

## Supervision Policy March 2018

**Reviewed by:** Nicola Conlin, Sarah Fox, Beate Guertler-Green

**Reviewed:** March 2019 [this policy has been identified for further review]

**Next review:** August 2019

**Related Policies:** Safeguarding & Child Protection Policy, Missing Child Policy, Late Collection Policy, Travelling To and From School Independently Policy, Positive Playground Behaviour Policy and Procedure, Positive Behaviour Policy

### Endorsement

Full endorsement is given to this policy by:

**Name:** Claudia Goodbrand

**Position:** Cambridge Steiner School Trustee

**Signed:** 

**Date:** March 2019

### PURPOSE

The purpose of a policy on the Supervision of Children is to provide a common understanding of all the issues involved; and also a continuity of practice throughout the school, which will help safeguard the welfare of both children and staff. A policy on supervision should also have benefits related to discipline. Children can only accept greater responsibility for their actions if they are aware of the parameters for action. We must be careful to ensure that the responsibilities we give them are within their capabilities to accept and not put them or others at risk by being unrealistic in our expectations.

### SUMMARY

- The school takes responsibility for children from 08.15am. From that time all teachers must be in their classrooms ready to receive their class.
- It is the task of the teachers on duty to supervise the children with due regard to the rules relating to break-time and playground behaviour.
- A class teacher's prime responsibility is to be with the class or group being taught at all times. Children in class should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is rarely a necessity to leave the class.
- Children require a break from work and unless there is good reason they should be encouraged to take their breaks outside.
- The responsibility for the quality and quantity of supervision at lunchtime rests with the School Coordination Team.

- After school finishes children are expected to go straight home unless they attend an after school club. Children are not allowed to play in the playground or garden after school. Children of staff should not be unsupervised at any time after or before school.
- Children who have not been collected after school (by 3:15pm) should be taken to the Reception area. The parents will then be contacted.
- Children should never wait outside for lifts or taxis. They should be collected from the Reception area.
- Children must never be allowed to leave the school grounds at any time without parental and/or their Class Teachers permission.

## **ROLES AND RESPONSIBILITIES**

This policy applies to:

- All staff and volunteers
- Pupils
- Parents/Carers (at dropping off and picking up times).

## **ARRANGEMENTS FOR MONITORING AND EVALUATION**

The Lower School Coordinator will have a termly meeting with the Compliance Coordinator and Resources Coordinator to review the Accident/Incident forms and ascertain whether there are recurring accidents which could be resolved through Premises Management. Playground incidents are a set agenda item for the Lower School weekly meetings. The School Coordination Team will regularly monitor all Incident/Accident forms, paying particular attention to major incidents/ recurring patterns.

## **KINDERGARTEN**

- The safety and welfare of all children is paramount, therefore the teachers and all staff have a duty of supervision for the entire time the children are in their care.
- Ratios for supervision of children adhere to the statutory requirements: 1:4 for children under 3; 1:8 for children over 3 years.
- Children are expected to arrive between 8.15-8.30am. The teacher will greet the children at the door and only after a handover from the parent/carer of the child to the teacher may the child enter the kindergarten room.
- Parents/carers must not leave the children on their own in the cloak room.
- A greater awareness of supervision must be given at transition times: kindergarten- cloak room; kindergarten- garden; transition to pick-up time at 1pm into parent& child room and at times of use of the toilet (risk assessments must be in place)

- Teachers are expected to fill the register between 8.15 and 8.45am and make all staff aware of the daily numbers of children (morning and afternoon provision). A routinely check should be done at all transition times and during prolonged outdoor times.
- During outings/ village walks and woodland days teachers have a heightened responsibility for supervision and must always follow procedures and risk assessments. This means counting children after drop off, regularly during the outdoor time and before entering the bus on return and transition into school.
- Visitors must never be left unsupervised with the children
- On woodland days, if any registered children are not arriving for unknown reasons, the teacher will phone school and check with the receptionist.
- If despite all prevention measures a child gets lost outdoors or indoors the teachers must immediately follow the 'Lost child' policy and procedures

### **BEFORE SCHOOL**

- The school takes responsibility for children from 08.15am. From that time all teachers must be in their classrooms ready to receive their class.
- Children are expected to arrive for school between 8.15am and 8.25am. Parents have access to the school between 8.15am and 8.45am, via Reception, for dropping their children off in their classrooms. Any latecomers, arriving after 8.45am, will need to sign their child in at Reception.

### **MORNING AND LUNCH BREAKS**

- The responsibility for the quality and quantity of supervision at morning and lunch break rests with the School Coordination Team.
- There will be a minimum of two adults on supervision duty outside during morning and lunch breaks.
- The morning and lunch break supervisors have the responsibility for monitoring and reporting upon behaviour and are expected to maintain acceptable standards of behaviour that recognise the rights of children.
- The morning and lunch break supervisors are the first point of reference for children with problems or injuries.
- The standards and routines expected during morning and lunchtime play must be identical to those at any other time. It is essential that children are encouraged to have the same respect and responses for lunchtime supervisors as they do for their class teacher.
- Children require a break from work and unless there is good reason they should be encouraged to take their breaks outside.
- The adults will supervise all areas of the playground ensuring that less visible areas and are regularly supervised.
- Children must always ask the duty staff if they wish to return inside to use the toilet.
- The adults will ring the bell to signal that it is time for the children to line up.
- The duty staff will supervise the children lining up and will ensure that all classes are collected by their teacher. Whichever teacher has the lesson after morning or lunch break are responsible for collecting the class. Teachers must ensure they arrive in good time for this transition.
- If the Lower School Coordinator/Deputy designates the break as an indoor break due to bad weather, then the duty staff will supervise the children in the school hall and 1 designated classroom. Class teachers may choose to allow children to remain in their own classroom; the class teacher takes on responsibility for the supervision for those particular children. Children may not move between rooms during indoor break.

- It is essential that duty staff be on duty promptly. The task of being on duty takes precedence over all other activities. If it is not possible for a member of staff to be on duty due to unforeseen circumstance, then the Lower School Coordinator / Deputy must be informed immediately so that another teacher can be asked to cover.
- If an accident or injury occurs that requires being logged, then it is the responsibility of the First Aider who dealt with the incident to record the injury in on an accident/incident form and on the provided format for the child to take home.
- If a teacher knows that he / she will not be in school on the day of their duty, then it is that teacher's responsibility to arrange for another colleague to take the duty instead. If this is not possible, then the Lower School Coordinator / Deputy should be informed.

## **INSIDE SUPERVISION**

- Teachers should be in the classroom to receive the children at the beginning of each lesson. During lesson transitions teachers should move directly from one classroom to the next. Teachers of the younger classes (1-3) should, when possible, wait for next teacher to arrive before then transitioning themselves.
- Children should never be left in school to carry out any activity, task or duty whilst unsupervised unless it has been approved by the Lower School Coordinator/Deputy.
- A class teacher's prime responsibility is to be with the class or group being taught at all times. Children in class should not be put in the position of being left unsupervised. Good preparation and classroom management should ensure that there is rarely a necessity to leave the class.
- Classes or groups are to stay with their teacher until the end of the lesson.
- There must be identifiable advantages for the learning process to justify children working outside the classroom.
- In the rare event that it is necessary for a teacher to leave their classroom, then the teacher of the nearest classroom should be informed to enable them to keep a watching brief.
- Teachers of the older classes (in particular Class 6-8) may, on occasion, entrust pupils to carry out a task without direct supervision; however, the teacher in charge at that time remains responsible for those pupils i.e. ensuring the task is completed in the estimated timescale/returning to check on pupils/ensuring pupils remain on task/informing another member of staff of the situation.

## **GAMES**

- Children who cannot take part in games activities can join their group as an observer. If this is not appropriate then children must be designated a class or person and must report to that teacher with some work to do. (e.g. class 5/6 to class 7/8 and class 4 to class 3). They must stay with that class/person until the end of that lesson.

- From class 6 onwards pupils travel to local sports facilities for their games lessons, where separate changing facilities are available.

## ACTIVITIES OFF-SITE

During all class trips/ activities off-site teachers have a heightened responsibility for supervision and must always follow procedures and risk assessments. This means appropriate teacher-pupil ratios must be maintained (minimum of 2 accompanying adults) and regular head counts taken.

## CHILDREN'S RESPONSIBILITIES AND DUTIES

- When allocating jobs / tasks to pupils, safety must be a prime consideration. It would not be appropriate for younger children to be involved with plugging in electrical apparatus into the mains unless they were directly supervised.
- Children doing jobs / tasks must be directly supervised by the teacher. Children should not be left in the classrooms during normal break times without class teacher supervision. Any other children performing tasks (i.e. paper recycling) are the direct responsibility of their class teacher.
- All children have a duty to leave the building promptly during break-time and should be aware that once they have left the building they should not return unless it is to go to the toilet.
- Children who are expected to stay in to finish work are the responsibility of the teacher requesting them to do so and they must be supervised.

## AFTER SCHOOL

- Children must say goodbye to their class teacher as they are collected from the classroom/cloakroom. Some children may make their own way home, please see Travelling To and From School Independently Policy
- Children who go to after school clubs should go to their clubs in an orderly manner.
- There must be good supervision of cloakrooms, stairs and corridors to ensure all children leave the school safely.
- Children should go straight home after school and not play in the playground.
- Children who have not been collected after school (by 3:15pm) should be taken to the Reception area. The parents will then be contacted.
- Children should never wait outside for lifts or taxis. They should be collected from the Reception area.

## AFTER SCHOOL CLUBS

Cambridge Steiner School after school clubs usually run from 3.15pm to 4.15/4.30. Parental permission must be given prior to any child attending a club. Clubs must be paid for at the start of the term. If a club is oversubscribed a waiting list is kept. If a child is feeling unwell, then a phone call to their Parent/Carer is made for the child to be collected ASAP.

A register is kept by the club deliverer and is taken at each session. Where a child is absent without an explanation, a phone call home is made so that the whereabouts of the child and their safety is established.

The adult responsible for the club ensures that all pupils are collected by the designated adult/carer or that alternative arrangements e.g. walking home, have been agreed. If it has not been agreed then the child waits until the member of staff has spoken to the parent concerned.

Cancelled session – In the event of a session being cancelled the school informs the parents as soon as possible. Where practical the school contacts Parents/Carers by phone.

Club numbers – Suitable ratios of adults to children are maintained by the adult responsible for the club. Any Parent/Carers supporting the delivery of a club have an up to date DBS check.

Payment – Outside agencies providing After school activities will make clear the cost incurred before parents/carers agree to children attending the club. The school and outside agencies retain any payments received.

### **Safeguarding**

It is the school's responsibility to ensure third party providers are prepared to adopt the school's policy. Providers should contact the school's Designated Safeguarding Lead / Deputy in the event of a disclosure. All club leaders will have a current DBS certificate. The school will make clear to 3rd party providers what is expected of them in terms of a safe working practice with children and young people and record that they have done this. All club leaders are given a copy of the document "Guidance for Safer working Practice for Adults who work with Young People in Education Settings".

Insurance – All 3rd party providers offering activities provide a copy of their public liability insurance and their employer liability insurance if appropriate.

### **Club expectations**

All club leaders ensure that every term there is a reminder about: the procedures in case of a fire, rules for moving around the school building, arrangements for going to the toilet and expectations of behavior.

### **FIRST AID**

All outside agencies have an up to date first aid certificate. An up to date list of qualified First Aiders are displayed around the school. All off-site trips require a qualified first aider. An accident form will be completed for all accidents and any bumps to heads are clearly communicated on the form that must be signed by Parents/Carers.

These procedures are reviewed annually or more frequently if legislation determines.