

SUPERVISION POLICY

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| **ACADEMIC YEAR** | **AUTHOR** | **ROLE** | **DATE OF NEXT REVIEW** |
| 2020-21 | Simon Hawthorne | Headteacher | September 2021 |

**INTRODUCTION**

This policy outlines the procedures for the proper supervision of pupils by staff at The Ropemakers’ Academy both in school and on visits so that they are available to and understood by all members of staff. EYFS pupils require additional supervision and protection, both on site and during visits.

All members of the teaching staff should understand the school's expectations of the appropriate levels of pupil supervision.

**GENERAL SUPERVISION**

Pupils may arrive at school from 8.15am and are expected to leave the site by 2.30pm.

Pupils are not allowed on site without supervision. At least two appropriately qualified members of staff are always present on duty to supervise pupils on school premises outside of normal school hours.

Members of staff are rostered for duty during break and lunchtime. Pupils are able to call on a member of staff at any time if necessary.

**ARRIVAL AND DEPARTURE**

The majority of our pupils will arrive at school via pre-arranged taxi or approved Local Authority transport. However, parents remain responsible for ensuring that pupils travel safely to and from school, whether by local authority transport, car, cycle, foot or other transport. Prior permission must be sought from the school if a pupil is not to be accompanied by an appropriate adult. The school will of course work with parents and the East Sussex transport team to ensure a joined up approach to pupil supervision around these activities.

**REGISTRATION**

Pupils are registered at the start of the morning and afternoon sessions. Parents are responsible for notifying the school of absence for any reason. The school will always contact parents if a pupil fails to arrive at school without an explanation or if an un-notified absence is requested by a pupil. Parents are informed that a note, verbal message or telephone call is necessary to validate their child’s absence.

Any pupil who arrives at school late or after registration has closed, must go directly to the school office to be signed in and registered.

In addition to registration, pupils will only be released from school supervision into the care of a parent or other previously notified responsible adult, such as a transport driver.

**SUPERVISION BEFORE SCHOOL**

All parents are made aware of the starting time of the school day and that arrangements for supervision of pupils cannot be made earlier than 8.15am, at which time all teaching support staff will be present at the school entrance prior to the commencement of the morning session at 8.45am. Up until this time, unless by prior arrangement with the Headteacher, parents are responsible for their children. A member of staff is also on duty at the main gate to ensure that no pupils go out of the gates, once they have entered the school site.

Pupils will arrive at the main entrance and will be escorted to their class and into the supervision of their teacher by one of their class teaching assistants. The teaching assistant will then return to the entrance to collect the next pupil until all pupils are in class.

Pupils will be able to go into class from 8.15am where they will be able to access breakfast until formal lessons begin at 8.45am.

**DISMISSAL AT END OF SCHOOL DAY**

All of our pupils will be escorted by the class teaching support staff individually to the main exit point of the school where they will be handed over to the supervision of the designated adult. The school office will notify class staff when each child’s appropriate adult has arrived. The other pupils will remain under the supervision of the class teacher until they are escorted to the school exit.

School rules still apply to children waiting with their parent or carer in the playground or walking through the school car park.

If a child is to be collected by anyone other than his or her parent/carer the school office or the child’s form teacher must be informed either by email or in person.

If an adult who is not expected arrives to collect a child they will not be released until permission has been obtained from the child’s parent.

In an emergency, a parent/carer may telephone the school office. A member of the office staff will inform the teacher immediately so that appropriate steps may be taken to ensure that the child is suitably supervised. (details below)

**SUPERVISION AFTER SCHOOL**

If parents have notified school / after school club that they are going to be late, delayed, or in an emergency / unforeseen situation, children will be supervised appropriately by staff in school until the parent or another permitted adult collects the child. This is the responsibility of the DSL to coordinate.

If there is no contact from any parents or nominated carers after an hour the school will apply the procedures for uncollected children. This could involve calling into East Sussex Childrens’ Social Services for further advice.

Children are not permitted to leave with anyone below the age of 16, or a person who is believed to be under the influence of alcohol or drugs or who presents unwanted behaviour towards any member of staff.

**SUPERVISION OF MOVEMENT AROUND SCHOOL & LESSONS**

No pupil should ever be left unsupervised for any reason. In the case of pupils’ excused from normal lessons for a specific reason, adequate supervision within available staffing resources needs to be provided. This is the responsibility of the class teacher and adult organising the activity that requires the pupils leaving the lesson.

All pupils will be supervised when transitioning around the school building, regardless of the reasons. Teaching staff must ensure that pupils move throughout the school in an appropriate manner.

Pupils should not use the internet unsupervised and staff must refer to the school’s E-Safety policy.

When staff are moving pupils to an outdoor space, they must ensure that they work as a class team to ensure that children are suitably supervised and escorted through relevant entry and exit points, for example playground gates.

**SUPERVISION AT BREAK TIMES**

Adequate supervision will be provided both indoors and outdoors through school break times. All staff are rostered for indoor and outdoor break duties and must inform a senior leader if they are not available to carry out their duty, so that cover can be arranged. Class staff are expected to supervise children through transition in and out of break times.

Pupils should never be left in classrooms or other areas in school at break times without a member of staff being present to supervise them. If a child has to stay indoors for a medical reason, the pupil should be escorted to the school office for supervision purposes.

**MIDDAY / LUNCHTIME SUPERVISION**

Pupils at The Ropemakers’ Academy take lunch in their classrooms with their classmates, class teachers and support staff.

Supervisory staff are responsible for pupils outside on the playground areas. Pupils must request permission and escort from a member of the supervisory staff to go inside school and /or use the toilets.

The supervisory staff will initially deal with any incidents. The Headteacher will be informed by the supervising staff or a colleague about any incidents of a serious nature, or where further action may be necessary. Incidents are expected to be logged in accordance with the school Behaviour Policy.

**EDUCATIONAL VISITS**

The supervision of pupils during educational visits and trips out of schools is always in accordance with prescribed staff/student ratios. Risk and safety assessments are completed for all such visits and trips. Please refer to the school’s Educational Visits policy for further guidance.

**AREAS PROHIBITED TO PUPILS**

Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities. Pupils do not have access to the maintenance, catering and caretaking and other storage areas around the school. Clear signs are displayed to show that children should not enter them.

**PUPIL RESPONSIBILITIES**

Staff should continually reinforce the school rules and explain what is expected of children in and out of school and on off site visits and how to deal with any problems that may occur, in order to keep them safe. It is important to continuously explain to pupils that all supervision and transition support is about their care and ensuring they are safe at all times.

**REPORTING INCIDENTS**

If a serious incident occurs, including any aspect of supervision or transition, it is important that an account of the incident should be written up. Parents will be informed by telephone of serious incidents, accidents and any head injuries. They will also be provided with a copy of the accident form and any other relevant details such as any medication given where necessary. As per our First Aid policy, any incident involving a head injury will be followed up with a letter, and a phone call home will be made at the time of the incident where required.

Any accidents that occur through faulty equipment or apparatus must result in that apparatus or equipment being withdrawn immediately until it is replaced or repaired and the Headteacher informed.

**FIRST AID SUPPORT**

A number of members of the teaching staff and non-teaching staff are trained and qualified as first aiders. The names of first aiders are provided to staff and in first aid notices displayed around the school. We will ensure that there are always First Aid trained staff present during break times and lunchtime play.

A qualified paediatric first aider is always on duty whilst EYFS children are in school.

First aid boxes are located in the school office. These are regularly checked and replenished.

Parents must provide written notification to the school of pupil illnesses or conditions that require supervised use of medication in school or which, for reasons for safety, need to be notified to staff coming into teaching or supervisory contact with any such pupil. Any medicines or treatments brought to school must be placed in a secure area in the school office. Further information can be found in the First Aid policy.

**EYFS RATIOS**

The requirements for staff: child ratios of the EYFS statutory framework vary according to the age of the children in any particular setting.

However, our school operates on a basis that all classes will contain no more than eight children will be in any class at any time, ordinarily supported by a teacher and two teaching support staff, which more than adequately complies with the required ratios of adults to children in the EYFS.

There is no guidance within the EYFS framework for ratio and qualification requirements for schools during lunchtimes and break times. However, under the Health and Safety at Work Act, the statutory responsibility for the health and safety of children within a school rests with the employer of the staff at the school. As part of this duty of care we undertake a risk assessment for lunch times and break times to assess the level of supervision that is required. This risk assessment takes into account the specific needs of children in the EYFS, particularly when they are alongside children from an older age range. A qualified teacher is on duty during break times and at lunchtimes, alongside other appropriately qualified welfare staff.