

Supervision
Policy – Prep
School



Hydesville Tower
School, Walsall

May 2017

At Hydesville Tower School supervision duties are vital aspects of our duty of care towards children. They ensure a safe and secure environment in which learning is promoted and positive behaviour is supported.

This policy gives an account of the responsibilities involved in supervising all children in the Preparatory School and applies to all staff members.

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.

Legal Obligations

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.

Hydesville Tower 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.

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.

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 office will contact parents if pupils are absent from school without notification (see registration procedure below).

Illness

When pupils are taken ill during the school day the school will, if required and usually after discussions with the Class Teacher 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.

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, stored on the Academic shared drive and there are photographs accompanying full student medical details as required in the First Aid room. The kitchen keeps a copy of all known allergies/intolerances on display, including photographs.

Registration

The law requires regular attendance by pupils at school and schools are required to take an attendance register twice daily. This must be done at the start of the morning session, and once during the afternoon session. It is our obligation to 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 Hydesville Tower School is taken at 08:50 am and is recorded by the Class Teacher through the application of SIMS and is checked and monitored by the School Secretary and Receptionist. All Class Teacher attendance registers must be recorded by 09:00 am.

A hard copy of the register is printed by the receptionist/school secretary once it has been completed. In case of an emergency/fire/evacuation, these will be handed to staff to take roll so that they are aware if a pupil is missing from class at that time. If there is an alarm before registers have been completed, blank registers will be given out by the School office. The Class Teacher should mark absent pupils as 'unknown' ('N') on SIMs, and the School

Secretary and Receptionist should update the attendance record on SIMs with the appropriate code depending on the reason for absence.

Should teachers receive any information on a pupil's absence, this information must be forwarded to the School Secretary and Class 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 sign in. The Receptionist will update their attendance record.

The law in this country requires all children aged 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.

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 will not leave the classroom unattended at any time. In the case of emergency, a pupil will be deployed to seek assistance.

Supervision throughout the school day

Before school supervision

Children may be brought to school and signed in from 07.30 am.

Between 07.30 am and 08:45 am the children are supervised by Mrs Edwards (Before and After School Club co-ordinator) in the Dining Hall.

There is an allocated member of staff on duty from 08:00 am until 08:30 am every day in the Dining Hall, where children are allowed to purchase breakfast and drinks with their parents present to supervise them.

Parents are responsible for contacting the school office in the event that their child is absent for any reason.

The school office will contact parents if a child has fails to turn up for school without an explanation.

Staff duties are covered in the event of any staff absences (sickness or training).

Staff are vigilant at spotting and reporting any hazards both indoors and on the playground to John Ison (Site Manager) to ensure that the premises are safe and secure.

Lunchtime Supervision

Children eat their lunch in the Dining Hall after visiting the toilet and washing their hands. They eat their lunch at designated tables and are supervised by a class teacher in the Lower Prep along with two other members of staff who then join them in the playground together with a member of the teaching staff to supervise outdoor play. The Upper Prep are supervised by an assistant (outdoors) and a teacher in the Dining Room who then joins the assistant for the outdoor supervision of children throughout the lunch time period which follows the Lower Prep service.

Outdoor supervision

During outdoor activities staff are observant and monitor activities. Their responsibilities are:

- To encourage children to play co-operatively
- To administer first –aid to all minor cuts and grazes promptly
- To refer any major accidents to a qualified First Aider, usually in the School office
- To record all accident and incidents on the appropriate forms and to notify parents of the accident or injury
- To ensure the outdoor playground is safe and secure (the gate is shut)
- To direct an agreed line- up procedure at the end of play time

After School Club and Homework Club

At the end of the school day (3:30 pm for Lower Prep (Reception, Key Stage 1 and 3.45 pm for Upper Prep, Key Stage 2) children are handed over to their parents or a known adult by their class teacher. It is the parent's responsibility to inform the Office if a person unknown will be collecting their child.

Any children who have not been collected by 3:45 and 4:00 pm respectively will be taken to Tina Edwards in the Lower Prep afterschool club. The older children will attend the Homework Club with Mrs Riley.

If a child is not collected by 6:00 pm, they will be cared for by Mrs Edwards who will log this on a form and notify the Head of Prep School for a follow up to be carried out the next day.

After-school activities and clubs

Any pupils who are in a supervised after school activity will be recorded on a register. The daily class lists for after-school activities are in a folder placed at the desk of the school receptionist. Depending on the activity, teachers may end their respective activity by 4:45 pm. Teachers must ensure that all of their respective pupils are collected/vacate the property safely and handed over to their parent/guardian.

All staff members taking an after school activity must take attendance registers. A secondary register for each club will be held at reception in case of emergency.

Sports Activities

All pupils using external facilities for curricular and extra-curricular 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. Regular head counts are carried out to ensure safe return of all pupils.

Practical on-campus activities

Teachers of practical subjects: Art, Science 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

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.

ICT

Please see the Hydesville School Policy for supervision during the use of ICT.

Visitors

Visitors buzz the call button on the external entry gate 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.

Visitors are requested to remain in the assigned waiting area until their HTS host arrives.

All visitors remain with their Hydesville host, and/or under supervision of another member of staff, for the duration of their visit.

Community Events (During & After School)

- Open/closing times are shared with Cleaning Staff
- The main entry door for visitors is supervised by secretarial staff
- See Supervision of Visitors separately

Emergency

In the case of an emergency a pupil will be sent to the main office or adjacent classroom to seek help if the teacher is alone. The class will not be left unattended. In the event of a fire or other evacuation, the procedures as outlined in the school Fire Safety Policy will be followed.

Staff: Child ratios

For children aged 5 – 7 years the ratio is 1:30 with a qualified teacher.

For children aged 8 – 11 years the ratio is 1:30 with a qualified teacher

When on a school trip our ratio is 1:8 although the EVC and the Headmaster may agree to vary this.

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