



# Stokes Wood Primary School

## Care and Supervision Policy

### **Aims:**

To maintain good order and discipline and safeguard the health and well-being of pupils  
To ensure that children are supervised within school grounds/buildings.  
To take all reasonable care of children when they are authorised to be on the school premises and when they are engaged in school authorised activities elsewhere  
To act in 'loco parentis', in a reasonable and common sense manner, giving children opportunities to develop responsibilities for self and others.

### **Implementation**

#### **Before School.**

On fine days the children should not come into school before 8:50 am. (This excludes those pupils who attend clubs, are Y5 or 6 pupils who can come into class at 8.30am, or who have made one off emergency arrangements.)

Class teachers ensure that they enter school at 8:50 am in an orderly manner, and that the cloakroom is left tidy. Children are supervised in cloakrooms.

With safety in mind, parents and taxis are requested not to send children to arrive before 8:40 am and not to bring their vehicles into the school grounds between 8.30 and 9.15pm. In exceptional circumstances and by prior arrangement taxis will be let onto the school grounds at these times ( those bring pupils to the DSP for example).

On wet or icy days the children may come into school, where supervision will be given by members of staff in class rooms or in reception.

Teachers should make it clear to children which activities are suitable for indoor play. Pupils should be aware of rules for indoor play.

#### **During lesson times**

Above all other considerations the safety of pupils must be an over-riding concern.

Children should be under supervision at all times during the school day but with opportunities to develop responsibility for themselves and others. All staff should use their professional judgement to decide when and for who this is appropriate.

For example from time to time it may be desirable that children are allowed to exercise some personal responsibility e.g. individual use of the library, delivering a message elsewhere, carrying out a survey or investigation.

Nevertheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child, even if this is at a distance for pupils with behavioural issues.

Teachers should not leave a class unsupervised or in the care of an unqualified helper at any time unless there is an extreme emergency.

If for any reason a teacher needs to leave the classroom for any length of time, the Head Teacher or another appropriate adult should be notified. Once again, professional judgement should be used to make the appropriate decision at the time.

### **Physical Education**

The same principles of care apply during physical education lessons as to other school activities. Please see the Physical Activity Policy, BALPE Health and Safety publication and our Health and Safety Policy. See also risk assessments for gym, hall, outdoors. All staff should read these annually and practise the advice given.

### **Playtimes**

It is often at unstructured lesson breaks that pupils are most at risk owing to their greater freedom of movement, wider choice of activity and generally less intense levels of supervision.

Year groups have their playtimes at different times and are supported by all staff in the year group with a rota for staff to obtain a drink and go to the bathroom.

All teachers should make sure that children leave the classroom at playtime and are not allowed to wander around school unattended.

Children should be encouraged to go to the toilet, wash their hands and go out to play suitably dressed for the weather. Children should remain on the playground or field in sight of the staff.

When children are using the field at playtime, one member of staff must be based on the field and one on the playground.

Any children remaining in the school building must be supervised by a TA or teacher.

Children who have a 1 to 1 adult are closely supervised according to their needs by an allocated adult.

### **Responsibilities of Teachers on Duty:**

To be present in the area for which they are responsible and only to leave that area in exceptional circumstances.

To patrol visibly the outdoors and supervise the cloakrooms when pupils go out and come in.

To observe pupils' activity to detect in so far as possible any individual or group action which might:

1. Be considered intimidating (bullying)
2. Give rise to injury
3. Cause damage

Enforce such rules as may apply to play areas.

To be aware of and take action regarding such individuals whose presence on school premises is not justified. In the event of an accident take appropriate action, referring any injuries to a first-aider and completing the appropriate forms.

Ensure that the appropriate signal, is given on time to indicate the end of break and that all children enter and return to class.

**Hot drinks may only be taken out of the staff room in the plastic tupper ware boxes or lidded thermos mugs to prevent spillages of hot liquid.**

**Wet Playtime:**

Staff in departments maintain a high level of supervision and release each other in turn for a break.

**Absence of teachers:**

In the event of the absence of a teacher, any supply teacher employed in their place will assume their duty. The teacher will ensure they are aware of their duties.

If no supply teacher is engaged at the time of an absent teacher's duty other members of staff will on a rota basis fill that duty.

Should a member of staff feel for any valid reason that they cannot complete a duty, staff member should organise cover or inform the Head Teacher who will sort out cover.

**Lunchtimes**

The Head Teacher, Deputy Head Teacher, or Assistant Head Teacher in her absence, are obliged to ensure there are satisfactory levels of supervision throughout the lunch break. See separate rotas.

In addition, the Learning Mentor, deputy head teacher, Assistant Head Teacher and Head teacher are on duty/call during lunchtime.

Staff must ensure that children are handed over to the Mid-day supervisors or staff working at lunchtime. Children who leave the school premises during lunchtime may only do so when either collected by a parent/carer. They must sign the 'children in/out on leaving and returning.

The main aspects of the Mid- day supervisor role or staff working at lunchtime are:  
Supervising pupils on the school site as required by the Head Teacher.

Dealing with minor incidents and accidents.

Organising activities for the pupils during breaks (both during good weather and 'wet breaks').

Overseeing pupils' care and welfare during the lunch break, in the playground and elsewhere on the school site

Undertaking training as required

**General Organisation**

Each member of the Midday Supervisory Team has a specific role to play within the general organisation and is given a schedule to follow; this should be kept to, so that all aspects of the children's care are provided for. The lunch break is divided into two, with staff supervising children while they are eating their lunch and afterwards when they are in the playground, but there is some overlap between these sections due to the staggered serving of lunches. Staff must ensure children are well cared for and there is always someone available in each area where children are present. There should always be at least 2 mid day supervisors outside when pupils are being taken in for lunch.

Any children who are unwell or who have lost the privilege of going out at playtime will be supervised by the head teacher, Assistant Head Teacher or learning mentor during the mid-morning or lunchbreak or if necessary by the office staff.

### **General duties**

Each member of the Mid-day Supervisory Team is responsible for: Supervising children eating their lunch: encouraging children to eat their food and have a drink, behave politely and respect others within the dining hall; assisting younger children with their meals where necessary and ensuring cutlery is used properly.

Managing the children's behaviour, including orderly queuing, where necessary.

Ensuring children do not run into the hall for their meal

Monitoring the playground, cloakrooms and classrooms to make sure pupils are not in unsupervised areas they should not be

Monitoring the use of the toilets to ensure they are being used appropriately.

Making sure all children respect themselves and each other, and dealing with any misdemeanours in accordance with the school's Good Behaviour Policy

Administering first aid for minor accidents and recording them.

Wet lunchtimes, may require some assistance from class teachers/TAs to organise activities at the beginning of play or help with safe organisation of the children.

Ensuring classrooms and the dining room are cleared up after use.

Organising and assisting with games and other activities (such as sports, skipping, etc)

Ensuring pupils use play apparatus, large and small appropriately and safely.

To report any damage to play apparatus.

Supervising the use of the astro turf.

Blowing a whistle at the end of lunch break and ensuring all children return to class.

Ensuring all playtime equipment is put away and stored securely and safely.

Supporting with supervision of the daily mile.

### **Guidelines**

General advice for supervisors: Try to move regularly from place to place.

Make sure you visit all areas of the school building/ playground/field for which you are responsible to check children are safe. Do not stand talking to other supervisors or spend a long time with one group of children – try to talk to and engage with as many children as possible so that they get to know you and you are aware of anything untoward.

Expect children to be polite and responsive – we work by the code of treating others as we would expect to be treated ourselves.

Avoid confrontation – always treat children with respect and have the expectation of being respected. Follow the Good Behaviour Policy when dealing with minor misbehaviour. Seek support with more serious behaviours, from teachers, deputy head or head teacher or learning mentor.

### **After School (More detailed procedures are available to all staff as part of Safeguarding training on the Leaving School Procedures document)**

The class teacher should ensure that all children are collected by parents/carers or authorised adults, unless written permission for Y5 and Y6 children has been given to walk home unaccompanied. Certain pupils with behaviour issues may be collected from reception.

No child is left unattended at the end of the day. If uncollected, pupils should be taken down to the school office where they are supervised by office staff, the learning behaviour mentor, the head teacher, Assistant Head Teacher or other staff until collected. The office will ring parents to investigate why the pupil has not been collected. If staff need to leave a child at reception, they must ensure another member of staff is aware that they need supervising until they are picked up. The office staff ensure that these children are left and collected safely. The same procedure should be used after After School Clubs. Children are dismissed by club leader from reception, gym or classroom and any uncollected children are supervised as noted above until collection.

### **Collection of children from school**

Parents are asked to inform the school in advance of appointments or if their child is going to be collected by another person.

During school sessions, parents must report to the office and sign pupils in and out.

Pupils will not be allowed to leave the school with an adult unknown to the school where there has been no notification. The Early Years Foundation Stage use a password system for collecting pupils.

All staff should be vigilant in the period immediately after school to ensure children and parents leaving the school grounds do so safely and in an orderly manner. Bikes, scooters etc should not be ridden on the school grounds.

### **Electric Gates**

The gates are closed and operated from the office via intercom.

There is no entry through the gates unless it is an emergency between 8.30 and 9.00am and 3pm and 3.35pm (Ambulance/fire/police) as this is when the children and their families are coming in and out of the school in high numbers. There can be exceptions for taxis bringing pupils to and from the DSP during these times.

Please see risk assessments and other health and safety documents for other details about gate safety procedures.

The field gate is locked between 9.15am when all children should have arrived in school and 2.45pm when parents begin to arrive to pick up.

### **Outside activities and medical needs**

See Stokes Wood Primary School policy on Educational Visits Policy and Supporting Pupils with Medical Conditions and Administering Care and Medication to Children with Medical Needs.

### **Other Adults**

The Headteacher and the staff have the ultimate responsibility for the safety of the school children, and staff must make clear to adults assisting in school what their

responsibilities/duties are. Regular adult helpers will be asked to complete a DSB check and provide a reference.

### **Accidents**

There is a list of staff in each area who have been trained in basic first aid. In case of a minor accident which needs attention, the child should be treated and a record made of the incident. First Aider should complete the accident notification book so a note can be sent home to parents.

In more serious cases, staff should seek help but not leave the injured pupil unattended, (Send a sensible child if no other adults nearby). In the case of a more serious injury, ensure that your First Aid treatment is witnessed by another member of staff. Always notify another member of staff that you are treating a child however minor the injury. Parents should always be notified immediately if the child suffers a head injury. Where a child goes to hospital, an online SO2 form should be completed.

### **Behaviour issues**

Serious issues should be recorded on CPOMS and referred to the learning mentor, deputy head, assistant head teachers or head teacher. Class teachers must be informed if pupils are not going to be returning to class immediately. The Good Behaviour Policy must be followed.

### **Playground Equipment**

KS2 Playground equipment is kept in the cupboard and KS1 in the garage. The staff and playground monitors should maintain the smooth running of the system and ensure that equipment is stored away at the end of playtime.

### **Physical Restraint**

Please refer to the Positive Handling Policy. The need for restraint occurs very infrequently but physical restraint should not be used under normal circumstances and is a last resort. However, members of staff are authorized to do use this if the child's welfare, the welfare of the staff member or the welfare of any other person is severely threatened. Any such incident must be promptly reported to the Headteacher and learning mentor and the necessary on line record completed.

### **Emergency Arrangements**

Emergencies can occur – e.g. serious accidents, stranger on the premises etc. In the event of an emergency of any nature, send for senior staff and especially the Headteacher immediately, irrespective of the time of day or whatever meeting or activity they are engaged in.

Phone the police/ambulance directly if the situation is very serious and the situation may become worse by a minute's delay: waiting for the headteacher for example.

Remove all children from the scene or from the danger – blow the whistle to signal that the children must line up and must WALK very quickly but safely into class, leaving all possessions behind. (See Invacuation Policy).

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If an emergency is in the building, a similar process applies, but if it is a fire – sound the alarm immediately and do not attempt to tackle the fire (See fire drill procedure). All emergencies must be reported and logged by the Headteacher who will inform Governors and the local authority and relevant outside agencies.

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