



St Charles' Catholic Primary School

Supervision Policy

Our Vision

The St Charles' way is for every child to: 'Belong, Believe and Blossom'.

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 their classrooms by 8.30am onwards to greet pupils. Two other members of staff are on a rota to meet pupils at the school main gate and at the main school entrance for all pupils. Teaching Assistants should be in the classrooms by 9.00am to support class teachers.

- 10.30am** Key Stage One teachers
10.50am Key Stage Two teachers (after morning break)
1.15pm All staff (after lunchtime)
2.30pm Key Stage One staff (after afternoon break)

Each break time teachers on duty **must** 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. Each Key Stage leader has access to a 'walkie talkie' if they need to contact the school office during lesson times.

Midday Supervision

Any children retained in class for additional activities must be supervised. Midday Assistants are responsible for supervision until the following times:

12 noon-1pm Reception/Key Stage 1
12.15pm-1.15pm Key Stage 2

At the end of lunchtime it is the responsibility of the lunchtime assistant to ensure the pupils are taken to the toilet and returned to their classrooms ready lessons. It is the responsibility of the class teacher, to ensure they are in the classrooms ready to greet the pupils, and to discuss any lunchtime issues with the staff. The children should not be left unsupervised on the playground at any time.

Due to the conditions of service of their posts, the Headteacher, the Assistant Head and other members of the SLT 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 3.30 pm. Staff should supervise children in cloakrooms etc. to ensure they are empty. In years R-4, 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 class teacher of any changes to the collection arrangements.** In Years 5 and 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.

After School Club

Pupils staying are collected by staff and the 'wet area' is the meeting point for the club each evening. Parents collecting pupils should always report to the office where they can enter the building.

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 Year a ratio of 1: 3 pupils is required

Years 1-3 a ratio of 1:6 pupils is required

Years 4-6 a ratio of 1:10-15 pupils is required

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 Head teacher

(b) unless in the presence of the Head teacher, Deputy Head teacher or class teacher

(c) in the case of police, without the Head teacher 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 Head teacher 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 Head teacher 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)

Signed

Signed

Adopted and approved: October 2021

To be reviewed: October: October 2021