

SUPERVISION POLICY

POLICY STATEMENT

The safety and security of the children in our care at Grangewood Independent are paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

The procedures outlined in this policy should be followed alongside the *Safeguarding and Child Protection Policy*, *Child Missing Education Policy*, *Whistleblowing Policy*, *Staff Code of Conduct and Standards Policy* and any other relevant school policy or procedure.

This policy has been adopted in respect of any child who goes missing from our premises or wanders off from our care, even if they remain on site.

This policy should be used in respect of all cases in which it is found that a child is lost or missing, and read in conjunction with the school's *Uncollected Child Policy and Extended School Policy*.

DUTY OF CARE

The Head Teacher has a certain responsibility to make sure that all pupils are supervised appropriately and fully during the school day. This 'duty of care' is also required by all staff within the school. Each staff member must employ a standard of care, comparable to that of the child's parent/carers.

The Head Teacher along with the Trustees and Governors must ensure that the students behave well throughout the school day, including break times and when off-site. They are also responsible for the security and effective supervision of the school buildings and their contents and of the school grounds.

All staff are responsible for upholding good discipline among the pupils and safeguarding their safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

There should always be one staff member present in a room or area where there are any pupils present.

If a claim for negligence is brought against a teacher, the Head Teacher or the Governing Body, it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must always be maintained.

If an incident occurs, it is important that, in addition to the official accident report form, when necessary, an account should be written up for any incident other than a very trivial incident and recorded in the Class Incident Book or Head Teacher's Log. Parent/carers should be informed by telephone of serious accidents and bumps to the head. Bumps to the head should also be followed up by a note home. The school Accident Book is monitored half termly to identify any patterns occurring in order that relevant measures can be put in place. Accidents that occur through faulty equipment or apparatus should be reported to the Head Teacher and the equipment placed out of use until repaired or replaced.

PROCEDURES

Younger students are brought into school by their parent/carer/carer; older children may have permission to come into school independently and make their way to their class, or if before 8.45am to the School Hall.

Each pupil who arrives at school is registered at the beginning of the school day

Staff maintain the appropriate high level of supervision throughout the lessons and are aware of the location of the children in their care at all times. If pupils are taken out of the class for any reason this must be communicated to the Class Teacher or Key Person who has the overarching responsibility at that time.

During the break times and lunch hours, the staff and midday supervisors on duty have responsibility for knowing the locations of the pupils.

The register is taken again in the afternoon.

When on excursions off the school premises, staff implement strategies to maximise the safety and security of the children in accordance with the school's Educational Visits policy. Full risk assessments are carried out. A list of all the children's names is carried by the trip leader and the children split into small groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity. The number of children is checked regularly by roll calls.

In the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out: The following procedures will be followed:

- A roll call will be taken to ascertain that the child is missing.
- Staff will maintain safety and well-being of other children.
- A member of the Senior Leadership Team and at least one other member of staff will search the immediate vicinity or school grounds. Going to places at which the child was last seen, tracing the routes that they may have taken and asking other children what information they have as necessary.
- If the child is not found after approximately 10 minutes, the Head Teacher or an appointed member of staff will endeavour to contact the parent/carers of the missing child by telephone (e.g. to ascertain whether the child has been collected).
- If after approximately twenty minutes of the child going missing, and if the parent/carers have not been contacted, the Head Teacher or appointed member of staff will contact the police.
- The search will continue, widening the area, until the police arrive.
- Once police arrive all relevant information about the child will be given. The police will then take over the search.
- If off-site, the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff will return to the school with the rest of the children.
- When the situation has been resolved, the Head Teacher and Trustees/Governors will review the reasons for this event happening and revise measures if necessary.

SUPERVISION BEFORE SCHOOL

All parent/carers are made aware of the starting time of the school day and extended hours provision. The appropriate level of supervision will be maintained at these times (see Grangewood Extended School Policy, incorporating Breakfast & After-School Clubs).

REGISTRATION

The responsibility to ensure that a pupil attends regularly is that of the parent/carers or guardian. Parent/carers/guardians must ensure that the school has up to date contact telephone numbers should a child be absent without notification. The school secretary will attempt to

contact the parent/carer or guardian of any child whose absence has not been authorised on the first day of absence (9.30am).

Parent/carers are informed that a note, following a verbal message or telephone call, is necessary to validate their child's absence.

PUPILS OFF-SITE

Pupils will not be allowed off site unaccompanied, during school hours, unless there is clear evidence of a request from a parent/carer or guardian. Any letter making such a request should be kept in the pupil's personal folder in the school office. No pupil should be sent off site on a personal errand on behalf of any member of staff.

LESSON TIME

No class should be left unsupervised for any reason. In the case of pupils' being excused from lessons such as swimming, adequate supervision within available staffing resources, needs to be provided. Supervision is needed for activities such as moving P.E. equipment or chairs and tables. Pupils should be reminded of the correct way to carry chairs, tables and apparatus. Pupils who are not following the school rules regarding class behaviour must be escorted to their 'Buddy class' by another responsible pupil. Pupils being disciplined should not be sent to sit or stand outside the classroom without supervision. Evidence of pupils being sent out of lessons must be recorded in the class behaviour log; wherever possible time out of class should be kept to a minimum (5mins) or the pupil should take work to complete.

Pupils should not use the internet unsupervised and staff should read the E-Safety policy.

SUPERVISION AT BREAK TIMES

Adequate supervision must be provided both indoors and outdoors through school break times. A risk assessment and checklist for extended hours, lunch and break time supervision at Grangewood Independent School is provided.

Pupils should never be left indoors at break times without a member of staff being present. The only exception is if a child has a genuine medical reason and needs to stay inside. In this case the school first-aider, Mrs M. Suarez (Siddons) will provide supervision and monitor these pupils periodically.

SUPERVISION AFTER SCHOOL

Staff should ensure that the parent/carer or guardian responsible for collecting pupils are there to take charge of them before letting them leave their care. Parent/carers, however, are made aware that any child left on the premises after the school day has ended, is their responsibility. If they neglect to make provision for the pupils' safe return home, action may be taken by Social Services. Parent/carers should contact the school at the earliest opportunity if they are delayed for any reason.

The school secretary, school office staff or the Head Teacher will attempt to contact the parent/carers to ask them to make arrangements to collect their children. Names of pupils left at school after expected pick-up time, without prior warning, will be recorded and parent/carers will be asked to sign when collecting their children and the time recorded.

Staff should ensure that children leave in an orderly manner, necessary to maintain discipline and ensure safety.

SUPERVISION OF PUPILS TRAVELLING TO AND FROM SCHOOL

The Head Teacher is not responsible for the supervision of pupils travelling to and from school. However, the Head Teacher will inform parent/carers of any inappropriate or unacceptable behaviour particularly if it affects the safety of any child.

SUPERVISION OF PHYSICAL EDUCATION

In addition to the same general principles of care, teaching staff must bear in mind the requirements of the Health & Safety at Work Act. In the event of an accident, an action for damages would be unlikely to succeed if the teacher could show that he/she had employed reasonable care. Factors to be considered include the safety of the apparatus, the conditions of the floor, the suitability of the children's clothing and footwear whether the exercises and activities are within the capabilities of the pupils as well as being properly taught.

There must be a high degree of supervision during sports activities, especially field events and at the swimming pool. Pupils should be clear on the perimeters and boundaries for the assigned activity. Pupils should not be allowed into the hall to use P.E. equipment or go onto the pool side, unless they are properly supervised.

EXTRA-CURRICULAR/ OFF-SITE ACTIVITIES

The same level of supervision is necessary as for similar activities in normal school time. Relevant risk assessments must be made, and registers with contact details taken. All staff must have enhanced DBS checks. Staff must follow the guidelines regarding staff to pupil ratio for the age of the pupils in their care.

Permission should be obtained from parent/carers whose children will be participating in after school and off-site activities and who will be late home. A written notification of pupils making their own way home is required. Parent/carers should be notified in the event of the cancellation of such activities at the earliest opportunity.

When pupils are taken from school on organised visits, the same duty of care arising from being 'in loco parent/carere' exists whether the visit is undertaken voluntarily and out of school hours or not. It covers the duration of the whole visit and should include arrangements, where appropriate for the collection of pupils at the end of the school day.

Where there is no male/female teacher to escort boys/girls to the male/female toilets or changing rooms, every effort must be made to ensure the safety of the pupils. The pupils should not be allowed into the toilets alone, but in groups of at least three or four and should wait until they are all finished before coming out of the toilets.

REDUCING THE RISK OF LOST CHILDREN WHEN ON EDUCATIONAL VISITS

To minimise the risk of missing children on an educational visit, children must be briefed before setting off of the importance of staying with the group leaders and reminded to encourage each other to keep with the group.

Younger children must be instructed that in the unlikely event of being separated from the group, they must STAND STILL so that the group can re-trace their steps to locate the child.

Older children should be given an assembly point to meet at or have a contact number to use in emergency

Pupils must wear school uniform on educational visits (unless otherwise agreed) to ease identification of lost children and to be easily identifiable in a group.

Younger children can be advised certain adults are there to help them and that if they are lost, they must stay still but if approached by a person in uniform e.g. museum staff, or police, they should feel they can talk to the person and let them know what is happening. **In no circumstance must they go with the person**, they should remain where they are but ask that the message is taken so that it can be conveyed by loud speaker or the Group Leader telephoned.

PUPIL RESPONSIBILITIES

Teaching staff should constantly reinforce school rules and challenge pupils they see inside at break times and lunch times. They should explain what is expected of them in out-of-school and on off-site visits and how to deal with problems that may occur to keep them safe.

ACTIONS TO BE TAKEN IF A CHILD IS NOT COLLECTED ON TIME

Please see the school's *Uncollected Children Policy*.

ACTIONS TO BE TAKEN IF A CHILD IS FOUND WANDERING ALONE IN SCHOOL

On discovering a child wandering around the School premises without supervision or in suspicious circumstances:

- ASK where they are going/where they are supposed to be.
- ACCOMPANY the child to the care of a responsible adult. It is not advisable to send them to another unsupervised place unless you are to join them directly.
- Pupils within the Early Years Foundation Stage (EYFS) should always be under supervision of a member of staff when moving around the School site. Any such child found wandering should be accompanied back to their Learning Area and the incident reported to the appropriate class teacher and EYFS Coordinator. The EYFS Coordinator and the child's teacher/Key Person will discuss the incident and decide if further action is required.

Policy Adopted by Governors/Trustees: January 2019

Signed: _____

Policy Last Reviewed on: _____

Policy Due for Review: January 2020