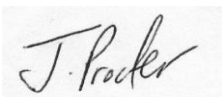




## East Hoathly School Pupil Supervision Policy

Review cycle	1 / 2 / 3 years	Date: January 2025
Approved by	Full Governing Body / Executive Headteacher	
Changes made in this review cycle	Updates to arrangements to the start of the school day.	
Linked policies	Behaviour Policy, Anti-bullying Policy, Safeguarding and Child Protection Policy, Health and Safety Policy, Supporting Children with Medical Conditions Policy, Educational Visits Policy	
Signed		Date: January 2025
Position	Executive Headteacher	
Date of next Review	January 2027	

## Supervision of Children Policy

### AIMS

East Hoathly Primary School 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'/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 Head of School/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/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 must behave in a way that respects the adults and smaller children on the school grounds.

- The duty staff open the gate at 8.40am. One duty staff member stands at the gate and a member of SLT stand at the side entrance gate.

Parent/carers should also note that there will not be staff on duty before 8.40 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 8.40 for access to school and will remain open until 8:50am. Any latecomers must report to the main school reception area.

The vehicle gates will remain closed during 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 electronically 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. 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 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 Lead MDSA / SLT 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 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, the class teacher will make the decision on whether the child should remain inside under the supervision of a member of staff, in line with the behaviour policy.

#### **Members of Staff on Supervisory Duty:**

- 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 safeguarding incidents to the DSL/Deputy DSLs immediately
- East Hoathly's MDSA's are first aid trained and should administer minor first aid on the playground using the mobile bag. If further first aid is required they should take the child to the First Aid Room with a supporting adult after ensuring the playground has adequate supervision.

#### **Lunchtimes**

The Lead MDSA and SLT 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. The Assistant Headteacher is responsible for the management, training and welfare of the supervisors in school, and reports daily to the Head of School. The playground will be supervised at lunchtime by staff wearing high vis jackets. 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 telephone.

#### **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; 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.

### 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 dealt with using the behaviour policy and reported to the class teacher.
- Record all accidents on Medical Tracker using the designated tablet 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.
- 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 external gates will be unlocked at 3.15pm. The class teachers will dismiss children from their class door to the playground and ensure that they are met and collected by an appropriate person unless they have permission to walk home.

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. Whiteboards by the classroom door are provided for notes on who is collecting children, if different to usual arrangements.

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 or be collected by another named person.

### COVID-19 Arrangements

If the school has an outbreak of Covid-19, it may be required for the school to introduce staggered starts, break times, lunch times and ends to our school day. 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 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 B** - A googleform is used to gather the collection arrangements for the children.

At East Hoathly School we regard the security and the safety of children and adults as a priority. Children will only be allowed to leave the school with a parent/carer or someone authorised by their parents/carers, unless they are permitted to walk home (provided you give permission). It is vital that collection details are clarified, and emergency contacts are correct, as we may need to contact you urgently. Please could you complete the attached form and return it to school as soon as possible.

We realise that there will always be days when your normal arrangements are not possible – we just ask that you ring into the school office as early as possible to inform us, so that we can let your class teacher know.

Please collect your child promptly. If you, or the person collecting your child, are going to be late please telephone to inform us. If you are late your child will be taken to the school office, this ensures that they are with an adult.

You may also note if there is anyone who you DO NOT want your child collected by. If you would like to discuss a difficult situation, please either speak to your child's class teacher or call the school to arrange an appointment with the headteacher.

Thank you for your support and we appreciate your patience in this.

Other arrangements (e.g. a person who you DO NOT wish to collect your child – **please provide further information/documentation**)

Print name (parent/carer)

Signed

Date