, a safe place of work is established 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 the standard of care expected of prudent parents in the care of their children. In order for teachers to carry out their duties effectively the Head 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 (including midday breaks) 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.

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 will write to all parents stating the time of the start of the school day and indicate that no arrangements are made for the supervision of the children earlier than 8.15 am on a school day.
- This statement will be included in the school literature.
- The pre school supervisors will be responsible for the supervision of children 10 minutes before the school day begins.
- Supervision of children before school begins will form part of the school's rota of playtime supervision.

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.

Leaving the school site Children should not be allowed off site during school hours unless there is clear evidence of a request from the parents or guardian.

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 or guardian whether at home or at work. Information about contacts is kept in the school office.

Emergency No class of pupils should be left unsupervised for any reason. In the case of an emergency please send the Deputy Head. Please send a child to the school office.

Lesson Time Children must be supervised at all times. Children should not be left in classrooms without supervision. Children attending clubs and extra curricular activities should not be left in school unattended.

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.

Supervision at Playtime

- There must be adequate supervision both indoors and outdoors through school break times.

- A duty rota for break time supervision will be displayed in the staff room.
 - Duty teachers and play ground assistants if appropriate, will "patrol" around the school.
 - Guidance on playtime supervision is found in the Staff Handbook.
 - Part of the induction of new staff will include explanation of supervisory responsibilities.
 - Duty teachers 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 the playground 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 through the cloakroom areas.
 - Guidance for supervision of wet playtimes is found in the Staff Handbook. Children should never be left in classrooms during break times.
 - Staff should support each other in maintaining adequate levels of supervision during wet playtimes.

Wet Playtimes

- All children will stay in their classrooms at the time of their normal playtime and play quietly.
- The teacher on duty will supervise them until the bell goes when the rest of the teachers will collect their children and supervise their return to class.

Morning Playtime - 10.45-11.05am

The members of staff on duty must be in the playground from 10.45 and remain there until 11.05 when all the children are sent inside. 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. Two classroom assistants will also be on duty at morning break. All teachers teaching a class the lesson after break are to go out to the playground and lead their class into school. Form teacher responsible for their own form to ensure rules are followed. All teachers must enforce the school policy on playground behaviour and lining up, and the class teacher leads their class into school.

2. Lunchtime Playtime Cover – 12.05-1.20pm

The lunchtime playground supervisors will be joined by classroom assistants from 12.00 noon to 1.20pm. The lunchtime supervisors will be responsible at lunchtime for organising reward systems for good behaviour, organising positive behaviour playground games and ensuring records are kept of any incidents that occur during lunchtime. They must liaise with class teachers & the Deputy Head to ensure pastoral care and health & safety is of an excellent standard and any incidents are followed up. All teachers teaching after break are to go out to the playground. When all the staff are present and the children are standing in class lines and have stopped talking, they will be led into school. Teachers are responsible for their own class and are to ensure rules are followed. Individual class teachers bring in their own class, taking responsibility for their class behaviour.

3. Afternoon Playtime (2.30 – 2.45)

This will be as for morning playtime. Staff on duty must adhere to the playground rules and arrangements so children realise the rules continue for all playtimes.

Wet Breaks

- All 3 members of the duty team are expected to support the NTA staff during a wet break.
- Each member of staff should be responsible for a year group area.
- Form teachers should ensure resources are available for wet weather breaks.
- Prefects should be allocated to form groups to assist during a wet weather break.

Lunchtime Supervision

- The legal duty of care over pupils who remain at school during the lunch break still exists.
- The level of supervision provided will ensure the health and safety and welfare of the children.
- Supervision will consist of Lunchtime Assistants assisted by teachers who are on lunchtime duty.
- The Deputy Head is responsible for monitoring lunchtime supervision.
- Where the behaviour of a pupil during the lunch break threatens the health and safety and welfare of others, the child may be suspended for lunchtimes.
- Guidance on lunchtime supervision is found in the Staff Handbook.

Supervision after School

- Teachers should be satisfied that children have left the school site appropriately.
- If for any reason children have not been met at the end of the day they should return to OWLS at 4.15p.m. rather than stand outside school.
- Any child left at school at the end of the school day is the responsibility of the parents. If they neglect to make provision for their safe return home school would contact the parents, register and note the concerns.
- Parents should be given notice of children who will be late home through participation in after 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.

School Crossing Patrols

Where the absence of a crossing patrol becomes known the information should be passed on to parents. The Head where possible should inform parents in writing that there is the possibility that the crossing in question will be unmanned and that parents should make necessary arrangements for the safety of their child.

Teachers walking groups of children to activities should Risk Assess in line with the Trips and Outing Guidance forms. Appropriate points of crossing should be discussed in the planning for the activity, as well as the method of crossing the road. Please follow the guidance:

- pavements must be used where available
 - dangers of being on a road explained to the children
 - face on-coming traffic
 - staff must be present at front and rear of the group
 - everybody must keep well in
- children must be told about dangers and have the dangers explained to them beforehand

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 factor, such as:

- safety of apparatus being used
- condition of the floor
- 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

Please follow the procedures listed below:

- Staff should wear appropriate clothing.
- Children should not be allowed to wear watches.
- If valuables are handed in to a member of staff for safe keeping the school is accepting responsibility for them.
- Children should not be allowed in the hall before the start of a PE lesson without direct supervision.
- Children should not be handling PE equipment without direct supervision.
- Children should be trained to work quietly and to leave the hall in an orderly way.

Children not taking part in games or PE remain the responsibility of the teacher taking the lesson. Children not taking part in swimming should go the library for supervision or remain pool side.

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.

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
- carrying glass objects
- carrying 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 have direct access to craft knives and sharp tools.
- 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.

Educational Visits

- Before making arrangements for educational visits please consider where the children have visited before. Try to avoid repeating previous class trips or covering the same ground when on a museum visit.
- Parent helpers should be selected from a list kept in the school office which identifies parents who have been CRB checked. If a parent is selected to go on a trip who is not CRB checked then they should not be left alone in sole charge of a group of children. The trip leader should communicate with potential parent helpers well in advance of the trip taking place to secure their help.
- Follow procedure as detailed below:
 1. Decide on possible destination – this should be done one term in advance.
 2. Complete risk assessment and submit this to both the Head and Mr David Butterfield.
 3. Select possible dates by checking diary and calendar.
 4. Check that the trip is suitable with the Head.
 5. Contact destination and :
 6. Check availability
 7. Obtain quote for trip.
 8. Consider transport. If a coach is needed, fill in Coach/Mini Bus Booking Form and pass to Office.
 9. Double check risk assessment form.
 10. Calculate cost – entry fees, transport, staff, extras and insurance. Divide by the number of children and round up to the nearest £1.
 11. Complete forms which are available on the P drive and have them signed by the Head.
 12. Make sure visit is entered in the School diary and calendar.
 13. Prepare a letter to parents three weeks before the trip. The letter has to be approved by the Head. The letter should outline the trip, its purpose, requirements and cost. An Information Evening for parents regarding the trip may be necessary.
 14. Ensure that the office and kitchen know about the trip three weeks in advance. If the place being visited requires payment, the office needs to know the amount and to whom the cheque is payable, and whether the cheque is to be posted or will be taken with you.
 15. Make sure with one week to go that you have completed all of the above. Make sure you have permission / payment from all parents. Double check with kitchens.
 16. The day before, ensure all documentation is in place, all medications are ready and all contact numbers are ready. Make sure you take a first aid kit and mobile phone, which must be switched on at all times. Make sure you take all extra necessary medical kit.
 17. Take digital camera and take lots of photos.
 18. Packed lunches are available to take on trips yet must be requested through the kitchen with the permission of the Head.

The policy for Educational visits and trips applies to all schools within the Foundation. QEGS Junior School will fully comply with the Department for Children, Schools and Families best practice on educational visits and trips as set in 'Health and Safety of pupils on Educational Visits' (HASPEV) document and associated supplements.

Procedures for organising and taking an Educational visit are set out in the Educational Visits Policy and are updated annually. (Found in the Policy Folder on P-drive)

Guidance on staff pupil ratios is as follows:

- Years 1-3 = 1 adult for every 6 pupils
- Years 4-6 = 1 adult for every 10-15 pupils
- Years 7 and above = 1 adult for every 15-20 pupils

Other factors that may be considered are:

- the sex, age and ability of the group
- the nature of the activities
- the experience of the teachers/leaders or competence on specific activities
- the duration of the journey/visit and the type of accommodation
- first aid cover available

Occasionally adults known to the school (ex-members of staff or spouses of members of staff) may be asked to provide supplementary staff supervision. This must be approved by the Head in advance.

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 are 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.
- Offering a lift home to a stranded child at the end of the day or after an extra curricular activity.
- 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 Deputy Head, 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.

Overnight Supervision

This means that:-

- a full health and safety risk assessment should have been undertaken.
- all members of the household should have the appropriate checks made.
- all arrangements should be made in partnership and agreement with the pupil and parents/carers.
- arrangements involving one to one supervision should be avoided wherever possible.
- staff should have regard to any guidance that exists.
- as much choice, flexibility and contact with 'the outside world', should be incorporated into any arrangement so far as is consistent with appropriate supervision.
- whenever possible, independent oversight of arrangements should be made.
- any situation which gives rise to complaint, disagreement or misunderstanding should be reported.

Showers and Changing

Young people are entitled to respect and privacy when changing clothes or taking a shower. 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.
- avoid any visually intrusive behaviour and where there are changing rooms.
- announce their intention of entering.
- avoid remaining in the room unless pupil needs require it.

This means that adults should not:-

- change in the same place as children.
- shower with children.

Educational Visits and After School Clubs

Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or 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. Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils, staff and parents should be informed of these prior to the start of the trip. 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 parental consent to the activity.

- ensure that their behaviour remains professional at all times.

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