



AKELEY WOOD JUNIOR SCHOOL & NURSERY: Supervision Policy & Guidance

Abstract: This policy is to be read in conjunction with the following policies:

- Behaviour
- First Aid
- Fire Safety
- Health and Safety

Purpose:

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school day.

1. Legal Obligations:

The governing body and the SLT have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees, pupils and others who enter the school. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The Akeley Wood Junior School Senior Leadership Team (SLT) will make arrangements for the security and effective supervision of the school buildings and their contents.

The teachers have a duty of care to the children, which is based on the principle that they are 'in loco parentis'. This can be thought of as the standard of care expected of prudent parents in the care of their children. In order for teachers to carry out their duties effectively, they have certain responsibilities. These include:

- Ensuring that they are aware of school policies and obtain information they need in order to carry out their professional duties effectively
- Ensuring the maintenance of good order and discipline during the school day when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities whether on the school premises or elsewhere

2. Negligence:

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times. (For information regarding claims for negligence and disciplinary procedures etc, see the Staff Employment Handbook).

Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of the appropriate care, the member of staff may incur some legal liability. It is necessary to show that there has been negligence by the school which has resulted in the injury

sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment.

3. Responsibility During the Day:

a. Unexplained Absence

The responsibility to ensure that a pupil attends school regularly is that of their parents and guardians. The school office will contact parents if pupils are absent from school without notification (see registration procedure below).

b. Illness

When pupils are taken ill during the school day the school will, if required and usually after discussions with the Form Teacher/Head of Year and/or trained First Aider where appropriate, contact the parents/guardians whether at home or at work in order that the pupil can be collected. Information about contacts is kept on the school's electronic system and in the school office. (See also the First Aid Policy: attendant policy for the administration of medication, for the procedures regarding sick pupils).

All pupils who are known to have a medical condition and/or allergies are known to staff members and a list of these pupils is retained by the office, displayed in the staffroom, First Aid Room and in the dining room area.

c. Registration

The law requires regular attendance by pupils at school and schools are required to take an attendance register twice daily (except where pupils are boarders). This must be done at the start of the morning session, and once during the afternoon session. Schools, including independent schools, must notify the LEA if a pupil attends irregularly, or is absent continuously without authorisation for ten or more school days.

Procedure of Registration:

Morning and Afternoon Registration is recorded following UK law and Government guidelines:

Morning attendance at Akeley Wood Junior School is taken at 0855hrs and is recorded by the Form Teacher through the application of SIMS and is checked and monitored by the School Secretary and Receptionist. All Form Teacher attendance registers must be recorded by 0910hrs.

In case of an emergency/fire/evacuation daily hard copies of all attendance/absence are placed in the Emergency file in the School Office (Y6/Y5 with HOY in Y6/Y5 block).

Should teachers receive any information on a pupil's absence, this information must be forwarded to the School Secretary and Form Teacher.

Any pupils arriving late into school should be marked as absent from their class, and on their arrival to school they should report straight to the School Office where they will be signed in. The Receptionist will update their attendance record.

The law in this country requires all children between five to sixteen who are educated at a school to attend so long as they are well. Permission not to attend school may be granted by the Headteacher up to a maximum of ten days. If permission is not given or the maximum is exceeded then the family is in breach of the law and the school is obliged to make annual return of such unauthorised absences to the Government.

d. Supervision in classrooms

Staff and pupils are expected to arrive to lessons, in good time, as far as is practicable, and to wait in an orderly fashion for the room to be vacated. Due to the transit of staff and pupils around the site, it is assumed that staff will complete their lessons in good time to facilitate timely transition to the next class for all. During the lesson, staff should not leave the classroom unattended at any time. In the case of emergency, a pupil will be deployed to seek assistance.

e. Before and After School

Pupils do not arrive simultaneously on the school premises. Time is made available within the agreed directed time for supervision of children before school. Our responsibility begins when the children arrive at school children arriving for supervision between 08:00 – 08:30 are signed in, in the Sports Hall.

- The school has written to all parents stating the time of the start of the school day and indicates that no free arrangements are made for the supervision of children earlier than 08.00
- There are also no free arrangements made beyond 04.30 unless there is an evening activity at the site
- This statement is included in the school's Parent/Pupil Handbook

Breakfast Club

Pupils requiring an early drop off may attend the supervised Breakfast Club from 07.45-08.30, for an additional charge. Pupils will be fed a choice of breakfast and then have supervised play activities. The older children may choose to join the free supervision in the Hall/Playground once they have eaten (from 08.00-08.30). Pupils are signed in to the Breakfast Club.

After School Club

Pupils requiring a late pick up may attend the supervised ASC from 16.00-18.00, for an additional charge.

Pupils have a cooked tea, supervised homework followed by organised play activities. Pupils are signed into the ASC and signed out on collection by parents.

Sign Out

At the end of the day pupils sign out with their Class Teacher or the member of staff on duty, who record that the pupil has left on the class sign out sheets. These are then passed on to the afternoon secretary and held in the School Office.

After-school activities and clubs

Pupils may attend a supervised after school activity. The daily class lists for after school activities are recorded on the academic shared area and on the daily sign out sheets in a folder placed at the desk of the afternoon secretary. Depending on the activity, teachers may end their respective activity by 17.00. Teachers must ensure that their respective pupils are signed out once collected.

All staff members taking after school activities take attendance registers before and after the activity.

Pupils who are not collected by 17.15 will be placed in the ASC and charged.

f. Entry & Exit to Buildings and off-campus guidelines

It is essential that safeguards are in place and that all pupils are informed of the security and safety procedures by their form teacher at the start of the academic year and that this is revisited during the year and when new pupils join the school. All staff are informed during the health, safety, security and fire evacuation presentations at the start of the school year in September, this forms part of the new staff induction process. Right from the start and throughout the school year, it is

imperative that all pupils and staff adhere to this policy. All staff must complete the sign in/out register by writing down the time every time they enter and leave the school.

f.i. Pupils

Pupils are not allowed off the school campus during the school day unless they are on a supervised activity or outing.

When pupils are off site during the day they will be expected to follow the school's rules.

g. Sports Activities

The same general principles of care apply during all PE sessions as to other school activities. It is very important that the teacher should consider factors such as:

- Safety of apparatus and equipment to be used
- Condition of the flooring
- Suitability of pupil clothing
- The suitability of the activities for the ability and age-range of the pupils

Please follow the procedures listed below:

- Staff should wear appropriate clothing
- Children should not be allowed to wear watches or jewellery during PE activities
- Ear-studs should be taped over
- If valuables are handed to the member of staff for safe-keeping, the school accepts no responsibility for them
- Pupils should not be allowed into the Sports Hall before the start of the session without direct supervision
- Pupils should not be handling PE equipment without direct supervision

Pupils not taking part in a PE session should either accompany the PE class or will be assigned to join another class for a supervised study session.

All pupils using external facilities for curricular and extracurricular activities are accompanied to and from the site, via coach-service, by the PE teaching staff. A register of attendance is taken before leaving the school site, upon arrival at sports facility and once the party has returned to the school.

h. Practical on-campus activities

Teachers of practical subjects: Art, Science, Food Tech and DT will consider the organisation of the pupils involved in practical activities. Consideration is given to the number of pupils who can be suitably supervised when organising practical activities. Teachers will take all necessary precautions to include, where appropriate:

- Use of masks and goggles
- Training in the use of tools and other equipment
- Training in the carrying of glass and sharp objects
- Training in the carrying of hot substances and use of an oven and hob

In addition, the following guidelines will be followed:

- Pupils should be closely supervised when using sharp equipment
- All equipment should be accounted for at the end of the activity, stored in a safe place and regularly maintained/replaced when necessary
- Pupils should not have access to craft-knives or other sharp tools/blades
- Teachers should ensure that pupils are trained in the correct use of tools

Suitable safety information should be available for pupils e.g. posters on display in practical settings such as the laboratory and written guidelines issued.

i. ICT

Please see the Akeley Wood Junior School Data Protection Policy and ICT Policy for information on the supervision of pupil use of ICT.

j. Breaktime/Lunchtime supervision

Supervision of breaktime and lunchtime periods is provided by duty staff members both in the Dining Room in the playground who patrol the designated areas for pupils at that time.

Breaktime

Infant Field - 3 members of staff
Junior Field - 3 members of staff

Lunchtime

Infant Field - 3 members of staff
Junior Field - 3 members of staff

In wet conditions pupils are supervised in classrooms by the duty staff.

k. Visitors

- Visitors buzz the call button on the front door to notify the school office that they require access to the building.
- Visitors must present themselves to the School Office, provide identification if requested and notify who they are visiting.
- Visitors are signed in the visitors register book and allocated an appropriate red/green visitors identity lanyard to wear at all times during their visit.
- Visitors are requested to remain in the assigned waiting area until their Akeley Wood Junior School host arrives .
- All visitors allocated a red lanyard (does not have appropriate Enhanced DBS and identity clearance) remain with their Akeley Wood Junior School host, and/or under supervision of another member of staff, for the duration of their visit.
- Visitors with the appropriate Enhanced DBS clearance (that has been fully checked along with the visitors identity, by the School Office staff) will wear a green lanyard and may not always be escorted during their visit.
- All visitors sign out, on leaving the Junior School, with the School Office who ensure that all lanyards are returned.

l. Community Events (During & After School)

- Open/closing times are shared with Cleaning Staff.
- The main entry door for visitors is supervised by secretarial staff.
- Health safety, security and fire evacuation procedure must be announced at the start of all events. This is done either by the Headteacher, designated Health and Safety officer or the host of the event.
- The host is given health; safety and fire instructions by the Health and Safety officer.

m. Emergency

In the case of an emergency please send a pupil to the School Office or adjacent classroom to seek help if the teacher is alone. Do not leave the class unattended. In the event of a fire or other evacuation, please follow the procedures as outlined in the school Fire Safety Policy.

Adopted: September 2016
Next Review Date: September 2017

Signed 
Mrs C G Page
Headteacher