



Fishbourne Church of England Primary School

Supervision Policy

Lead member of staff	Head teacher
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At Fishbourne Church of England Primary School we start with the WHY - our core belief drives all decision making. We think deeply about the HOW, using our core belief to guide decisions on a day to day basis. Finally we decide WHAT action brings our belief to life.

Our core belief is that:

***'There is only one you in this great big world...
...make it a better place'***

This core belief is at the heart of why and how we create our policy and the policy in action.

God you made me; you created me. Psalm 119

Fishbourne C of E Primary School

Supervision Policy – NB) This policy has some revisions that are outlined in the Covid-19 risk assessment also available on the school website.

Before School

Teachers are at their classroom door from 8.45am to greet pupils and parents, allowing an opportunity for parents to exchange any important key information with the class teacher; any more complex enquiries should be discussed during at another time and an appointment booked. During this time, children are supervised by the class LSA in the classroom. Each teacher ensures that the children know exactly what the routine is when they arrive in the classroom and that there is an activity for the children to complete.

During the School Day

Children are not allowed to leave the school site during school hours without a written request from parents or collection by them.

Children are not allowed off site to collect a ball/object which has gone beyond the boundary.

Children are not sent off site, going to staff cars to collect apparatus, books etc. without a member of staff.

Any child taken ill may be collected by their parent or appointed contact but the office staff must be aware of this and the 'leaving early' book signed.

Classes must always be supervised by an adult; a colleague can cover for a short period of time if necessary.

All visitors to the school should sign in at the office and wear a visitor's lanyard which come in three varieties: visitor, supply teacher and volunteer.

Children understand that any adult seen without identification should be flagged up with a trusted adult in school. School staff approach any adult not wearing a lanyard and they will be guided back to the school office.

Break Time

The duty teacher and LSAs spread themselves around the area in which the children are playing.

Children needing first aid are sent into the First Aid Room. The duty teacher always remains outside. In a serious incident, a message is sent to the office or staff room with a message to phone for an ambulance.

Teachers ensure that children have left the classrooms before leaving the room themselves. Any child staying in to do work must do so in an area to ensure a reasonable level of supervision.

At wet playtimes the children remain in their rooms supervised by the duty staff. The duty teacher will visit the classes.

Midday Supervision

All those supervising at lunchtime are responsible for making sure that lunchtime is a safe and enjoyable experience for all. It is very important to be proactive and consistent in our approach.

This role includes-

To ensure that supervisors are in the hall, small or large playground on time.

The children should experience positive learning opportunities through the games that they play and the social interaction that takes place.

A member of the leadership team will be on duty during lunchtime to support those supervising the children.

In the Hall

- As the children come into the hall, help them to settle quickly
- Be available to the children to be able to support them in collecting meals
- Encourage the children to eat their meal and to communicate with their friends
- When KS1 have finished their lunch (not before 12:25), they collect coats from the classroom and go out onto the field.

In the Playground

Although a large part of the role is to supervise the children in our care, supervisors should also be facilitators, providing the children with new opportunities. Initiating new games i.e.: skipping, catching games and games like 'What's the time Mr Wolf 'etc.

Encouraging positive play and helping to develop social skills, by circulating amongst the children, encouraging them to share, take turns and to look after each other.

After School

Teachers are responsible for their class until all children have left the classroom.

Infants will remain in their classroom until the class teacher dismisses them from the classroom door when a parent/carer has been identified. If the teacher is not there and a supply teacher is covering, it would be appropriate for the class LSA to support this.

Juniors are dismissed from the classroom door. If a parent/carer is not present to collect them, they wait with the class teacher on the bench outside their classroom until someone arrives. The class teacher waits with the children on the playground until they have all been safely collected. If a parent is more than 10 minutes late, the class teacher alerts Sarah in the office who will phone the parent and the child is taken to wait in the entrance hall until the parent arrives. A list of after-school arrangements for each child will be kept in the classroom so that it can be referred to on a daily basis. Children in lower Key Stage 2 are reminded of these arrangements on a regular basis, and all are told that they should never leave the school grounds without a parent/carer.

Only children in Y5 and Y6 who have returned their permission slip are allowed to walk home alone. No children are permitted to cycle to school unaccompanied until they have had their Bikeability course.

After-school clubs

Class teachers will ensure that any Infant children have safely arrived at their after school club. Children attending CC's will be collected by a member of CC's staff from their classroom before being taken over to the Craft Room.

Juniors will make their way to their after school clubs and CC's independently where a register is taken. Any children absent will be checked against the afternoon register and phone calls will be made to parents if necessary.

Parents are asked to inform the school office if a child is not attending club on a given day - this avoids unnecessary phone calls being made to families during peak times.

Both infants and juniors will be dismissed from their clubs by the member of staff leading the club or the club provider. Parents will be informed by the club provider which exit the children will leave from and the provider will remain with the children until all children have been safely collected.

Last reviewed: September 2020