

# **ST WINIFRED'S RC PRIMARY SCHOOL**

## Supervision Policy



December 2015

Reviewed and Updated

# SUPERVISION POLICY

## MISSION STATEMENT

*St. Winifred's is a Roman Catholic School which, through a balanced curriculum, endeavours to nurture and teach the Roman Catholic Faith by creating an environment where the Gospel values of love, peace, truth and justice are demonstrated. The school is concerned with the whole person, with living as well as learning, valuing all members of the school family as well as the diverse and changing world in which we live.*

In implementing this Supervision Policy, the Governing Body will ensure that the Mission Statement and values of St Winifred's RC Primary School are central to its application.

**Aim:** To provide protection and a safe environment for the child at all times.

1. No pupil should be allowed out of school during school hours without appropriate supervision from a teacher.
2. No class of pupils should be left unsupervised for any reason.
3. Pupils excused physical activity should either remain with the class or be sent with appropriate work to another class.
4. Pupils should not be left in the classroom at dinner time or break time without supervision.

### **Supervision before school/at break/during lunchtime:**

Class teachers should be in classrooms by 8.55am to greet the children. Teaching assistants should be in the classrooms by 9.00am.

All staff (except TAs who are taking their break after the official breaktime) should be out on the playground to lead the children to their classroom at the following times of day:

**10.35 am** (after morning break)

**1.15 pm** (after lunchtime)

**2.45 pm** (after afternoon break)

Duty teachers should be the first on the playground, as duty commences as soon as the bell rings. Staff **must not** allow children to enter the playground until at least one of the duty teachers is on the playground. Staff must ensure that the classroom, corridors and toilets are empty before going to the staffroom.

During wet playtimes children must be seated and activities provided. Staff must supervise their own classes during wet playtimes. Year 6 prefects are there to assist the class teacher but must not be left alone with the class. If a class teacher needs to visit the teacher, they will

send for one of the Year 6 teachers (whose children will be prefects in other classes) to supervise their class whilst they visit the toilet.

### **Midday Supervision:**

Any children retained in class for additional activities must be supervised.

Midday Assistants are responsible for supervision until the following times:

12.45pm – Reception

1.00pm – Year 1

1.15pm – Years 2-6

It is the responsibility of the classteacher and TA to collect the children from the playground at the appropriate time. If these members of staff have not arrived at the designated time, one Midday Assistant should inform the Headteacher/Deputy headteacher. The children should not be left unsupervised on the playground at any time.

Due to the conditions of service of their posts, the Headteacher or Deputy Headteacher are on 'duty' at lunchtime should there be a shortage of Midday assistants. In their absence, or if more than two Midday assistants are absent, a nominated senior member of staff will be notified to cover.

Wet lunchtimes operate as wet playtimes. A readily available collection of activities should be dispersed, e.g. comics, games, drawing materials. All classrooms have a 'wet play' box for this purpose.

### **Supervision after School:**

Teachers are responsible for seeing all children off the premises and all teachers are on duty for 15 minutes after the bell at 3.35 pm. Staff should supervise children in cloakrooms etc to ensure they are empty. In years R-3, class teachers should ensure that they have handed each child to the child's parent or designated adult. If any other adult arrives to collect a child, that the parent has not informed the teacher of, the teacher must ask the office to telephone the parent to check. **It is the responsibility of the parent to inform the classteacher of any changes to the collection arrangements.** In Years 4,5,6 class teachers should ensure that children return to them if their designated adult is not at the agreed meeting point.

Children should leave the school by the directed route and should be aware of the dangers of the main road and of playing near or on the school perimeter wall.

Children being collected late by parents should return to their class teacher who will then bring them to the school office. The child will then sit quietly outside the office to await the adult/guardian who is collecting them. The class teacher is responsible for them until 3.50pm, and after that they are the responsibility of the SLT member leading their department. Parents will be contacted by office staff.

### **School Clubs/Matches:**

Parents should be informed in advance of school games or activities that change the normal pattern of their departure. If an activity or match is cancelled the teacher should ensure children are safely collected.

## **Supervision of School Visits:**

Where possible, parents should be given prior notice (at least 1 week) for any visit/activity, The following adult: young people ratio will be adhered to:

Early Years – 1:3

Years 1-3 1:6

Years 4-6 1:10-15 young people

If the activity is to be physical or in a particularly exposed environment, additional cover may be necessary.

## **Miscellaneous Supervision Situations:**

1. A person from an outside agency, i.e. police, social services, health authority, etc is not allowed to interview children:
  - (a) without prior permission from the Headteacher
  - (b) unless in the presence of the Headteacher, Deputy Headteacher or class teacher
  - (c) in the case of police, without the Headteacher and parent being present
  
2. Any person arriving at the school office asking to take a child out of school must be referred to the Headteacher unless:
  - (a) the person is the child's parent and is known to the teacher / office staff
  - (b) a note naming another person has been sent in by the parent previously

Referral to the Headteacher is particularly important if:

- (a) an estranged or ex-husband/wife arrives to collect a child without notification from the custodial parent in writing
- (b) older brothers or sisters arrive to collect a child without parental notification in writing

Under these circumstances children must be kept in class until the matter is sorted out.

**(All parents are required to report to the school office first)**