

---

# OVERSTONE PARK SCHOOL

---

## Supervision of Pupils Policy

## Supervision of Pupils

Date	Review Date	Coordinator	Nominated Governor
April 2018	April 2019	Mrs M Brown Mr M Partington Mrs D York Mrs T James	Nomination process in progress.

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Education Act 1996
- School Standards and Framework Act 1998
- Management of Health and Safety at Work Regulations 1999
- Education and Inspection Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Education Act 2011
- School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Special Educational Needs and Disability (Detained Persons) Regulations 2015

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Principals, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years. Statutory Guidance for Organisations Who Work With and Support Children and Young People with Special Educational Needs and Disabilities (DfE) and (DoH)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children

We have a legal duty of care to all our pupils and the responsibility to ensure that we have in place safeguarding procedures for supervising pupils throughout the school day in order to ensure their health, safety, welfare and good conduct.

We are aware that our responsibility of supervising pupils begins when they arrive at school. Therefore, we will ensure that all parents are informed of the time that school starts and that children should not arrive until at least 10 minutes before that time when school personnel will be on duty.

We strongly advise parents with children in the Foundation Stage/KS1 to bring their children to school and to collect them at the end of the school day.

We ask all parents with children in KS2 to think carefully before allowing their children to walk to and from school alone. Parents must sign the appropriate parent-school agreement before allowing their KS2 child to do so.

We believe we have a duty of care to all school personnel and adult volunteers. Therefore, we strongly advise that they should avoid supervising any pupil alone at all times. If a one to one situation is unavoidable then school personnel should take the necessary precautions beforehand.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## **Aims**

- ! To outline the safeguarding procedures in order to ensure full and appropriate supervision of all pupils throughout the school day.
- ! To ensure compliance with all relevant legislation connected to this policy.
- ! To work with other schools and the local authority to share good practice in order to improve this policy.

## **Responsibility for the Policy and Procedure**

### **Role of the Governing Body (Proprietors)**

The Governing Body (Proprietors) has:

- a legal duty of care for all pupils and to provide adequate supervision of pupils throughout the school day;
- delegated powers and responsibilities to the Principal to ensure that high standards of pupil behaviour and discipline are maintained throughout the school day whether it is on or off the school site;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;

- the responsibility of involving the School Council in:
  - determining this policy with the Governing Body;
  - discussing improvements to this policy during the school year;
  - organising surveys to gauge the thoughts of all pupils;
  - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
  - visit the school regularly;
  - work closely with the Principal and the coordinator;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
  - report to the Governing Body every term;
  - annually report to the Governing Body on the success and development of this policy.
- responsibility for celebrating the effort, success achievements of pupils and school personnel;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### **Role of the Principal**

The Principal will:

- be responsible for the internal organisation, management and control of the school;
- ensure the maintenance of good order and discipline at all times during the school day when pupils are present on the school premises or on educational visits;
- ensure all school personnel are aware and comply with this policy;
- ensure that all school personnel are aware of their supervisory roles and responsibilities with pupils during the school day;
- organise appropriate training for school personnel;
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

### **Role of School Personnel**

School personnel will:

- be aware of and comply with this policy;
- maintain good order and discipline among all pupils safeguarding their health and safety when they are authorised to be on the school site and during educational visits;
- ensure that no class of pupils should be left unsupervised;

- ensure they take the necessary precautions before undertaking any one to one supervision;
- record and report any incident or accident that could be considered a breach of supervision;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

### **Role of Pupils**

Pupils will:

- comply with this policy;
- be aware who is collecting them from school on a given day;
- suggest ideas for devising a 'Break Time Code of Conduct';
- be reminded of staying safe during all break times;
- devise a programme of structured play time activities;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

### **Role of Parents**

Parents are asked to ensure that:

- their Foundation Stage/KS1 children are brought to school and are collected by them or a named adult at the end of the school day;
- they think carefully before allowing their KS2 children walk home alone;
- they sign the appropriate parent-school agreement giving permission for their KS2 child to walk home alone;
- their children do not arrive at school until 10 minutes before school starts;
- they report their child's absence because of illness or for any other reason;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

## **Supervision before School Starts**

Parents of Foundation Stage or Key Stage 1 children are reminded that they must bring their children to school and not to leave them unsupervised in the school playground. Parents must also note that school personnel will:

- be on duty 10 minutes prior to school begins;
- ensure that all pupils enter the school building and go to their classes where their class teacher and support staff will supervise them.

## **Supervision at Break Times**

The Principal (or DHT) will:

- ensure duty rotas are in place so that there is adequate supervision for both indoors and outdoors;
- ensure procedures and duties are clearly understood by all involved with pupil supervision;
- ensure duty teachers begin supervision promptly;
- act as line manager at break times when teachers and support staff are on duty;
- ensure good lines of communication are in place to ensure the overall safety of the pupils at these times;
- ensure procedures for dealing with accidents are in place;
- ensure all accidents are recorded in the appropriate accidents books;
- ensure parents are notified of any accident especially head injuries;
- ensure school personnel are trained in emergency first aid.

## **Supervision during Wet Weather**

During wet weather pupils will be:

- allowed into the school hall at the beginning of the school day where they will be supervised until school starts;
- supervised in the school hall during wet break times
- supervised in their classrooms at lunchtime by midday supervisors.

## **Midday Supervision**

We have a legal duty of care for all pupils during lunchtime with supervision being undertaken by a statutory number of midday supervisors.

At lunchtime pupils who go home are:

the responsibility of their parents;

- not expected back for the afternoon session until 10 minutes before school starts.

## **Supervision after School**

At the end of the school day school personnel will ensure:

- the safe exit of all pupils from the school site;
- Foundation Stage or KS1 children must be collected by their parents or a named adult;
- Foundation Stage or KS1 children should not be allowed to walk home on their own;
- KS2 can walk home alone only if their parent/carer has signed the appropriate parent-school agreement giving permission for their child to walk home alone;
- parents are contacted if children are not collected;
- uncollected children remain in school until they are collected by their parent/carer or named person;
- all pupils who travel by school bus or taxi are safely escorted to and handed over to the appropriate drivers and travel escorts.

### **Supervision by the School Crossing Patrol**

The school crossing patrol will:

- be on duty a suitable amount of time before school starts;
- remain on duty a suitable amount of time at the end of the school day

Parents will:

- be informed if, for any reason, the school crossing patrol will not be in attendance at any time;
- be reminded that the Local Authority has no legal responsibility to provide a school crossing patrol.

### **Supervision during Extra-Curricular Activities**

School personnel or the outside provider of the activity will:

- supervise the pupils during and after the activity;
- ensure the safe exit of all pupils from the school site;
- contact parents if children are not collected;
- ensure all uncollected children remain in school until they are collected by their parent/carer or named person

### **Supervision during Travel to and from School**

We are not responsible for the supervision of pupils who travel by bus or taxi but we are responsible for escorting them into school at the beginning of the day and to the bus/taxi at the end of the day.

### **Supervision during Off-site Visits**

The party leader will make all appropriate arrangements for supervision as outlined in the 'School Trips' policy.

## **Supervision of Curriculum Activities**

See 'Health and Safety in the Curriculum' policy.

## **Supervision of Changing Rooms**

When pupils are changing or showering school personnel will:

- respect the privacy of children;
- ensure bullying or teasing does not take place;
- avoid any physical contact;
- avoid any visually intrusive behaviour;
- announce when they are entering the changing room;
- avoid remaining in the room for any length of time;
- not change in the same room as the children;
- not shower with the children;
- report all incidents to the Principal or a member of the Senior Leadership Team

## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Principal reports to the Governing Body
- information displays in the main school entrance

## **Training**

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:

- All aspects of this policy
- Safeguarding & Child Protection
- Health & Safety
- Pupil Behaviour & Discipline
- Equal opportunities
- Inclusion

- receive periodic training so that they are kept up to date with new information



- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

### Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Principal and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

### Linked Policies

- Safeguarding and Child Protection
- Health and Safety
- Pupil Behaviour & Discipline

### Appendices

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

<b>Principal:</b>	Mrs M F Brown	<b>Date:</b>	26 <sup>th</sup> April 2018
<b>Chair of Governing Body:</b>	Nomination Process in Progress.	<b>Date:</b>	