



**Barcombe      Hamsey      Plumpton**  
**Skylark Federation**

## **Supervision of Children Policy**

**Hamsey Primary School**

**Reviewed and approved by FGB: 23.09.21**  
**Review: Autumn 2022**

Signed .....Chair of Governors      Date .....

Signed .....Executive Head Teacher      Date .....

## **Hamsey community Primary School Supervision of Children Policy**

Approval Date	September 2021
Next Review	September 2022

### **AIMS**

Hamsey 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 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 headteacher/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 8.30 to the school playground. One duty staff stands at the black 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 8.40 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 8.30 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 black side gate will be opened at 8.30 for access to school and will remain open until 8.40. Any latecomers must report to the main school reception area. If there is heavy rain and/or cold children will be able to come straight into their classrooms.

### **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 the school office.

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.
- 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.
- 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
- **First aid is administered on the playground/school field with trained members of staff, If an ice pack is required children go to the school office. Staff will use radio's to contact the office so they are aware of who is coming.**
- **If any additional support is required staff will contact a number of the SLT via radio.**

## 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 **Head of School** 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 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 **radio**. 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 **radio**.

## 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
- 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 can be administered on the playground by trained members of staff. First aid risk assessments (including ratio levels) have been undertaken. Staff administering medicine cannot be appropriately supervising children at the same time. Children may go to the school office for first aid.

## 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 **3.00pm**. The class teachers will escort the children to the doors 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.

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.

This whole section may need revising depending on each school's arrangements and phase.

## 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.

This whole section may need revising depending on each school's arrangements and phase.

## COVID-19 Arrangements

The COVID-19 pandemic has necessitated 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/carers at all other times other than those stated in this policy.

#### **Relationship to other policies (adjust policy names appropriately)**

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 B** - A letter which is used to gather the collection arrangements for the children.

Dear parents/carers,

At **Hamsey Primary 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 in years 5 and 6 when they can 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 reception 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 wait in the school library 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.

Yours sincerely,

Designated safeguarding lead

.....  
Child's name:

Class:\_\_\_\_\_

The person who will normally pick up my child is:

Name	relationship
Tel: home	mobile

If each day is different please state or if they are attending an after-school club, please give details below:

Monday:

Name	relationship
Tel: home	mobile

Tuesday:

Name	relationship
Tel: home	mobile

Wednesday:

Name	relationship
Tel: home	mobile

Thursday:

Name	relationship
Tel: home	mobile

Friday:

Name	relationship
Tel: home	mobile

I give permission for my child to walk on their own: \_\_\_\_\_

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