



Supervision of Children Policy

2020-2021

SLT responsible:	Claire Findlay
Reviewed:	September 2020
Ratified by governors	2 December 2020
Next Review:	September 2021

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HAILSHAM PRIMARY ACADEMY

'Be the very best you can be'

For ease of reading within this model 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

Hailsham Community College Primary Academy is committed to provide, as far as is reasonably practicable, safe playground(s)/outdoor area(s) 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 Head of School 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/member of the senior leadership team (SLT)/designated safeguarding lead (DSL) 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 head of school or 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:

Children, which includes pupils and their siblings, are not allowed to play ball games, or use the playground equipment and must behave in a way that respects the adults and smaller children on the playground.

- The duty staff go outside at 8:45am to the back gates and playground. One duty staff stands at each gate to ensure no children leave the playground after their arrival and other duty staff stand on the playground.
- Staff should be on the playground/at their classroom doors by 8:45am in order to receive any messages from parents and to bring in children as promptly as possible.

Parent/carers should also note that there will not be staff on duty before 8:45am 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 primary school office area.

The vehicle gates will remain closed between 8:40am and 9:00am at the start of the school day.

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; please refer to the School Visitor Flow Chart available on Czone.

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 and in the children's personal files.

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 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
- 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.

Members of Staff on Supervisory Duty: See appendix map of where staff should be located which identifies any areas where direct supervision should be provided e.g. play equipment

- 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
- Report any significant safeguarding incidents to the DSL/Deputy DSLs immediately
- Must make a professional judgement about whether a child needs first aid or not. If a child requires first aid, they should go to the main school office. If they are able to, they should be escorted by a peer. If they are not able to because of injury severity, age, needs then a member of staff should escort them.

Lunchtimes

The 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 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 and the school office is undertaken by supervising staff coming to the office. In the event of an incident or unexpected occurrence, the head of school will ensure additional support will be provided to assist in the situation. The head of school can be communicated with by calling their work mobile number 07786707595.

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 head of school
- Dealing with minor incidents and accidents following the health and safety policy.
- 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
- 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
- Encouraging children to use polite manners
- 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.
- Must make a professional judgement about whether a child needs first aid or not. If a child requires first aid, they should go to the main school office. If they are able to, they should be escorted by a peer. If they are not able to because of injury severity, age, needs then a member of staff should escort them

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.
- 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
- 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 doors for all classes will open at 15:15pm. The class teachers will escort the children to the 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.

The vehicle gates will remain closed between 15:00pm and 15:30pm at the end of the school day.

Children, which includes pupils and their siblings, are not allowed to play ball games, or use the play equipment and must behave in a way that respects the adults and smaller children on the playground.

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 longer drop off and collection time. Supervision of our children will remain our priority whilst this is required.

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

Behaviour Policy

Anti-bullying Policy

Safeguarding and Child Protection Policy

Health and Safety Policy

ESCC First Aid Policy and Guidance

ESCC Model Supporting Children with Medical Conditions Policy

ESCC Model Health and Safety Policy

ESCC Incident Reporting Policy and Guidance

ESCC Policy on Outdoor Play Equipment

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:

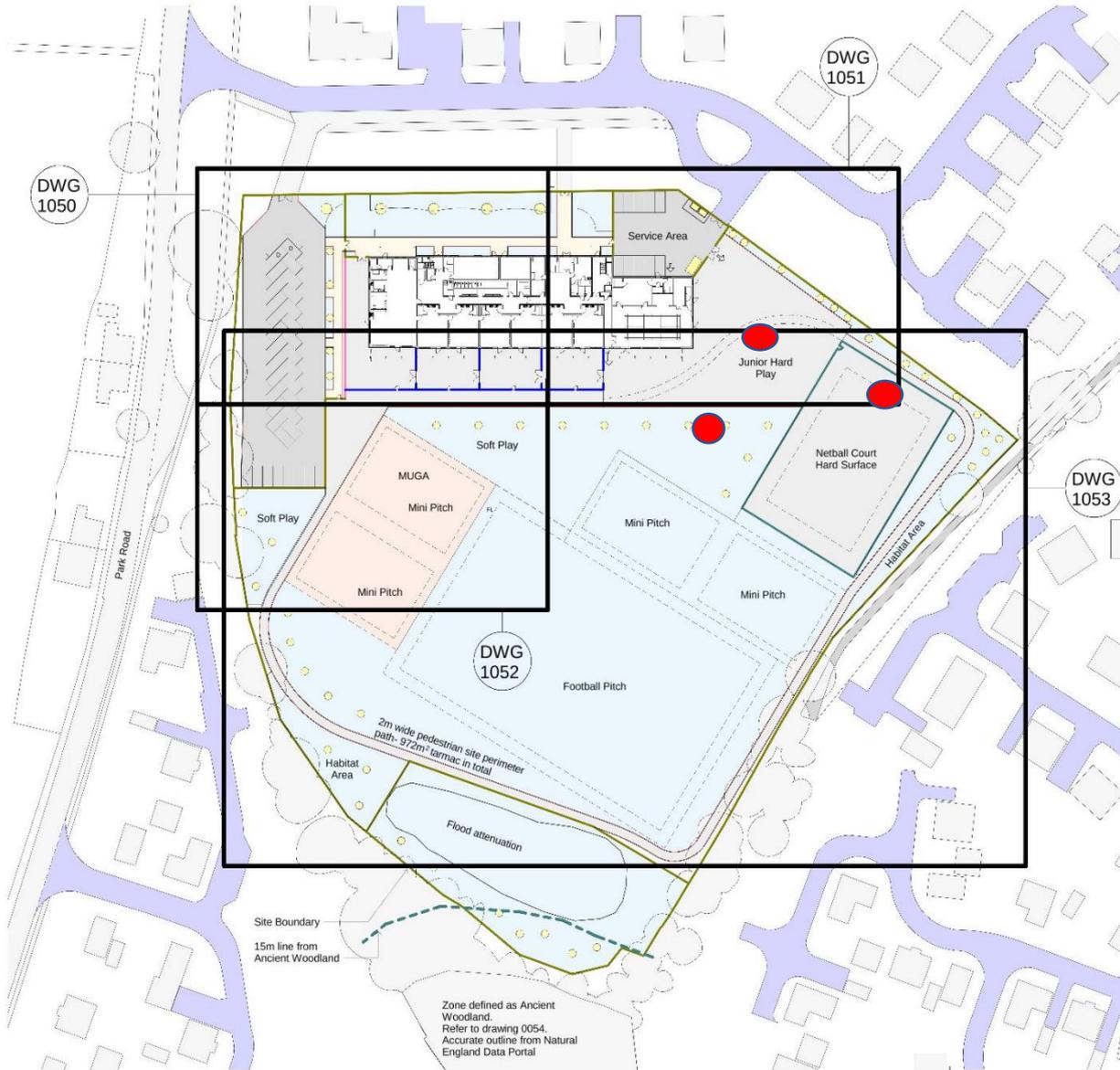
- All staff and contractors, agency, and other third-party organisations
- Children
- Parents/carers (at dropping off and picking up times).

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 map of the school showing any areas which are out of bounds to children, the position of staff when on duty outside plus other relevant information for each school.



Notes

	Paving Slabs
	Playground Surface Tarmacadam- Refer to Struct Eng Details
	Car Park Surface Tarmacadam- Refer to Struct Eng Details
	Refer to Landscape Drawings by UoA Landscape Design
	Finishes beyond Site Boundary by Bellway Homes
	MUGA All weather sports surface

	2.1m closeboard fence
	1.8m height security fence
	1.8m height fence to Netball area
	1.2m height fence

Rev	Date	Description	Drawn	Checked
A	11.10.18	First Issue	MT	RM
B	18.10.18	Finishes information added to key	MT	RM

Hailsham Primary School and Nursery
 Ext Works Key Site Plan
 Date: As indicated @ A1
 Dwg Ref: 4596-MBA-00-00-DR-A-1048-S2-B





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AIMS

Hailsham Community College Academy Trust is committed to provide, as far as is reasonably practicable, safe playground(s)/outdoor area(s) 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 Senior Leadership Team 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.
- 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 Safeguarding Team using the Parent/Carer referral sheet and email to Safeguarding@hccat.net
- Inform the school of any changes to the arrangements for the collection of their child.

Before school:

Children, which includes pupils and their siblings, are not allowed to play ball games, or use the playground equipment and must behave in a way that respects the adults and smaller children on the playground.

- The SLT staff go outside at 8.30am to upper/lower gate area/playground area. One duty staff stands at each gate to ensure no children leave the playground after their arrival and other duty staff stand on the playground.
- Other specific areas are open from 8.15am and staff are on duty

Parent/carers should also note that there will not be staff on duty before 8.30am 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 8.30am for access to school and will remain open until 8.45am. Any latecomers must report to the main school reception area.

The main top gates will remain closed between 8.30am and 8.45am at the start of the school day and between 3.00pm and 3.15pm at the end of the school day.

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; please refer to the School Visitor Flow Chart available on Czone.

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.

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 and sign a declaration sheet. 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 Senior Leadership Team 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/Subject 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.
- Once the bell has been rung, 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: See appendix map of where staff should be located which identifies any areas where direct supervision should be provided e.g. play equipment

- Must be in the playground from before break time starts and remain there until all the children are sent inside.
- Be vigilant always
- Not indulge in protracted conversation with other members of staff
- Deal with any incidents of behaviour and report them and manage appropriately
- Report any significant safeguarding incidents to the DSL/Deputy DSLs immediately via MyConcern

Lunchtimes

The Senior Leadership Team 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 Senior Leadership Team 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, they should identify any areas of where direct supervision should be provided if appropriate e.g. play equipment and other areas that out of bounds. In the event of an incident or unexpected occurrence, SLT will ensure additional support will be provided to assist in the situation. SLT can be communicated with via walkabout.

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 SLT
- Dealing with minor incidents and accidents following the health and safety policy.
- 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
- 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: See First Aid Risk Assessment

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.
- 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
- 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

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.

The vehicle gates will remain closed between 3.00pm and 3.15pm at the end of the school day.

Children, which includes pupils and their siblings, are not allowed to play ball games, or use the play equipment and must behave in a way that respects the adults and smaller children on the playground.