



“CREATIVITY, RESPONSIBILITY, RESPECT, AND HAPPINESS”

BLUE COAT CE VA PRIMARY SCHOOL

Supervision Policy 2018

Committee responsible for this policy	Resources committee
Policy initially approved by FGB	30 th September 2014
Policy reviewed/amended	14 th June 2016: 30 th Oct 2018
Policy review term	Triennial
Policy due for review	2021

Statement of Intent



Blue Coat CEVA Primary School recognises its responsibility to ensure that our children enjoy quality supervision so that they are safe, secure and enjoy their experience of break times. As a school community we recognise the importance of our staff team in the contribution they make to our children's welfare, enjoyment and promotion of a positive, caring school ethos. We recognise the importance of transition times within the school day and have in place appropriate processes and procedures to ensure the school is aware of each child's entry to and exit from the school within each day.

Aims of the Policy

This policy aims to:

- set out the roles and responsibilities held by staff in effectively supervising the pupils of our school, including registration processes for entering and exiting the school
- clarify general guidance and principles of supervision for all staff
- clarify how supervision duties differ for the various sections/periods of the school day
- outline the duty of care and actions to be taken during incidents requiring First Aid treatment
- outline the supporting school policies and documents that should be read and referred to in conjunction with this policy

Roles and Responsibilities of Staff Supervising Break Times

Each member of staff with a responsibility for break time supervision must uphold the school's relevant policies and practices, particularly those for **Safeguarding, Health & Safety, Behaviour, Anti-bullying, First Aid, Play and Equal Opportunities**. This will include:

- reporting any concerns of a Safeguarding or Health & Safety nature to the relevant members of the senior leadership team
- managing children's behaviour positively in accordance with the school's core Christian values of: **Respect, Responsibility, Creativity and Happiness**
- reporting any behaviour which falls short of the school's high expectations and is accountable to the school's behaviour policy
- monitoring and intervening in children's play so as to promote healthy relationships and minimise unnecessary risk of injury
- monitoring and assessing risk on a continuous basis
- encouraging children to evaluate their own competency in use of play apparatus and equipment with a view to them managing risk more effectively and independently
- encouraging children to practise independent problem solving skills
- responding to injuries in accordance with the school's First Aid policy

Guidance for All Supervising Staff

- Follow daily processes outlined for safe registration of pupils (teachers, office staff, external visit organisers and club leaders)
- Patrol all areas of the playground for which you are responsible

- Avoid distractions from supervision i.e. talking to other supervisors/adults, spending a sustained time with one group of children
- Interact positively with pupils and show mutual respect
- Find opportunities to underline positive behaviour and remind children of the school's high expectations of behaviour
- Follow the school Behaviour Policy when dealing with low level poor behaviour
- Report higher level unacceptable behaviour to the relevant party as soon as possible so that it can be dealt with swiftly under the school's Behaviour Policy or Anti-bullying Policy
- Avoid prejudice and ensure that all children are treated fairly, regardless of previous behaviour incidents
- Respond to all injuries with potential for significant injury cautiously i.e. requiring potential medical attention by a medical practitioner. This includes all head injuries, suspected fractures, strains, deep cuts etc. Decide whether the child is **best attended to at the scene** by a First Aider or should be **escorted by an adult** to the school's medical room
- Conduct yourself professionally in accordance with the 'Safer Working Practice Guidance' document as a role model to pupils, leading by example
- Report anything that presents a concern and requires further investigation, or action, to a Senior Leader

Before-school Supervision

Parents and pupils are informed that the school playgrounds are not supervised by a member of staff until **8.40am**. For this reason, we ask that children arriving at school before this time remain in the supervision of a parent/carer. If children walk to school without parental supervision, or are dropped off at the school gate, they should not arrive on site until 8.40am.

A teacher supervises the hard tarmac playground area immediately to the rear of the Key Stage 1 classrooms and another supervises the tarmac playground to the rear of the lower Key Stage 2 classes. The Mud Kitchen (bark chip area) is open for play, but children in this area must be supervised by their parents or carers at all times, until the bell rings at 8.50am. Teaching staff do not supervise use of this area before or after school. All other play areas, including the adventure playgrounds, the field and the top courted playground, remain off-limits to all pupils during this time. Teachers supervise the playgrounds on a rota basis and this is located in the school's staffroom.

Daily supervision is therefore **between 8.40am and 8.50am**. It is the responsibility of one of the teachers on duty to promptly ring the school bell at 8.50am to signal the beginning of the school day. Class teachers collect queuing classes from the appropriate school entrances to ensure supervision into the school building.

Staff supervising before school are responsible for ensuring that all public entrances into school are securely locked from the outside. The security of classroom entrances is the responsibility of the class teachers throughout all parts of the school day.

Start of the Day- registration of children

Teachers register children using a double-checking procedure at the start of the school day. The total number of children on the register is shown for a headcount check. To provide a roll call list during the

day, class registers are printed out immediately following closure of the register for each session. These are kept easily accessible in case of an emergency, e.g. fire alarm. Teachers register children's attendance from the statutory attendance register with a verbal check for anyone whose name has not been called and check the number of children tallies with the published headcount number. A separate dinner register is also called, acting as a further check.

Morning and Afternoon Break Time Supervision

Morning break commences at **10.35am** and ends at **10.55am** for all classes. Afternoon break (Reception and Key Stage 1 children only) commences at the class teachers' discretion for a period of 15-20 minutes. A teacher and teaching assistant are responsible for supervising each key stage and this arrangement also takes place on a rota basis. Additionally, the Play Coordinator will normally be out in the school play spaces during Morning Break, assisting with supervision and play.

All staff are strongly advised to initially monitor their area of responsibility to undertake a visual risk assessment. Supervision is distributed throughout the site to ensure appropriate visibility of children on the playground and staff members patrol areas of responsibility to reduce blind spots and monitor flow in and out of the school building in case of fire evacuation etc.

The decision to allow access to the adventure playgrounds should be agreed between supervising staff members and should be made on the basis of a visual risk assessment. Adventure playgrounds are key stage specific and operate on a first-come-first-served basis. The supervising staff are responsible for ensuring a safe number of children occupy this area at any one time, and should work on a guide number of approximately a class size i.e. (25-30). Children in this area have clear rules and guidance on how they should conduct themselves and supervising staff have a responsibility to ensure that this is followed. Supervisory staff have the right to remove any children from the area or from specific apparatus for safety reasons.

Lunchtime Supervision

This operates over 2 times: 12.00- 1.10pm for Reception and Key Stage 1 pupils and 12.00 – 1.00pm for Key Stage 2 pupils.

Lunchtime break supervision is overseen by the Play Team. The Play Team lunch shift starts at 11.45am, allowing time for a daily briefing and visual assessment of play areas before children enter the playgrounds at 12pm. If the school field is deemed to be suitable for play on the day then this decision will be made by the Play Coordinator or school's Site Manager who will then communicate this to the Play Team following the visual risk assessment.

Two Play Team staff are allocated to the school dining hall where they are responsible for overseeing standards of behaviour, management of flow of pupils, aiding pupils where needed, and responding to any incidents that may present themselves in the dining area.

The external play spaces are supervised by the remaining Play Team members. This is four to five members of staff daily. The Play Team distribute themselves within zoned areas of the playgrounds, and members are responsible for supervising the children within each zone. The Play Team use radio 'walky-talkies' to communicate across the dining hall and play spaces. They operate a flexible system of supervision, monitoring the flow of children and responding appropriately. Different play zones



may be open or closed, depending on weather conditions, work on site or other factors. The Play Team use direct, roving and distance supervision techniques as appropriate to each space and aim to keep as much play space open to the children as possible. Adventure playgrounds are subject to the same procedures as morning break (see previous section).

The Role of Adults in Play

The school will be guided by the Playwork Principles when developing the roles of adults in supporting quality play.

Blue Coat recognises the fluid nature of play. Staff use Dynamic Risk Assessment when supporting the children at play, alongside standard written risk assessments. Dynamic Risk Assessments happen on site and are based on observation of what is happening at any one time.

There is no stated supervision ratio for playtime supervisory staff. Blue Coat deploy a range of supervision techniques across the play spaces, including direct (children in direct eye sight), roving (adult moving within a defined supervision area) and remote (adult monitoring a large area from a good viewpoint).

Post-lunch registration of children

All children are re-registered by the class teacher when they return to the classroom after lunch time break, and records returned promptly to the School Office.

End of the Day

Parents are required to complete a form to authorise how their child is to get home. Reception and KS1 children are collected from their classroom door by nominated adults, KS2 children are released to walk home or find the adult who is meeting them unless school has been advised otherwise. The form includes any adults who are allowed to pick up the child and also states if they are allowed to walk home alone (KS2 children only). This information is collated, kept up-to-date and provided to class teachers by Office staff. Teachers have this information clearly available in their room for other adults to use, as necessary. Teachers ensure only children whose carers have given authorisation leave on their own. It is the parents' explicit responsibility to inform school about changes to their children's after-school arrangements.

After-school clubs and Busy Bees

When parents request a place for their child at a club, they must also confirm how their child will be getting home. If they are to attend Busy Bees, parents must agree to the method outlined by the school for them to get there (see below).

Club lists include the child's method of getting home. Up-to-date clubs list for each class are provided for the teacher by the Office. This list is clearly on display in the classroom in case of the class teacher's absence. The teacher separates the class into those attending clubs, including Busy Bees, for that day and those going home and ensure that the children go to the correct group. Those going to clubs should go internally to the designated place (KS2) or be taken (KS1).

The person responsible for the club takes the register and checks the headcount. The register is checked by an Office member for completeness. If a child who is expected is not present, the club leader will immediately establish where they are or request Office staff contact the child's parent/carer.

The school expects children who have a place in a club to attend unless advised otherwise by the parent/carer in advance. Parents will be informed if children are not able to attend a club for any reason, with as much notice as practicable. If a club is cancelled, it is the parents' responsibility to contact the provider (Busy Bees). The school currently contacts both the parents and the provider. This will continue as it is good practice.

Parents should be aware that, whilst the school and the Busy Bees club have close links, they are separate organisations. Parents need to communicate with both Busy Bees and the school regarding issues of attendance, illness, club cancellation etc. If children are going to Busy Bees, KS1 children are collected by Busy Bees staff but it is the responsibility of KS2 children to make their own way (internally) to the provider, both when school finishes and following the end of an after-school club.

Off-site Visits

Registers are kept in an easily accessible location in the School Office, to be completed by the class teacher if the class leaves site. This will state date and time, and confirm which children are leaving the site and which are staying (with their location – e.g. Y6). This means that, should there be a fire alarm, Office staff are aware of any children who are additional to the classes present in school. The class teacher also signs the class back in following an excursion.

First Aid / Responding to Injuries

For a detailed account of the school's policy and procedures please refer to the First Aid Policy.

It is the responsibility of supervising staff to respond appropriately and proportionally to any incidents of injury. Any child with a minor injury should be questioned and visually assessed before making a decision to admit to the school medical room or not.

If a child has sustained a potentially significant injury i.e. any head injury, potential fracture, sprain, deep cut etc. that might require further and immediate external medical attention then supervisory staff should exercise caution in their response. If First Aid is required then the supervisor should decide how this would be best achieved i.e. at the scene or in the school's medical room. Any child with a potentially significant injury must always be accompanied by a member of staff if they are to be escorted to the medical room.

Full details of the incident should be elicited from the child and witnesses so as to aid medical response to the injury. Supervisors have the responsibility of relaying this information to First Aiders promptly and accurately.

Cross Referenced: Cc: Safeguarding Policy, Health & Safety Policy, Behaviour Policy, Anti-bullying Policy, First Aid Policy, Play Policy, Equal Opportunities Policy, 'Safer Working Practice Guidance' document