

**SUPERVISION OF PUPILS POLICY**

Teachers at St Joseph’s School and Nursery have a duty of care to all pupils. It is the school’s responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present on the School site, as well as during activities either on or off the campus. It is also our responsibility to ensure that there is effective supervision of the school buildings and that the site is secure.

Duty of care is a legal requirement. We are required to ensure, as far as is practicable, adequate supervision of pupils throughout the school day to ensure their health, safety and welfare. We are also required to ensure, as far as is practicable, that the School is a safe place of work for employees and for others who enter the site.

Staff on duty must be outside immediately at the beginning of playtime. It is essential that supervision at playtime is pro-active. The children must be aware that members of staff are alert and observant, ready to intervene to pre-empt any potential disputes or to assist if there is an accident. Staff on duty might also comfort children who, for whatever reason, might be sad or lonely. It is important therefore, that staff on duty do not stand together but patrol as much as possible and interact with the children.

## Supervision during the School Day

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| Supervision in EYFS | Nursery children are registered and supervised in their rooms upon arrival from 08.00. Staff sign the children into nursery and a formal register is taken for the 2 year old funded children and for the 3 year olds at 9.00 am. All Early Years Practitioners are on duty in EYFS. Strict ratios are adhered to throughout the school day. In our Reception class, children are supervised from 8.30am on the playground (or the gym on wet days) and a formal register is taken in the classroom at 9.00am. If they are attending Breakfast Club, supervision is from 8.00am in the Dining Hall. The Reception Class teacher has QTS and, where the majority of pupils are five or over, he/she can be responsible for up to 30 children, However, in the classroom ratios currently do not exceed 1:14. Other Early Years Practitioners in EYFS have NVQ Level 3 or equivalent qualification and therefore work to a 1:8 ratio for 3 year olds and over, 1:4 ratio for 2-3 year olds and 1:3 ratio for 0-1 year olds. This is maintained in the classroom and all learning environments as well as on the playground and in the dining room. At the end of the day parents sign their children out of nursery on collection, whilst for Reception Class to Year 6, there is a handover from the class teachers at 3.45pm or from the After School Care Team before 6pm.  After 4pm children in Reception Class are in the care of the After School Care Team. A register is taken at this time. |
| Before School (from 08.00am) | The school buildings open at 8.00am daily for those attending Breakfast Club.  See also EYFS section above.  From 8.30am Key Stage 1 and 2 are supervised on the playground or in the gym on wet days. |
| 9.00am | Class teachers are responsible for pupils at this time. Registration. |
| Break Time | All pupils are supervised by two members of staff, who undertake break duties (on a rota basis). Staff are present on the playground at all times. The members of staff on duty will ensure children are adequately supervised on their way back to class. This may involve the use of older children/Prefects. |

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| Lesson Time | Teachers are responsible for the supervision of their class.   * No class should be left unsupervised for any reason. In case of emergency teachers might: * Summon a teacher from an adjacent classroom to supervise both classes whilst the incident is dealt with; * Call the School Office, or the Head Teacher   - Pupils will be excused from lessons to go to the loo or attend a music lesson.  - Occasionally a Teaching Assistant may be asked to supervise the class at the teacher’s discretion. |
| Lunch Time (12.00 -1.15pm) | All pupils are supervised on the playground/in the gym by 2 members of staff, who undertake lunch duty on a rota basis. Pupils in the dining hall are supervised by the midday staff although teaching and support staff are encouraged to sit with the pupils and supervise them at this time in return for a free lunch. All pupils are then supervised by two members of staff until 1.15pm when lunch break ends and pupils return to their classrooms for registration. Pre-Prep children from the Nursery go to the dining hall from 11.30 am to 12 noon then into the playground from 12 until 1pm. The younger nursery children have lunch in their classrooms. |
| Afternoon Registration (1.15pm) | Class teachers register their classes prior to afternoon lessons beginning. |
| End of school. After School Activities/Care | Children who are going home at 3.45pm are dismissed from the Reception area by the class teachers.  Those doing an after school activity are under the supervision of the member of staff running the activity until its conclusion when they are either collected by parents or taken to After School Care. Registers are taken of all clubs. Children staying on at school up until 1800 are signed into the After-School Care team for supervision until they are collected. Children from Reception Class to Year 6 who are not collected at 3.45pm will be supervised by the class teacher until 4pm after which they will be placed in the care of After School Club  EYFS children are either supervised by the member of staff running the activity or supervised by After School care team. Children are signed out at all times.  No children below the age of Reception are able to attend After School or Holiday Club. Generally, despite the legal ratio for supervision of children at Reception age or above being set at 30, we always endeavor to have at least 2 members of ASC and Holiday Club on duty at any one time. However, in the event that a staff member is found to be alone with children (e.g. due to sickness or a member of staff dealing with another incident), the following procedure will apply:   1. If the absence is permanent for that session a replacement member of staff should be made available until at least 5 pm. After this time, numbers should be significantly less due to the passing of the first collection point for one member of staff to supervise the children safely. After this time, the Nursery Manager on duty should be informed and, if necessary, children moved to a room where additional adult support can be summoned quickly should it needed. 2. If it is not possible to move the children, the Nursery Manager on duty should be informed and the telephone in the gym used to summon additional adult support from the Nursery, should it be needed. 3. Where the absence is temporary (e.g. second staff member is dealing with a sick child, changing clothes, etc.) the Nursery Manager on duty should be informed and the telephone in the gym used to summon additional adult support from the Nursery, should it be needed. 4. Unless it is a complete emergency, at no time should the children be left unsupervised whilst help is sought. |
| Pupils who are off games | Pupils who are off games will either be:   * in a classroom/library supervised by a member of staff * at the pitch side/gym, supervised by the teacher running the activity |

## Pupil Absence

If a pupil is unable to attend school because of illness, his/her parents/guardians are asked to contact the School Office and give the reason for absence and likely duration of the absence.

## Visitors

As part of the School’s requirement to protect the pupils in its care, ALL VISITORS to the School are expected to sign in and out at School Reception, where they will receive a badge, which they are expected to wear for the duration of their visit. Visitors will also sign the fire register. Fire procedures are displayed at key points around the school. All staff should be prepared to challenge strangers on the premises, and to immediately report concerns to the School Office.

## Classrooms

Pupils should not be left unsupervised in classrooms outside lesson times.

## Supervision of Pupils on Trips

For detailed guidance on the appropriate supervision of pupils on trips, see ‘Educational Visits Policy’.

## THIS POLICY APPLIES TO ALL PUPILS, INCLUDING THOSE IN EYFS

Date of policy: December 2017