



SUPERVISION POLICY

Oakleigh House School Supervision Policy

The aim of this policy is to

- Clearly outline the strategies and routines adopted by the school to ensure full and appropriate supervision of all pupils occurs throughout the school day.
- Clarify for all staff their responsibilities and roles with regard to the supervision of pupils.
- Provide a 'safe place to work' for employees, pupils and all who visit our school, regardless of race, gender or ability.

Teachers' Contractual Responsibilities

The Headteacher is responsible for:

- The overall internal organisation, management and control of the school
- Deploying and managing all teaching and non-teaching staff
- Allocating duties to them in a manner consistent with their conditions of employment maintaining a reasonable balance for each teacher between work carried out in school and elsewhere.

Teachers and assistants other than the Headteacher are responsible for:

- Discipline, health and safety – maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when engaged in authorised school activities elsewhere.
- Reporting and ensuring the recording of any incident or accident that may subsequently be considered the result of a breach of supervision.

Supervision before school

- Pupils who are in school before 8.30 are supervised in groups according to age by members of school staff as part of 'Early Bird Club'.
- Pupils arriving by bus / school car will be escorted from the vehicles to the school and staff will ensure they enter the building safely. All pupils will register in Early Bird and the bus drivers will inform Miss Barguss of any absences. Staff will collect their class from Early Bird at 8.30am.

Registration

- The responsibility for regular attendance lies with parents and guardians and parents are all requested to let the school know if and why their child is away. Parents should contact the school by 9.30 am.
- Class teachers inform the School Administrator of absentees and when no notification from a parent or sibling has been received parents will be contacted after 9.30 am.
- If a child fails to arrive at school, it is the parent's responsibility to take appropriate action, but school staff will offer whatever support is practically possible.
- Pupils are not allowed off-site during school hours unless there is clear evidence of a request from a parent/carer.

Illness

- When a pupil is taken ill during the day, office staff make every effort to contact parents / carers, using the telephone numbers provided by parents. Parents are reminded regularly to

update home information, change of work address etc.

Emergency

Under normal circumstances no class of pupils should be left unsupervised. On a very rare occasion, it may be necessary for a teacher to 'cover' two classes for a short period of time.

Lesson Time

In the case of pupils excused normal lessons e.g. PE, the class teacher remains responsible for arranging and ensuring the supervision of the pupil.

Visitors

All strangers on the premises are to be directed to Reception and asked to sign in. If they have no legitimate reason for their presence in school, they will be asked to leave. Parents wanting to see staff, or collecting pupils outside of normal hours are asked to report to Reception.

Break and Lunch Time

- At least two members of staff are on duty each break time and lunch time, on a rota basis.
- The school has clear playtime rules and the Headteacher should be informed of any serious or repeated breaches of this code.
- Accidents should be recorded in line with the First Aid policy
- At the end of break time and lunch time a staff member rings the bell twice on 2 separate occasions. On the first bell the pupils should stand still then on the second bell follow the instruction to line up.
- Dining room, there is a 3 point warning system (3 warnings and then children will be asked to sit quietly). If someone continues to make an inappropriate level of noise, they will be moved to sit on their own to allow them to eat their food or they will miss 1 minute of golden time. Staff will use reward systems to encourage good behaviour (pupils speaking quietly, using knife and fork correctly, not speaking with food in mouth, drinking water, etc...)
- If pupils finish lunch and leave dining room early, staff on duty will supervise them back in the class.

In Wet Weather

Pupils remain in their classrooms and are reminded of suitable and safe activities. The normal staff supervision rota operates.

All staff are expected to be available to assist on such occasions if required.

Teaching staff take part in 'dinner duty' supervising pupils. The Headteacher and Deputy Headteacher take overall responsibility for lunchtime supervisions.

Supervision After School

- Class teachers ensure the safe exit of all pupils from their classrooms and cloakroom
- Parents who meet their children within the school grounds are expected to take responsibility for them.

- Apart from pupils who walk home unaccompanied, all pupils have instructions not to leave the site without their parent/ carer and to go to the appropriate room to wait either for after school staff or their parent.
- If the school is to be closed early for any reason, all parents/ carers are informed beforehand, or in an emergency, contacted by phone, notified on website and local radio.
- Children are not allowed to leave with any unauthorised adult.
- Parents must inform the school office if their child is to go home with anyone not on their authorised list in the child's home-school diary. All parents are asked to provide a password for collecting pupils from After School Club.

Extra-Curricular Activities

Pupils remaining for after school activities are always registered by the club leader or a member of the after school team.

Y 3/4 pupils will change in class before the end of the school day. Y5/6 will change separately, girls in 1 classroom, boys in the other, 1 member of staff will supervise the 2 rooms and then escort the pupils downstairs ready for their club.

Parents will be informed if the activity is cancelled, but if, at short notice, it is impossible to contact a parent, the pupil will be supervised in after school until the planned end of that activity. Pupils should not leave the site in these circumstances, but wait until their parents collect them.

Other relevant policies

Behaviour Policy

Safeguarding Policy

Learning outside the Classroom

Lost or Missing Children

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