



HEYWOOD PREP
CORSHAM

PUPIL SUPERVISION POLICY

April 2017

1. INTRODUCTION

This policy applies to all staff, volunteers, pupils and visitors to Heywood Prep, including before and after school and holiday clubs and is in conjunction with Child Protection and Safeguarding Policy, missing child policy, EYFS supervision policy, Supervision of Children on Trips Policy, Educational Day Trips and Visits Policy

2. POLICY STATEMENT

Supervision Duties are vital aspects of our duty of care of children. They ensure a safe and secure environment in which learning can develop as well as support positive behaviour.

The Deputy Head will ensure their practitioners' and teachers' duties are covered in the event of any absences (sickness or training).

All learning environments either indoor or out must be covered daily by a staff member. Staff must arrive promptly, supervise the whole of their learning environments either indoors or out and be proactive. Supervision rotas are shared with staff and displayed in staff room.

On dry weather days staff must ensure no one child or children are inside their classroom unless being supervised by an adult. When wet break is announced, children should be supervised within the school.

Staff should be vigilant in spotting and reporting hazards. These should be reported to the maintenance department. Children should immediately be removed from any hazardous area.

The premises both indoors and outside must be safe and secure.

There are pin-pad entry codes to doors that from time to time should be open to children but also be inaccessible when children are unsupervised.

3. ARRIVAL AND DEPARTURE

Children are not allowed on site without supervision. Children may arrive at school from 7.30am if they are booked in for breakfast club. School opens at 8am and children arriving between 8:00am and 8:20am are supervised on the playground, or if the weather/conditions deem it necessary, inside the school hall. At 8:20am, children are collected by the class teacher. There are various supervised after school activities and the children are expected to go home by 6pm.

4. REGISTRATION AND DISMISSAL

A register is taken at 8:30am at the start of the morning session. A further register is taken after lunchbreak at the beginning of the afternoon session. The children are counted at regular intervals during the day. Parents are responsible for notifying the school/nursery if their child is absent for any reason. The school will always contact the parents if a child fails to arrive at school without an explanation. At the end of the day the children are individually seen off site by a member of staff. This dismissal procedure happens on 'the gravel' at the end of school and after clubs. If children stay for after school care then dismissal happens from the nursery or the dining hall.

5. CHANGING ROOMS

Should the lesson/activity require it the children will change in to suitable clothing or kit. Changing is carried out in the basement floor of the school and there are separate changing rooms for girls and boys. They will only change under the supervision of staff who are not present in the room but in the area outside the room. The changing room doors each have pin-pad entry locks and are kept locked when not in use.

6. BREAK TIMES

There will always be a minimum of two members of staff on duty at break times. They will position themselves in areas where all children can be observed. Staff will be in position before children are

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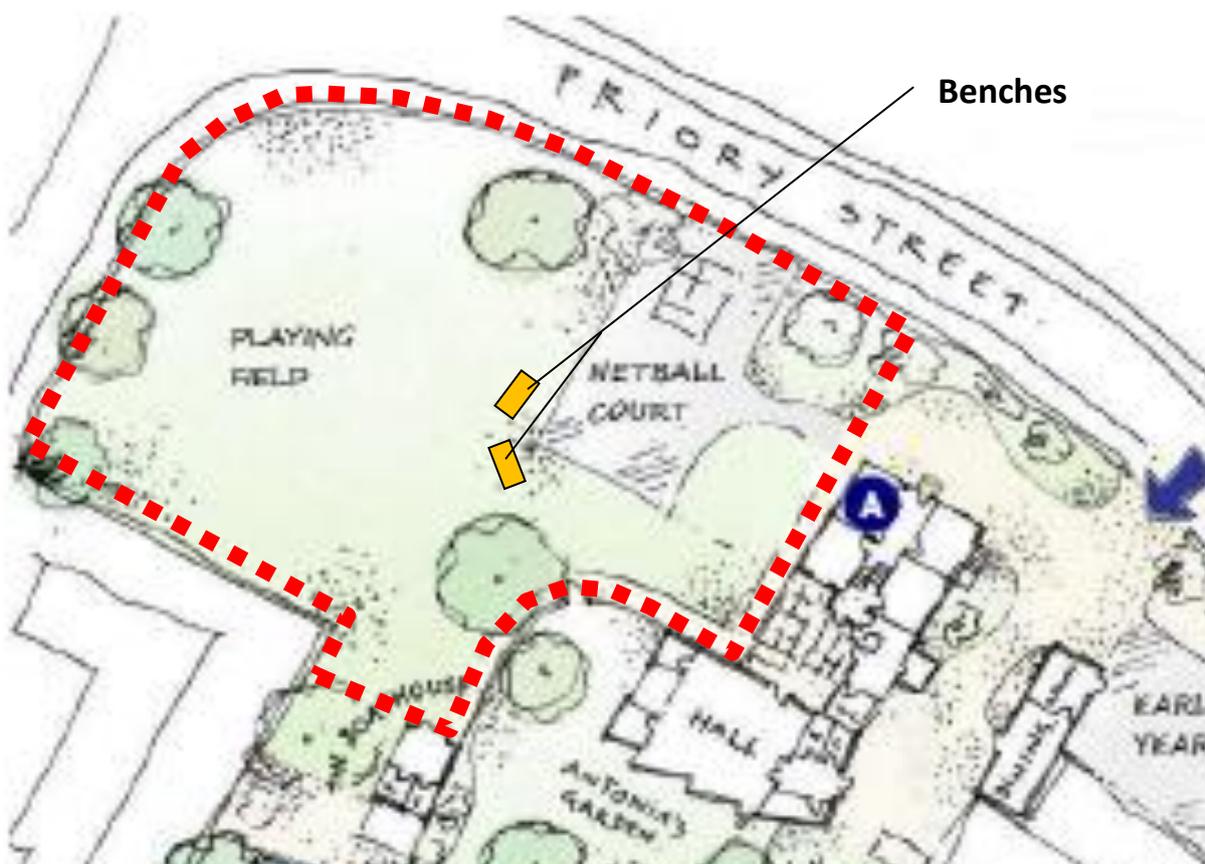
allowed to go out to break. In the event of break being held in doors due to weather conditions senior children are given supervisory responsibilities with duty members of staff in easy reach in overall charge.

In the event that the grounds become too muddy to use the grass areas, the Reception and Year 1 children will have their lunch break on the EYFS playground.

At the conclusion of a break time children will return to their classrooms via the boot room or the changing rooms to change back in to indoor shoes. Teachers will collect children and accompany them into the building.

In the event of incident on the playground, the member of staff dealing with the incident will use the remote chime to signal to the staff room that assistance is required; a competent child can also be tasked to fetch a member of staff from the staff room. When break takes place on the nursery playground the school office is adjacent and a member of office staff can be alerted to collect the necessary member of staff.

The positioning of the duty staff is key to providing adequate supervision. Staff should position themselves a central location to give them a clear line of sight to all areas that the children may go. The permitted area is anywhere within the red line, shown below. When conditions permit children are allowed to go on to the playing field and play around the bushes on the southern edge. Staff must move around the whole of the permitted area to ensure the well-being of all of the children, children playing in and around the bushes can also be monitored. The benches are situated on the south western corner of the netball court; snack and first aid can be administered from here, this central position allows a clear line of sight to the whole playground.



7. OFFSITE SUPERVISION

If children are taken offsite accompanying staff/adults will be within ratio. One member of staff will carry a mobile phone for the purpose of emergency contact with school.

If walking outside school, accompanying adults will position themselves at the head and end of the party spread out between the two.

There is occasion that children will have a club or activity at the Town Hall. Children will be accompanied by the adult leading the activity.

When crossing roads, an accompanying adult will position themselves in the road to ensure safe crossing. Remaining adults will be in position to clear crossing and receive children.

As a part of the sports provision, Corsham Rugby Club is both a training and match venue. Children are supervised by sports staff on the way to the rugby club. Accompanying teachers have mobile phones and first aid kits and observe all the procedures for accompanying children off site and when crossing roads. Teachers have full access to the rugby club buildings for the use of tea rooms or changing and toilet facilities. If numbers allow, children will be taken by school minibus either to or from the rugby club.

For trips/visits out with the normal curriculum the ratios will be:

Age 2	Minimum of 1 competent adult for every 4 pupils
Age 3 - Reception	Minimum of 1 competent adult for every 8 pupils
Years 1-3	Minimum of 1 competent adult for every 6 pupils
Years 4-6	Minimum of 1 competent adult for every 10 pupils.

8. Approval & Review

This policy was approved by the Headmaster. It will be reviewed every two years or as necessary following a change in regulation.



Signed:

Guy Barrett
Headmaster