



a revolutionary response to school

## **Pupil Supervision Policy**

To be read in conjunction with:

- Safeguarding and Child Protection Policy
- Behaviour Management Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Health and Safety Policy
- Supporting Students with Medical Needs Policy
- Anti-Bullying Policy
- Off-Site Activities and Educational Visits Policy
- Risk Assessment Policy & Procedures
- Risk Assessments
- Accessibility Plan
- Staff Code of Conduct
- Statutory Framework of the Early Years Foundation Stage 2017
- Independent School Standards 2019.

### **Aims:**

- To provide a duty of care to our pupils
- To ensure our pupils are kept safe at all times

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

### **Legal Obligations**

The head of school has specific obligations to ensure, as far as is practicable, a safe place of work and study is established for all members of the school community. All staff are required to ensure that the supervision of pupils throughout the school day is effective 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 of school 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.

## **Supervision Before School**

Whilst the school day for Class 1 and above starts at 8:30am, and for EYFS (Reception) starts at 9am, parents can drop their children at school from 08:15 onwards. Therefore, the school's responsibility begins at 08.15a.m and staff are on duty from 08:15am. The school will inform all parents of the starting time of the school day and indicate that no arrangements are made for the supervision of the children earlier than 8.15am.

A member of staff will be on duty in the front car park as of 8:15am to greet pupils and their parents as they arrive. Parents are directed to bring their children into the building via the Pupil Entrance. Upon entry via the Pupil Entrance, pupils will be permitted into a designated classroom or central Piazza, and the playground in fair weather. Supervision of these area will be managed on a rota basis with 1x staff member on front car park duty, 2x staff on designated classroom/piazza duty, and 1x staff member on playground duty.

## **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 pupils are absent from school without notification. This will be flagged up when the registers are taken by teaching staff. Parents are asked to contact school, early in the morning and before 8:30am, if their child is unable to attend school.

### **Leaving the school site:**

Pupils will not be allowed to leave the school unless accompanied by a parent, guardian or other named adult. Pupils 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. Please refer to the Off-Site Activities and Educational Visits Policy for planned excursions.

### **Errands:**

Pupils 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. Neither should pupils be put outside of a classroom (either as a punishment or to calm down away from other members of the class), or otherwise be left unaccompanied and without supervision.

### **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. If First Aid is required the first aider will come to the pupil who is in need and escorted to the First Floor Medical room (F11a) or Ground Floor Treatment Room (G07) as required. Likewise, if a pupil requires medication in treatment of a condition, i.e. their asthma inhaler, it will either be accessible to them or brought to them when required. Pupils will never be sent off alone to seek out first aid assistance or to retrieve their medication by themselves. Should a pupil need first aid treatment in either the Medical Room or Treatment Room they will be supervised by the First Aider. If a pupil needs to remain in the Medical Room for an extended period, for example to await collection by their parents, they will be supervised by a member of staff to monitor their condition. Should their condition worsen then

a First Aider should be called or medical treatment arranged as required, i.e. calling for an ambulance if required.

### **Emergency:**

In an emergency teaching staff will supervise the evacuation of their class from the building and out to the emergency assembly point. No class of pupils should be left unsupervised for any reason. All staff will be contactable via CB radios. Class Registers are taken out by office staff and register taken at assembly point.

### **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. When pupils are working independently or in self-directed learning, they will use the 'Where Am I?' board in Class 1 and 2 classrooms. All classrooms are inter-linked, and doors will be left open so all teaching staff can adequately supervise the students in the Library and STEAM Lab. Pupils in classrooms with any specialist equipment or tools, e.g. the Atelier, STEAM Lab, DT Lab will be supervised by teaching staff qualified and experienced to safely supervise the activity taking place, i.e. working with tools. When not in supervised use, tools and any specialist equipment, such as chemicals, will be secured in locked cupboards or locked rooms only accessible to staff.

Reception class will be supervised at all times at a ratio of no more than 1:8. Reception Staff will supervise any activities in the Library, Atelier, STEAM Lab and DT Lab. Class 2 will have a staff/student ratio of 1:15 or 1:20, Class 1 will have a staff/student ratio of Year 1-3, 1:6 and Year 4-6, 1:10 or 1:15 as per DFE Guidance on Health and Safety: responsibilities and duties for schools (2018).

### **Visitors:**

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 by politely asking why they are 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 during Break Times:**

- All classes have a 20 minute break in the morning. Pupils in the playground will be supervised by a single member of staff on a rota basis
- Staff will have a 20 minute comfort break in the morning, unless they are covering pupil break time supervision duty.
- There must be adequate supervision both indoors (when wet breaks) and outdoors throughout school break and lunch times.
- Part of the induction of new staff will include explanation of supervisory responsibilities.
- 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 the boot room and other congested areas.
- 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.

### **Wet Break Times:**

- All children will stay in the designated classrooms at the time of their normal break-time and play games, talk to friends, carry on with their own learning or projects, etc.
- A staff member will supervise each classroom or set of adjoining classrooms.

**Lunchtime:**

It is expected that all staff will have their lunch in the Piazza with the pupils. Staff are reminded that the school is a nut-free school and not to bring nuts in their own lunches. There will be a lunchtime duty rota for supervision of outside areas after pupils have finished their lunch. Staff will be responsible for supervision of the lunch queue and dining room. Staff need to ensure that pupil behaviour is appropriate and orderly. Pastoral care and health and safety issues regarding incidents need to be followed up.

**Lunchtime Supervision:**

The legal duty of care over pupils 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 staff who are on lunchtime duty.
- 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 i.e. receive a restriction of lunchtime privileges.

**Supervision after School:**

Teachers should be satisfied that children have left the school site appropriately at the end of the school day, being; 3pm for EYFS (Reception), 4.15pm for all other classes, 4:30 for those leaving on the school transport service, or no later than 6pm for pupils enrolled by prior arrangement in the after school club. Any child left at school at the end of the school day who is not enrolled by prior arrangement for departure on the school transport service or in after school club is the responsibility of the parents. If parents neglect to make provision for their child's safe return home, the school would contact the parents, register and note the concerns. If this happened repeatedly or frequently for an individual pupil it may indicate a safeguarding concern.

Parents should be given notice of children who will be late returning to school at the end of the school day through participation in offsite activities, i.e. late return back to school following WILD Friday off-site excursion. Parents should be given adequate notice of any changes to arrangements such as cancellations of any school clubs and/or 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 in the waiting area of the School Office until the agreed time of collection, and until the school closes at 6.00PM.

**Supervision during transportation**

Whenever possible transportation of pupils will be undertaken in the school mini bus fleet with two members of staff present, or one member of staff and other responsible adult, i.e. parent volunteer.

For logistical reasons it may be necessary on occasion for pupils to be transported in staff cars. If this becomes necessary it should only be undertaken with; the express permission of the head of school, where parental consent has been obtained, and by members of staff who have the appropriate car insurance cover in place.

During transportation, all pupils must be seated and wearing seatbelts, or other age specific child seat that may be required, for the duration of the journey. Disruptive behaviour particularly that which is or could be distracting to the driver should be addressed immediately.

**School Transport Service**

The school daily transportation service operates between the designated pickup/drop off location in Broadbridge Heath and the school (approximate journey time of 20mins). Pupils waiting at the

designated pickup/drop off location remain the responsibility of their parents and become the responsibility of the school upon entering the vehicle.

The minibuses are numbered Bus 1 and Bus 2 and pupils enrolled in the service are allocated to a particular bus. When all the pupils allocated to a particular minibus have arrived and are seated the bus should commence its journey to the school without delay.

#### **AM - Pick Up**

Parents should wait with their child until the minibus arrives and should supervise their child onto the vehicle. Parents who arrive late to the designated pickup/drop off location and after the minibus has departed are responsible for transporting their child to school.

#### **PM - Drop off**

Parents should be at the designated pickup/drop off point to collect their child. Pupils remain the responsibility of the school until they are collected by their parents, or an authorised representative of their parents. Therefore, pupils should not alight the vehicle until their parents or parent's representative collects them directly from the vehicle. Staff should not leave a pupil at the designated pickup/drop off location to wait for their parent alone. If the child is of an age and ability to make their own way home from the designated pickup/ drop off location, then parents should notify the school in writing that that this is the case.

#### **Arrival at the School**

Upon arrival at the school the minibuses will stop in their designated area within the school staff car park, which is away from the car park entrance and exit, and has been selected to keep pupils alighting the minibus away from the rest of the car park and any other vehicles that may be arriving or departing at the time, and to keep the minibuses away from any pedestrians, i.e. other pupils being walked into the pupil entrance by their parents.

Pupils should not be allowed to alight the minibus directly outside the pupil entrance.

Staff are reminded that all vehicles in the school staff car park should be travelling at no faster than '5mph – DEAD SLOW'. Particular care and attention should be given when approaching the designated area to any staff or pupils who may be using the bicycle racks adjacent to the designated area.

Upon arrival and alighting the minibus pupils should make their way directly into the school via the pupil entrance. Pupils should be supervised by the staff members in charge of the minibus when walking the short distance from the minibus designated area to the pupil entrance. Pupils should not be permitted to dawdle in the designated area to wait for their friends, etc.

In the event both Mini Bus 1 and Mini Bus 2 arrive at the school together, both buses should pull into the designated area and come to a stop before pupils of either bus are allowed to alight.

In the event one mini bus arrives whilst pupils from the first are still alighting and making their way from the designated area to the student entrance, all pupils from the first must be clear of the area before the second bus pulls in.

#### **Departure from the School**

As with AM – Pick up, pupils enrolled in the service are allocated to a particular bus. Pupils should congregate in the Lower Piazza and be supervised by the staff members who are running the transport service that day. When all pupils for both buses are assembled the staff members should take them through the secure pupil entrance gate and directly to the designated area.

Unlike with AM – Pick up, both buses should have all their allocated pupils before either leaves. This is to avoid the risk of accident or injury by the bus that is leaving to those pupils still making their way to the designated area.

## **Supervision of Special Activities**

### **Physical Education:**

This will be managed and risk assessed by K2 Leisure Centre and South Coast Sports who will be delivering the Sports requirement at Atelier 21. Please refer to the Off-Site Activities Policy for further guidance.

For Reception Class, 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 and whether sporting exercise/advice is being given appropriately.

Swimming Pools - Students must be supervised at all times while using a swimming pool (including by a school, privately or by the municipal council).

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

Of all circumstances this is the one which carries the greatest risk. In a teaching and learning environment 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:

- Calling a child to an office for disciplinary or administrative reasons.
- Visiting the pupil toilets as part of a duty responsibility.
- Administering First Aid to a pupil

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 their working environment and informing others of their 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 Lead Teacher, as appropriate. In addition, there are circumstances where individual children may give cause for concern; they may have special physical and/or educational needs, be distressed or perhaps aggressive. 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.

### **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 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 and avoid entering changing rooms where pupils of the opposite gender are getting changed, unless in an emergency.
- Avoid remaining in the room unless pupil needs require it, i.e. in accordance with a 1:1 support plan.

For the majority of sports activities pupils will get changed in the school changing rooms prior to start of the session. Boys and girls will be allocated separate changing times to use the ground floor Student Changing room (G09).

For swimming classes pupils will get changed at the K2 Leisure Centre changing and shower facilities. Staff will be present in the changing rooms at K2 to supervise pupil behaviour whilst using the facilities, whilst being must be mindful to give pupils sufficient privacy whilst getting changed.

## **Physical Education**

Attention must be paid to the:

- Condition of the floor.
- Suitability of pupil's clothing.
- Whether the exercises and activities are within the capability of the children.

Please follow the procedures listed below:

- Staff should wear appropriate clothing.
- Children should not be allowed to wear watches or jewellery.
- 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 K2 Swimming Pool or Sports Hall before the start of a PE lesson without direct supervision.
- Children should not be handling PE equipment without direct supervision.

Children not taking part in games or PE remain the responsibility of the teacher taking the lesson. 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.

## **Arts 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 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 scissors and craft knives should be accounted for at the end of the activity and stored in either a locked cupboard or locked room.
- Teachers should make sure that children know how to use any tools correctly.
- Teachers should ensure that there is an appropriate level of supervision if using glue guns.
- Children should be supervised directly when handling glass objects.

## Workshops

Staff should take particular care when supervising pupils in the less formal atmosphere of a workshop and to ensure that adequate supervision, as per the policy stated above, is fully considered.

### Cover Lessons

Introduction: The term 'cover' refers to any occasion when the teacher normally responsible for teaching a particular class is absent from the classroom during the time they have been timetabled to teach.

Any system of 'cover' must ensure that the learning of the pupils does not suffer from the absence of the normal teacher.

Therefore:

- It is the responsibility of all teachers to set appropriate work for the pupils;
- It is the responsibility of the Lead Teacher to ensure that each class has work and the necessary resources to complete that work;
- It is the responsibility of the 'cover supervisor/cover teacher' to assist the pupils' learning during that lesson.

### Expectations of Cover Lessons

The 'Usual Class Teacher' will:

- Set work that is appropriate for the class
- Ensure work is differentiated and includes appropriate extension tasks;
- Ensure that there is a range of activities and sufficient work for the entire lesson;
- Ensure that resources are available and it is clear where they are available;
- Leave all work in a wallet / file on the desk of the usual teaching room;
- Ensure that the prepared work is in place at the end of the day prior to the absence;
- Provide a register.

The 'Cover Staff' will:

- Ensure that pupils understand the requirements of the work;
- Ensure that pupils are engaged purposefully – supporting / directing, as appropriate;
- Ensure that a register is taken;
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment;

- Ensure that school policies regarding behaviour management are followed;
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Liaise with the class teacher, lead teacher or head of school where issues arise, e.g. unsatisfactory behaviour/unsatisfactory cover work.

Cover Staff are reminded that all staff irrespective of their level of responsibility for delivering teaching content 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.

### **Trips to Broadfield Park**

Please refer to the Off-Site Activities and Educational Visits Policy.

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