



HEYWOOD PREP  
CORSHAM

# PUPIL SUPERVISION POLICY

**February 2019**

## 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.

## 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 8:00am 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.

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

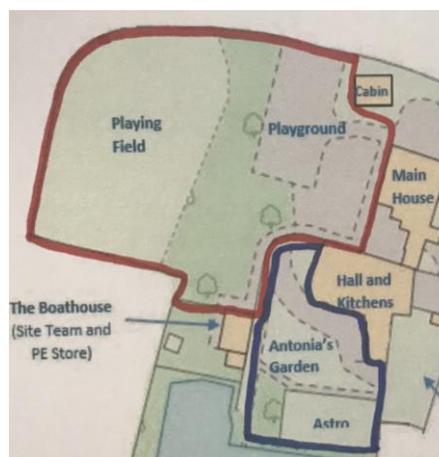
charge. All members of duty staff will have a two-way radio whilst on duty, with additional radios being situated in the School Office, the Staff Room and with a member of SLT. Communications between duty staff should be on Channel 3.1 and if assistance is required this can be summoned from the School Office, the Staff Room or SLT on Channel 4.1.

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 their two-way radio to alert colleagues on duty, the staff room and the designated member of SLT to summon assistance as required. A competent child can also be tasked to fetch a member of staff from the staff room.

The positioning of the duty staff is key to providing adequate supervision. One member of staff should position themselves by the gate next to the Cabin and the other should be over by the grass area and ensure they have a clear line of sight to all areas that the children may go. The permitted area is shown in red on the map 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, and ensure the children playing in and around the bushes can also be monitored.

The benches are situated next to the main house; snack and first aid can be administered from here, this central position allows a clear line of sight to the whole playing area. At morning break and for the second half of lunch the area known as Antonia's garden will also be available for children (shown within blue line below). A third member of staff should position themselves in Antonia's Garden where they have a good line of site of the whole area, including the trim trail and the Astro (which is used by Years 1-6 on a rota basis).



## 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 at the end of the party with additional staff 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 and additional member of staff. Where an additional member of staff is not available then the member of staff shall take a two-way radio with them and

their personal mobile phone. If deemed necessary by the Head or Deputy Head (given the age and dynamics of the group) then an additional member of staff will help to walk the children down to and back from the Town Hall.

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

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 as they walk across the Corsham Court field. 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. Leafy Lane pitches are also used for sports lessons and fixtures. Sports staff and the school minibus driver accompany children to the venue for such lessons and first aid and medication is also taken on the trip.

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

<b>Age 2</b>	<b>Minimum of 1 competent adult for every 4 pupils</b>
<b>Age 3 - Reception</b>	<b>Minimum of 1 competent adult for every 8 pupils</b>
<b>Years 1-3</b>	<b>Minimum of 1 competent adult for every 8 pupils</b>
<b>Years 4-6</b>	<b>Minimum of 1 competent adult for every 10-15 pupils.</b>

## 8. Approval & Review

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

Signed:



Rebecca Mitchell

Headmistress