

**ST. MARGARET CLITHEROW  
ROMAN CATHOLIC PRIMARY SCHOOL**  
Monkwood Lane (off Monkwood Way) Stevenage Herts  
SG2 8QJ

Telephone: 01438 352863

Fax: 01438 352553

Website: [www.clitherow.herts.sch.uk](http://www.clitherow.herts.sch.uk)

Email: [admin@clitherow.herts.sch.uk](mailto:admin@clitherow.herts.sch.uk)



## SUPERVISION POLICY

Document Date February 2017

Review Date February 2019

“Pupils make rapid progress because they are very keen to learn, and because the teaching is highly effective ... Behaviour is excellent. Pupils get along very well and enjoy school, accepting one another’s different views...”



**Ofsted March 2013**

*Jesus lives in us, our families, our school, our Church, our world. Jesus is our guide, let us follow Him*

At St Margaret Clitherow School we are committed to Safeguarding Children

“The ‘duty of care’ is a contractual obligation for all staff. The Headteacher, as overall manager of the school, has a specific responsibility to ensure that full and appropriate supervision of all pupils occurs throughout the school day, both on and off the school premises. The school must exercise such a standard of care as would be expected of a caring and prudent parent.”  
N.A.H.T. March 2000.

**The Headteacher is responsible:**

1. For the internal organisation, management and control of the school.
2. For formulating the overall aims and objectives of the school and policies for their implementation.
3. For Deployment and Management of all teaching and non-teaching staff of the school and the delegation of duties in line with their Conditions of Employment. A reasonable balance must be maintained between work carried out in school and work carried out elsewhere.
4. For ensuring teachers receive information they need in order to carry out professional duties effectively.
5. For ensuring the maintenance of good order and discipline at all times during the day, this provision including the mid-day break, on site or off.
6. For security and effective supervision of school buildings, contents and school grounds, and reporting any lack of maintenance of the above.
7. For ensuring that all staff are aware of their obligations with regard to key policies, particularly those related to Health and Safety, safeguarding and behaviour

**Teachers are responsible for:**

1. Ensuring the effective supervision of pupils in their care
2. Being aware of the professional duties of teachers and the statutory framework within which they work.
3. Being aware and compliant with the policies and practices of the workplace, including those relating to Health and Safety, behavior and safeguarding and share in collective responsibility for their implementation.

4. Establishing a purposeful and safe learning environment conducive to learning.
5. Establishing a clear framework of procedures that fit in with school policy to manage learners' behaviour constructively and promote self-control and independence.
6. Liaising honestly and sensitively with parents in relation to general behaviour issues as they arise
7. Ensuring that the school rules are promoted and adhered to at all times

**Teaching Assistants are responsible for:**

1. Supervising pupils inside and outside the school building in accordance with the policies of the school.
2. Being aware and compliant with the policies and practices of the workplace, including those relating to Health and Safety, behavior and safeguarding and share in collective responsibility for their implementation.
3. Reporting any concerns about pupil behaviour or well-being to the class teacher.
4. Ensuring that the school rules are promoted and adhered to at all times

**Mid-day Supervisory Assistants are responsible for:**

1. The supervision of pupils as directed by the Headteacher and Deputy Headteacher and reporting any concerns as above.
2. Being aware and compliant with the policies and practices of the workplace, including those relating to Health and Safety, behavior and safeguarding and share in collective responsibility for their implementation.
3. Ensuring that the school rules are promoted and adhered to at all times
4. Using the guidance given in the MSA handbook.

**LEGAL OBLIGATIONS**

SEN Code of Practice

Health & Safety at Work Regulations

## **Negligence**

**It would be negligent for school procedures to be ignored. Shortages of staff must not lead to shortcuts being taken.** When regular staff are absent replacement members of staff or supply staff must be properly notified and instructed with regard to their responsibilities. The senior mid day supervisor will, in consultation with the Headteacher and Deputy Headteacher, ensure that staffing levels each day are safe and will respond to ensure that appropriate measures are put in place to ensure adequate supervision levels.

Temporary risks, such as building works, bad weather conditions and other exceptional circumstances must also be taken in account in the plan as should the individual needs of children and in particular any children with personal risk assessments or Pastoral Support Plans that relate to behavioural issues.

## **Recording Incidents**

All accidents must be recorded according to school protocols, using the official school record book. Parents must be informed of bumps to the head, face or any other head injury using the official note home form or, on the advice of the First Aider, a phone call home. Serious accidents which require referral to a doctor, nurse or a visit to the hospital must be recorded in the official accident book which is kept in the school office. All medical notes of accidents should be kept for future reference for a period of not less than three years from the date of the incident.

Following a serious incident relating to behaviour, witnessing adults may be asked to complete a written record of what happened. A form to help with this is available from the Headteacher. These records will be kept by the Headteacher in a confidential file for the duration of the child's attendance at school.

## **ST MARGARET CLITHEROW SCHOOL SUPERVISION**

### **Supervision before school**

Classroom doors open at 8.45 am and pupils are invited into class.

School starts at 8:50am. The register is taken at 8:55am. Lessons start at 9:00am. At 9:00am the Infant gate and Junior gate are locked by the teaching assistant on duty.

Adequate supervision is in place – teachers are required to be ready on-duty

at 8.45 am to receive children in the classrooms. ~~School starts at 9.00 am.~~  
This arrangement has been discussed and agreed by the teaching staff.

Children are the responsibility of their parents until the classroom doors open at 8.45am. EYFS, KS1, Year 3 and Year 4 children must not be left unsupervised on the playground before school. Parents of older children who come to school on their own do so with the permission of their parents and are aware that their children are not supervised until their classroom door opens at 8.45 am. The Junior gates and Infant gate will be opened no earlier than 8:30am.

A member of staff supervises the KS1 gate and the Junior entrance to the building from 8.45 – 9am.

### **Responsibilities during the school day**

- a. Rotas - for supervision duties are posted in the staffroom and copies are distributed to all staff members.
- b. Registration – contact numbers are available in the school office should a child be absent without notification. Absence notification should normally be made before the start of the school day by telephone or email. If no notification has been received of an absence, a phone call will be made by 10am by a member of the office staff. Where unexplained absence occurs and contact with parents/guardians proves impossible, the Educational Welfare Officer will be informed. Where, after contacting parents/guardians the child fails to arrive at school, after leaving home, it will be for the parents to take appropriate action. Late comers to school will be noted in the school office and within a register, using the appropriate symbol. Pupils are not allowed off site during school hours without being accompanied by a responsible nominated adult.
- c. Illness – points of contact are in place for all pupils taken ill. Home and work contact numbers are in the school office. The Classteacher or office staff contact parents/guardians.
- d. Emergency – no class of pupils may be left unsupervised for any reason. In case of an emergency use of internal telephone system, teacher's own mobile phone or a message if possible, sent with a child to the school office, are the courses of action to take. In the case of fire, notices are posted for procedures and routes of escape known and posted.
- e. Lesson Time – pupils excused from PE/Games or Swimming are adequately supervised in other classes by arrangement amongst teachers. At no time are they to be left unsupervised. The teacher of those pupils is responsible for arranging supervision provision and work. On occasions a child may be

left to work in the library where they are visible by others adults who are aware of their presence. As pupils get older, they build up the necessary skills and controls to be able to make use of the grounds and the school building independently. Staff will always be aware of where they are working and will ensure that appropriate control measures are in place. All staff are expected to intervene as necessary in such instances.

- f. The removal of undesirable people from the school is the responsibility of the Headteacher. (See Section 40 of Local Government (Miscellaneous Provisions) Act 1982.) All staff are aware of the need to check strangers on the premises and report to the school office. All visitors to the school are required to report to the school office and wear a school visitor's badge (unless they are wearing a Local Authority approved Visitors Badge from their own establishment) whilst on school premises.
- g. Supervision at break-time – a member of the teaching staff is on duty in the Junior playground. A member of the teaching staff is on duty in the Infant playground. This is ensured by the Termly Rotas – Supply teachers must be made aware of rotas.

Each teacher is accompanied by a Teaching Assistant.

At no time may the member of staff leave the playground unless suitable cover, (i.e. another teacher or Teaching Assistant) replaces them. In the case of emergency a message will be sent to the office or staffroom. Teaching Assistant staff available for supervision in addition.

A walkie talkie system, taken to each playground by the TA on duty, ensures that effective communication is possible with the school office at all times.

### **Extreme Sun**

If the teacher on duty/Headteacher or Deputy consider believes the risk of sunburn to be great, pupils will be taken inside the building for the break period and supervised as for wet weather. Children must be reminded to wear hats, sun block and cover bare skin during hot weather. They must be advised to seek shade and to drink plenty of water. Parents will be reminded on the summer newsletter of this advice.

### **Midday Supervision**

The legal duty of care over pupils who remain at school during midday break still subsists and falls particularly on the Headteacher.

To this end proper arrangements are made for supervision. Teachers, Supervisors and ancillary helpers are all required to exercise due care when on duty. Safety and discipline are ensured by:

EYFS and KS1 Teachers 'deliver' children to the dining room each day. The Senior Teaching Assistant on duty receives them. They are assisted by the Midday Supervisors during the course of lunchtime. Junior children go out onto the junior playground until they have been called for lunch by the midday supervisor. Once lunch is over the children are accompanied to the playgrounds by the Midday Supervisors. Year 5 & 6 children accompany infant children from the dining room to the playground.

Within the Infant playground at least three supervisors are on duty. Within the Junior playground at least two supervisors are on duty. This is reviewed regularly according to the needs of specific children. At no time must the supervisors be standing in conversation. They should be moving around the playground independently, ensuring that the children are playing sensibly. They have medical kits and a walkie talkie for assistance. Minor accidents are recorded on the midday supervisors' proforma and then transferred to the accident book situated in the medical room after their duty has ended – all accidents must be recorded.

In the event of serious accidents the supervisors will use the walkie talkie and ask for assistance and a member of staff will attend and assess. A number of members of staff hold First Aid Certificates. If a child needs medical treatment beyond the schools ability to render it – parents/guardians are informed, using the contact numbers in the office. The Head or the Deputy must be informed before any child is accompanied by parents/guardians from the premises.

The SLT and class teacher liaise with lunchtime staff to ensure that patterns of behaviour are identified and dealt with appropriately. Serious behaviour incidents are dealt with as they happen by a member of SLT. Midday Supervisory Assistants raise individual issues of concern with the Class Teacher.

In the event of accidents (minor) the child is either treated using the mobile first aid kit or is taken to the staff room initially, where a member of the Teaching Assistants or Teaching staff will assess, treat the injury. In the event of serious accidents the supervisors will send the red card which denotes 'assistance required' and a member of staff will attend, assess. A number of members of staff hold First Aid Certificates. If a child needs medical treatment beyond the schools ability to render it – parents/guardians are informed, using the contact numbers in the office. The Head or the Deputy must be informed before any child is accompanied by parents/guardians from the premises.

In the case of an Ambulance being required – a member of staff will accompany or follow the child to the hospital, whilst at the same time, parents or guardians are informed. If a child needs to be taken to hospital an

ambulance should be used; under no circumstances should a car or taxi be used. If it is minor hospital treatment that is required it should be left for the parent to arrange transport to the Hospital / Doctors.

**Bumped Heads** – all incidents are recorded in the accident book in the medical room and notes sent home – bumps causing concern or where ice has been applied result in parents/guardians being telephoned.

**Wet Weather** – it is advised that at no times must classes be left alone – therefore it may be required for staff to cover those classes without a supervisor – either on rota or by a process of sharing cover. Wet weather games are provided and the children are required to remain in their designated areas at such times. The Head and/or Deputy may be required to supervise during these conditions – but they are entitled to take a break and reasonable time must be allowed between 12.00 and 2.00 pm. Supervision during wet weather conditions is undertaken according to the professional judgment of the teaching staff. **Break:** Teaching Assistant Y3 & Y4/Teacher Y5 & Y6 – between two classes. **Lunch:** KS1 ~ one per class; KS2 ~ one per two classes.

**Supervision after school** – The children in Reception and KS1 are dismissed at 3:25pm and the Junior children are dismissed at 3:30pm. Any notices of changes are given in advance. Teachers must supervise dismissal. A member of the Senior Leadership Team will be on site until all children have left after-school clubs.

**EYFS / KS1** – may never leave the classroom until they are collected by parents/guardians. After 3.30 pm Reception and KS1 pupils will be collected from the school office.

**KS2** – must not leave the school grounds until collected by parents/guardians. If a child is to go home unaccompanied by an adult, it is the parent's responsibility to inform the school office of the class teacher. KS2 children who are not collected after 3:35pm should report to the school office. It is the responsibility of the Classteacher to know of those children who go home alone.

### **Late parents/guardians**

The children will wait by the school office and will be supervised by a member of staff. Parents will be reminded of the dismissal times if this situation becomes a regular occurrence according to Local Authority advice.

### **Supervision of Special Activities**

Swimming – School Rules/Guidelines governing the Supervision of Swimming are in place. Special care must be taken during Physical Education. Risk Assessments are available and reviewed regularly. Children are not allowed

to wear watches, jewellery during PE sessions. Suitable clothing/footwear to be worn.

**Science/Design Technology** – See Risk Assessments/Health & Safety Policy.

**Supervision on School Visits** – See Risk Assessments/Health & Safety Policy.

Note – a mobile phone must be taken on all school trips, however short, a list of contact numbers, health care plans, any medicine and risk assessments.

Collection of pupils at the end of the visit – see Supervision after school.

### **Extra Curricular Clubs**

The same level of supervision is required as for similar activities during normal school time. Adequate notice of cancellation of such events must be given. Clear times must be given to parents. Collection of pupils at the end of Activities – see Supervision after School.