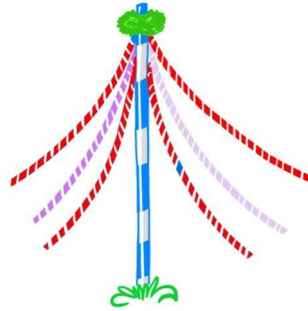


# Maypole School



## SUPERVISION OF PUPILS POLICY

September 2023

Drafted by:	John Herring	
Authorised by:	Adrienne Cherrywood	05 Sep 22
Publication Date:		05 Sep 22
Reviewed:	Adrienne Cherrywood	19 July 23
Next Review due:		01 Aug 24

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## 1. INTRODUCTION

Maypole School will provide a caring, positive, safe and stimulating environment, which promotes the social, physical, emotional and moral development of all pupils.

During the school day, teachers act 'in loco parentis', and are responsible for exercising a standard of care that would be expected by a caring and prudent parent. It is our policy to ensure that an appropriate balance exists between the meticulous supervision of children every moment that they are at school, and the desirable object of encouraging independence.

This policy is applicable to all pupils in the school. The school seeks to implement this policy through adherence to the procedures set out in the rest of this document.

## 2. AIMS

Maypole School is committed to ensuring pupils are safe and appropriately supervised at all times, both in school and during off-site visits. The school is committed to ensuring that:

- Pupil supervision and security always forms part of the risk assessment for any activity or visit.
- The supervision of pupils takes into account the age, maturity, needs and numbers of pupils, as well as the location and type of activities in which they are engaged.
- Staff ratios for supervision are within regulatory guidelines at all times, whether pupils are involved in school activities on the school premises, or attending educational visits offsite.
- Appropriate staffing ratios are in place which provide levels of staff supervision which are satisfactory in terms of numbers and staff competence, in view of the pupils and the situation.
- The special needs of the pupils concerned are met at all times, taking into consideration the nature and location of the different activities in which they are engaged, including both on-site and off- site visits.

## 3. SUPERVISION ON ARRIVAL TO SCHOOL

### Welcoming students

The vast majority of pupils will arrive to school by taxi. At Leigham Court, The front gate is opened at 8.50 a.m for the arrival of taxis and is manned by four staff members as the pupils arrive on site each day. At Sunbury, staff members will meet pupils' taxis in The Ridings and accompany the pupils onto the school site. The staff members will announce each pupil's arrival by radio, so that a key person will be at the door to greet the pupil and escort them to their classroom.

### Arrival timings

Pupils in Key Stage 3 will have an arrival time of 8.50a.m; Pupils in Key Stage 1 & 2 will have an arrival time of 9a.m.

### Breakfast supervision

Pupils will be offered breakfast on arrival, which they will eat with their staff team and other pupils in their class/nurture room. Once all pupils have arrived, the front gate is secured by 9.15a.m. All pupils will be in their classrooms by this point, and beginning the first lesson of the day.

## **Late arrivals**

Once the gates are closed, taxis/pupils arriving after this time will be met by the reception desk staff and the relevant staff member called to meet the pupil and bring them to their classroom.

## **4. SUPERVISION DURING THE DAY**

### **General guidance**

When supervising pupils in their care, staff will:

- follow the Health & Safety Policy and the medical (First Aid) Policy and procedures;
- have a high awareness of pupil well-being;
- ensure that the environment and any equipment being used is safe;
- be vigilant and active and ensure equal access, opportunity and inclusion for all pupils;
- intervene when necessary to avoid incidents;
- have high expectations for behaviour, with regard to the relevant policies on behaviour and anti-bullying;
- ensure pupils act in accordance with the school values;
- ensure pupils are where they should be at all times;
- and report any concerns or incidents to the Principal/Executive Headteacher as appropriate.

### **During lesson times**

There will almost always be more than one staff member in a classroom at a time. Pupils are usually in a class of up to five children. Children should be under supervision at all times during the school day. Teaching staff should not leave a class unsupervised at any time unless there is an extreme emergency. If for any reason staff need to leave the classroom for any length of time, another appropriate adult must be summoned to support the class first.

### **Moving between lessons**

Pupils will always be escorted when they move around the school between lessons and at other times during the school day. Pupils may be allowed to exercise some personal responsibility delivering a message elsewhere etc but each staff member has the responsibility to ensure the safety and good conduct of all children under their care at any particular time and should always be aware of the whereabouts of each child.

### **When a Pupil is unwell**

When a child is taken ill they should be taken to the First Aid Room where they will be seen by the Principal/Executive Headteacher, who will decide on the course of action to be taken (see First Aid Policy.)

Should it be necessary, the parent / carer will be contacted and a request made that the child is sent home. Parents/carers will be expected to collect their child from the school in the event of illness, where it has not been possible to rearrange their taxi (which may well be the case where the child shares a taxi with other pupils). In this instance a staff member will remain with the pupil whilst either the parent / carer arrives to collect them, or the taxi arrives to take them home. The School Office will mark this information accordingly in the register and the child will be signed out.

## **Supervision at break times**

Key Stages will have break and lunch at different times so that all pupils are not outside at the same time.

A rota for break time supervision will be drawn up, but generally, most staff will be outside playing with and supervising the pupils throughout the break time. A range of options will be available for the pupils including organised games and opportunities for free play.

Part of the induction of new staff includes an explanation of supervisory responsibilities and the importance of engaging with the pupils during unstructured times such as break and lunch times. All staff are reminded of their responsibilities at the start of each term. Staff should begin supervision promptly and should only leave under exceptional circumstances and be replaced immediately by another member of staff. It is often at unstructured lesson breaks that pupils are most at risk, or likely to become distracted or dysregulated, owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision.

A good level of supervision of all pupils outside lesson times is fundamental to our belief of our duty of care. Staff watch for the physical safety of the children in their care and also their emotional welfare, keeping a vigilant eye out for vulnerable children who could be exposed to bullying. The school site is enclosed and safe. In order to provide appropriate supervision at adequate levels of risk, assessments are undertaken, taking into account the geography of the site and the numbers of pupils playing in various areas at the same time. For all pupils, it is essential that the staff always have good lines of vision of the play areas they are responsible for, and that for the few areas that are not so easily visible, they have specific instructions to check these areas at all times.

The school site is secure at all times by way of an electronic fob system.

## **Lunchtime play**

All pupils are expected to be out on the playground at break times unless given permission to the contrary by a member of staff, or unless they are still eating their lunch. At lunchtime, all staff will eat their lunch with the pupils, and will then go out to the playground with the pupils. In the event of wet play, pupils will remain in their class or nurture room with the allocated staff. Following

lunch, pupils will continue to be supervised by the class staff team. If staff take a short break they must inform others and be available on radio and respond to support in the case of a behaviour incident. At the end of the break period, pupils will line up and return into school with their staff.

## **Playground supervision**

At the end of break times, pupils line up with their staff to return to the classroom. Staff do not leave the playground until all pupils have entered the building. All accidents are reported immediately to the school office. There must be adequate staff supervision on the playground at all times.

It is very important that staff are “spread out” and are keenly watching at all times. Lines of sight are important so that no child is in an area where they cannot be clearly seen. Staff are expected to play with or otherwise engage with the pupils during break times, and not just to be observers.

## **Wet weather play procedure**

The staff will decide whether outside conditions are too severe for pupils to be able to go outside. Wet weather breaks are supervised in the classrooms / nurture rooms, by the same staff who would have been supervising outdoor break times. Staff will engage in a variety of games and activities with the pupils during indoor breaks.

## **Supervising & participating in pupils’ mealtimes**

Staff support during mealtimes as they would during any other time of the school day. Pupils will be encouraged to make sensible choices and have a balanced plate of food. Pupils will be encouraged, as positively as possible, to eat healthily.

All pupils are offered a choice of a hot lunch or a sandwich option, daily; and menus are posted in advance. The school understands that eating and food choices can be very challenging for some of our pupils, and staff need to be mindful of this, so that pupils are not put under unnecessary stress during meal times.

All Staff will eat their lunch with the pupils, so that meal times are experienced as enjoyable, social times where communication skills can be developed. Lunch and break times are part of the pupils’ social and emotional development opportunities.

## **After lunch**

Once pupils have finished their meal, they empty any leftover food into the scraps bin and place cutlery and cup in the respective receptacles. They are then able to leave the class/nurture room and go outside to play.

Staff will discuss any concerns together at the end of the day during the debriefing meeting, with regards to the diet/any eating difficulties that are perceived, which will be discussed with parent/carers where appropriate.

## **At the end of the School Day**

At the end of the school day nominated staff will be in the playground, and when each pupil's taxi arrives they will radio the relevant staff, who will escort the pupil to the playground and into their taxi. Pupils who are travelling by public transport will be escorted off the premises, and where appropriate will be escorted to their bus stop / train station.

If any pupil refuses / is too distressed to be able to access their taxi, they will remain on the school premises and their parent/carers will be contacted to come to the school to collect their child. Staff are responsible for pupils until they are handed into their taxi or over to parents/carers at the end of the day.

## **Going home independently**

Permission for a pupil to leave the school site to travel home unaccompanied must be obtained in writing from the parent/carer. A covering letter should be on file stating clearly that this is a parental decision, and not the school's responsibility in the event of an accident. A pupil going home independently should be escorted to the school gates to ensure they have left safely.

## **5. SUPERVISION AT OTHER LOCATIONS**

### **Science room**

The science room must be kept locked at all times, and pupils must be fully supervised at all times. Chemicals and substances likely to cause harm are kept in locked store cupboards. COSHH regulations are displayed prominently. Apparatus and equipment must be properly maintained, secured and their safe use demonstrated. Masks and goggles are available and must be worn when appropriate (see Science policy).

### **Art room**

The Art room must be kept locked at all times, and pupils must be fully supervised at all times. Items such as scissors or scalpels must be accounted for at the end of each session (See Art policy). Details of how Off-Site activities will be supervised are in our separate Off-Site Educational Visits policy.

## **Supervision of Off-Site activities and School Trips / Visits**

Details of the requirements for the supervision and staff-pupil ratios for off-site visits are contained within the Off-Site Educational Visits policy. The organiser of the outing must ensure that there is sufficient adult supervision, to meet the staffing requirements identified in the risk assessment that will have taken place.

Risk Assessments are usually completed following a pre-visit by the group leader. They are handed in to be scrutinised, and signed off by the Principal/Executive Headteacher before the outing. There must be one allocated trip leader – who must set the pace for the visit and issue group instructions.

## **Visitor supervision during the School Day**

Admittance to the school during the day is via the main entrance gate. Visitors will be admitted and directed to reception, where they will sign in and wear a Visitors' Badge at all times. Once they have signed in, visitors are requested to sit and wait until the member of staff responsible for escorting them around the school arrives.

All staff should check that visitors do have Visitor Badges, and that they are escorted; and in the event of any strangers entering or being found on the premises, they must be escorted immediately to the School Office, and reported immediately to the Executive Head Teacher/Principal.

## **Missing Pupils**

If any pupil is discovered missing from where they should / are expected to be, either at the School or when off-site, then a search must be instigated immediately, and the Principal/Executive Headteacher must be contacted immediately.

## **Planned absences**

Parents / carers are responsible for ensuring that their pupil attends school regularly; and Parents / carers must contact the school office to register a pupil's absence.

If this does not happen then the school will contact parents/carers when children are absent from school without notification. For organised planned absence, for example for a medical appointment, a request for absence must be made in advance by the parent / carer, direct to the Principal/Head Teacher, in writing.

## **Leaving the school site**

Children are never allowed off site during school hours, unless there is clear evidence of a request, in writing (or email) from the parents or carer. Verbal requests for late unavoidable medical appointments are also acceptable. Parents/carers taking children from school must collect them from the school office.

## **6. LINKS TO OTHER POLICIES**

This document is available on the school website and on request from the school office, and should be read in conjunction with the following documents:

- Risk Assessment Policy
- Off-site Educational Visits Policy
- Positive Behaviour Policy
- Anti-bullying Policy