

Supervision of Pupils



DATE OF REVIEW: Autumn 2024

DATE OF NEXT REVIEW: Autumn 2026

TO BE REVIEWED BY:
Resources Committee

The supervision policy contains information on the care and supervision of pupils for teaching and non-teaching staff at Hatherleigh School. Information contained here appears in other policies and documents such as the Behaviour Policy, Residential Visit Policy and Guidelines for Volunteers and Staff.

Before school

Parents are notified through the school website and in newsletters of the start of the school day: 8.55 a.m. They are reminded that children should go straight to the classroom from 8.45– 8.55 a.m. where a member of school staff will be on duty. Some children receiving music tuition and pupils who are children of staff working at the school will be an exception to this rule. Staff's own children will be the responsibility of their parent if they are on school premises before the start of the school day unless the start time of their working day is after that of pupil arrival. Children receiving music tuition will be the responsibility of the member of staff teaching the pupil.

Registration

The responsibility to ensure that a pupil attends school regularly is that of the parents or guardian. Contact telephone numbers and addresses for all carers are kept in files in the school office and on SIMS. Late arrivals and early departures at school are recorded on the schools electronic signing in and out system e-Reception When a child is absent, parents are requested to inform the school of the reason for absence and parents will be contacted if no reason has been provided. If the parent cannot be contacted, the school will endeavour to ensure the family's well being by calling the other named contacts. If no explanation can be provided for the child's absence, the school will contact the Education Welfare Officer who will be asked to ascertain the safety of the family. The Police may also be contacted. School staff may carry out a home visit.

Errands

No pupil should be sent off-site on an errand on behalf of a teaching or non-teaching member of staff. However, children may be sent, with a member of staff, on errands within Hatherleigh as part of their learning in "life skills".

Illness

When a child appears to be too ill to remain in school, the class teacher should inform a member of the administration or leadership team before arranging for the pupil to be sent home. Children who are sent home must be signed out.

Emergency

No class of pupils shall be left unsupervised for any reason. If a teacher needs to leave their class, the office should be notified if another adult is not available nearby.

Lesson time

Pupils excused from PE should accompany the class and not remain unsupervised.

Premises security.

All staff should challenge any strangers on the premises and report to the school office/SLT immediately if there is any concern. Notice of visitors to the site is displayed on the white board in the Staff Room and recorded on the school calendar. Visitors are asked to wear a Yellow identification badge and sign in and out using e-Reception. Any visitor who has not been DBS checked will be supervised by school staff at all times. An entryphone system is installed at the main gates and the main entrance doors to the school.

Supervision at break time

A rota of staff on duty at break times is displayed in the Staff Room and sorted on the shared Staff drive.

During wet breaks the following applies:

Each class should be supervised by an adult.

Where classes are next to each other and joined by a connecting door, two classes can be supervised by one adult.

Activities and equipment should be age-appropriate.

Pupils should take part in activities which are safe and take place in a controlled manner.

Lunch time supervision

The supervision of the pupils during the lunch-time is the responsibility of the midday supervisors under the direction of the headteacher or member of the School Leadership Team.

Supervision after school

Class teachers are responsible for the supervision of pupils for 10 minutes at the end of the school day. This comes under their directed hours. Any child left on the premises after the end of the school day is the responsibility of their parents. Pupils who attend clubs should be listed and a letter of permission sought from parents/carers. Arrangements for their collection after the club has ended must be put in writing and kept by the school. If a club is cancelled the school will attempt to notify parents in good time. If this is impossible due to staff sickness or an emergency, parents should have alternative arrangements for their child in hand. Should a child be injured during an after school activity, parents should always be informed by the member of staff.

Arrangements for children not collected at the expected time are as follows:

1. Child is taken to After School Childcare (on the nights when After School Childcare operates). If After School Childcare is not operating the child should wait with a member of staff.
2. Parents contacted and messages left.
3. Members of the Senior Leadership Team (non-admin) should be informed when decisions will be taken as to the next steps.

Supervision of pupils travelling to and from school

The school is not responsible for the supervision of pupils travelling to and from school. The headteacher can discipline pupils who misbehave on transport whether this is provided by the school bus contractor or public transport. The school expects pupils to conduct themselves well and in a safe manner whilst on transport. Any infringement of this rule will result in parents being contacted and the possibility of school transport being withdrawn for a set period. A member of the teaching staff via a set rota takes responsibility for ensuring pupils wait in an orderly manner for school transport to arrive and their escorting to the school transport. Should this be delayed then the member of staff on cover duty assumes responsibility for the pupils while they wait until alternative arrangements have been made.

Supervision of Physical Education

Teachers should consider:

- The safety of apparatus,
- The floor condition,
- The suitability of pupils' clothing and their own
- Whether the activities are within the capabilities of the pupils
- LEA guidelines for such activities as swimming
- Supervision of parent helpers
- Where first aid equipment is available
- Who, on the staff, is qualified to give first aid treatment
- Pupils are discouraged from wearing jewellery on PE days. If jewellery is removed then it should be handed to the teacher for safe keeping. It may be necessary to tape over studs which cannot be removed.

Supervision in practical activities

Staff should be familiar with the Whole School Risk Assessment. There is no restriction in the size of a practical class but teachers should ensure pupils take all necessary safety precautions when using tools, including the wearing of goggles. Groups using craft knives should be instructed on safe procedures, should be small and supervised closely. Pupils should be instructed in the safe use of scissors from Reception age and be reminded regularly.

Supervision on school visits

When pupils are taken from school on organised visits the duty of care arising from being 'in loco parentis' covers the duration of the visit and includes arrangements for the collection of pupils at the end of the visit.

Off-Site Visits

Category A:

A minimum ratio of 1 adult to 15 group members is recommended, unless the group members are under the age of 8, in which case a minimum ratio of 1:6 is recommended. There may be occasions, particularly in the use of school transport, journeys between school sites or in the neighbourhood of the school, where the above ratio may reasonably be increased as decided by the Headteacher or member of the Senior Leadership Team, based on an assessment of risk.

Category B:

Ratios are specified for particular activities in Section 4 of the Outdoor Education, Visits and Off-Site Activities book. Experienced instructors may exceed the ratios laid down in light of their assessment of the risks in a specific situation. However, standard practice is as described. For other non-specified activities guidance on ratios may be determined with the adviser for outdoor education but will generally not exceed 1 adult to 10 group members.

Category C:

1 adult to 10 group members is the recommended minimum staffing ratio for visits abroad, but with a minimum of two adults accompanying the group.

5 - 8 years old

In each of the above categories a minimum ratio of 1 adult to 6 group members is recommended for children between the ages of 5 and 8. This will need to be further adapted for children in the foundation stage or early years, according to the risk assessments.

Early years from 0 - 5 years old

For outings, the staffing ratio must be within that which is required in the school or setting and will typically need to be an improved ratio.

These ratios need to be informed by risk assessment and should consider the following:

- The sex, ages, attitudes, disability, behaviour and competence of the group members
- The extent to which people with special health needs or learning difficulties are included in the group
- The nature of any planned specialist activities
- The experience and expertise of the adults
- The duration and nature of the journey
- The need to maintain a complete programme of supervision
- The type of accommodation
- The competence of the staff – inexperienced staff should be counted as group members

For all except very small groups, each party should be accompanied by at least one additional adult who is considered responsible by the party leader and the head.