

Netherleigh and Rossefield School

Supervision of Pupils Policy and Guidance

April 2017

Supervision Policy

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

Legal obligations

The Proprietors and the Headmaster have specific obligations to ensure that, as far as is practicable, a safe place of work is established for all employees, pupils and others that 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 teachers have a duty of care to the pupils, 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:

- formulating with the Head the overall aims and objectives of the School and policies for their implementation;
- ensuring that they are aware of School policies and obtain the information that they need in order to carry out their professional duties effectively;
- ensuring the maintenance of good order and discipline at all times during the School day (including morning and lunch breaks) 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; and
- the whole School Senior Management Team will make arrangements for the security and effective supervision of the School buildings and their contents and of the School grounds

Negligence

If a claim for negligence is brought against an employee 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. It is for this reason that employees should be aware of the School's policies and should carry out appropriate risk assessments for all activities outside the normal day to day teaching in the School.

Any injury to a pupil would not in itself be grounds for a successful action against an employee. It is necessary to show that there has been negligence by the School which has resulted in the injury sustained by the pupil. The proprietors are responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of appropriate care, the employee may incur some legal liability.

Supervision before school

Pupils do not arrive simultaneously on the School premises. Time is made available within the agreed directed time for supervision of pupils before School. The School's responsibility begins when the pupils arrive at School:

- the School has written to all parents stating the time of the start of the School day and indicating that no arrangements are made for the supervision of the pupils earlier than 7.45am on a School day (or 7.30am if a specific arrangement has been made with individual parents) and that staff are in attendance to supervise from this time.
- between 7:45am and 8.30am pupils are able to attend Breakfast Club. A member of staff collects pupils from Breakfast Club and takes them to their classroom at 8.30am;
- any children who arrive on school grounds before 8:30am but have not been placed in Breakfast Club are still the responsibility of their parents;
- classroom doors open at 8.30am. Registration is at 8.50am.

Responsibility during the day

Unexplained absence

The responsibility to ensure that a pupil attends School regularly is that of their parents and guardians. The School will telephone parents at approximately 9.30am if pupils are absent from School without notification.

Registration

All pupils are registered at 8.50am, and 1.15pm. Information relating to scheduled pupil absences later that day, such as a medical appointment, will be relayed to the class teacher through the Engage software (used by School for all attendance matters.)

Leaving the School site

Pupils are not allowed off site during School hours unless there is a clear request from the parents or guardian. The parent or guardian will collect the child from the School Office.

Errands

Pupils are not allowed off site on a personal errand on behalf of an employee.

Illness

When pupils are taken ill during the School day the School will, if required, contact the parents or guardian whether at home or at work in order that they can be collected. Information about contacts is kept in the School office. (See also the First Aid policy for the procedures regarding sick pupils.)

Emergency

In the case of an emergency employees should ring on a mobile or send a pupil to the main office or adjacent classroom to seek help if a teacher is alone. Employees must not leave the class unattended.

Clubs and extra-curricular lunchtime activities

Pupils attending extra-curricular activities should never be left in School unattended.

Whilst teachers should generally supervise pupils who are completing work at lunchtime in their classroom, there may be occasions, with the approval of colleagues, for an alternative, appropriate place to be used.

Computing

Pupils are not allowed to use the computers without a teacher present. If research or the completion of work demands that a pupil use a computer, the teacher can ask that the pupil uses the computing room computers if a teacher is present.

Undesirable people

All employees must wear their identity cards either on a lanyard or clip provided by the School. Should an employee forget their card then a temporary card may be obtained from reception.

All visitors to the School are expected to sign in and out. Visitors are required to wear a visitor's badge. All employees should check strangers on the premises and report to the School Office if there is a concern. If employees have any doubt about the motives of an intruder then they should ring the police.

No visitors are allowed into the School without the approval of the Headmaster, who will follow the correct procedures regarding the requirements of child protection (DBS and other checks). Any visiting speaker must also be vetted in accordance with the Safeguarding Policy.

The following advice has also been issued by the Senior Management Team (SMT):

No one other than Richard McIntosh (Headmaster) or Mary Midgley (Proprietor) is authorised to make an offer of employment on behalf of the School, or to allow anyone to take up a placement with the School. The Headmaster or Proprietor must be contacted well in advance of the proposed starting date for any employee, volunteer, assistant, coach or student teacher etc. to work with pupils in order that the necessary safeguarding checks can be undertaken.

Under no circumstances will the School allow individuals to commence employment with us without first:

- receiving proof of ID and address;
- receiving a completed application form;
- having sight of a suitable DBS certificate;
- receiving the names and contact details for two suitable referees;
- receiving relevant qualification certificates;

The School will require the relevant employment/placement details (hours, duration, role etc. at the School) in order to make a formal offer in writing, chase up references and make contact with the appointee in order to arrange all the above.

An individual coming to the School to undertake a placement will normally already have a DBS certificate. However, those who do not will need to apply for one at their own expense and cannot commence their placement until the Headmaster, Proprietor or Deputy Head (Judy Brushett) have seen and approved this original DBS certificate.

Only once all relevant checks have been made and a DBS certificate has been received will the School be able to confirm a start date.

Additionally, anyone being brought into the School as a visitor must sign in and out at reception and be escorted at all times when they are in School.

Parents are not allowed to approach pupils from other families to sort out disputes or arguments. Employees should report any concerns to the School Office.

Supervision at mid-morning breaks/lunchtime

Appropriate supervision will always be in place at break time and lunchtime, in accordance with the agreed, shared rotas.

Lunchtime equipment and ball games may be used as per the playground rota.

- there must be adequate supervision outdoors throughout School break times. Prefects will support school staff in helping to ensure high standards of behaviour and safety;
- a duty rota for break and lunchtime supervision will be displayed in the staff room;
- part of the induction of new employees will include an explanation of supervisory responsibilities. A copy of this policy will also form part of the induction process;
- duty teachers should begin supervision promptly;
- there will always be a minimum of two members of staff supervising mid-morning breaks/lunchtimes at any point;
- employees should leave the staff room promptly to supervise the pupils back into class;
- the duty teachers will be responsible for the issuing and collection of balls and equipment;
- supervision of wet break and lunchtimes varies as to the contextual circumstances but colleagues will work collectively to ensure that adequate, proportionate supervision is in place.
- pupils should never be left unsupervised in classrooms during break or lunch times. All employees are required to return to their classrooms and supervise pupils at mid-morning break, if the duty teacher designates the break as being Wet;

- employees should support each other in maintaining adequate levels of supervision during wet playtimes. Likewise, employees should also make arrangements (with their line manager) for someone else to fulfil their duty should they be away from school on a trip or course, for example;
- the legal duty of care over pupils at School during the midday break still exists;
- the level of supervision provided will ensure the health and safety and welfare of the pupils;
- where the behaviour of a pupil during the lunch break threatens the health and safety and welfare of others, the child may be suspended from lunchtimes. This will mean the placing of the pupil with a senior member of staff. Teachers should on no account send pupils who have misbehaved directly to the office without supervision, as there is no guarantee that the Head, Deputy Head or the School secretary will be there. In the first instance the pupil should be kept with the employee until suitable arrangements can be made.

Supervision after School

Parents have been informed that all pupils must be collected from School and that they should not be allowed to make their own way home, unless a child is in Year 5 or 6 and their competence in walking home alone has been agreed by school staff and parents/guardians.

To add a further layer of security, at the end of the School day all parents should collect their children from the playground (Titus, Cartwright and Peel) or classroom (all other classes.)

All pupils who are not collected and not permitted to walk home alone will then sign into After School Care. The teacher on duty to wait in the playground until 3.45pm with uncollected children in Peel, Cartwright and Titus will accompany all remaining children to After School club at 3:45pm. Children in all other classes will be taken to After School Care by the teacher or teaching assistant in their own class.

After School Care takes place in the main school building at the end of School each day, with the playground also utilised as appropriate.

After School Care starts at 3.45pm and caters for pupils who are not going to be collected from School until after 3.45pm but before 5.30 pm. These pupils register immediately after School. There is a charge for this service per half hour. Pupils are provided with a drink and snack.

Pupils go to After School Care if parents do not arrive to pick their child up on time

The School employs an After School Care manager (Nikki Shibboo) and she is supported by Lois Partington. After School Care staff have access to a mobile phone, are First Aid Trained, have access to first aid supplies and access to emergency contact numbers. They are aware of pupils with special medical conditions. Additional member of staff will support in the running of After School Care, as and when required.

Physical education/games

The same general principles of care apply during PE and games as to other School activities. It is very important that the Teacher should consider factors such as:

- safety of apparatus being used;
- condition of the floor;
- suitability of pupil's clothing;
- whether the exercises and activities are within the capability of the pupils; and
- whether the activity is being taught properly, in particular gymnastics.

Please follow the procedures listed below:

- employees should wear appropriate clothing;
- pupils should not be allowed to wear watches or jewellery;
- studs in ears should be taped over or removed;
- if valuables are handed in to an employee for safe keeping the School is accepting responsibility for them;
- pupils should not be allowed in the Hall before the start of a PE lesson without direct supervision;
- pupils should not handle PE equipment without direct supervision; and
- pupils should be taught to work quietly and to leave the Hall in an orderly way.

A risk assessment, including pupils' medical information, should be taken to all sports fixtures. Medical information on pupils is to be found in the Pupil Information File and on the Engage software.

School visits

Employees should make themselves aware of the Educational Visits Policy.

Early Years Foundation Stage (EYFS)

In addition to the above procedures, there are certain practices which apply exclusively to all EYFS children:

Before/After School Care

Where children in Nursery or Reception classes attend breakfast club or after-school club, the ratio of adults to children will be 1:8 or lower. At least one member of staff will hold a full and relevant level 3 qualification as a minimum, and half of all other staff will hold a full and relevant level 2 qualification as a minimum.

Children aged three or over

In Reception classes, where the majority of pupils are five or over within the school year, the staffing ratio is 1:30 (as in maintained schools) **provided** that a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children. Such a person may be an overseas qualified teacher or an 'instructor' (someone with the necessary qualifications or experience or both, where the Proprietor and Headmaster are satisfied with the qualifications or experience.)

In other EYFS classes for children of three and above, with a person with Qualified Teacher Status (or other suitable person as defined above), the ratio is 1:13, and at least one other member of staff will hold a full and relevant level 3 qualification.

In EYFS classes for children of three or above, without a person with Qualified Teacher Status (or other suitable person as defined above), the staffing ratio will be at least 1:8. At least one member of staff will hold a full and relevant level 3 qualification and at least half of all other staff will hold a full and relevant level 2 qualification.

Children who are 'rising three'

If those 'rising three' in their first term at the setting are in a separate group, they count as being two years old (and the staffing ratio for two year olds applies). If they are in a mixed group with three year olds, they count as three if they are in the minority, but as two if they constitute the majority.

Children aged two in any Early Years group setting

The staffing ratio will be at least 1:4. At least one member of staff will hold a full and relevant level 3 qualification and at least half of all other staff will hold a full and relevant level 2 qualification.

Supervisors and managers

The Head of EYFS will hold at least a full and relevant level 3 qualification, and half of all other staff must hold a full and relevant level 2 qualification. A named Deputy must be identified, and be capable and qualified to take charge in the absence of The Head of the EYFS.

The Head of the EYFS is Lois Partington.

The Deputy Head of the EYFS is Kate Briggs.

Break and lunchtime

The EYFS Statutory Framework does not specify different ratios for these times, but allows a reduction of direct staffing when the children are at rest. This is with the proviso that all the relevant staff are in the vicinity and readily available. The school will take the particular needs and vulnerabilities of children in the EYFS into account. Safety will always be the first priority. Lunchtime supervisors will always be accompanied by at least one member of staff who holds a full and relevant level 3 qualification.