

## JUNIOR SCHOOL SUPERVISION POLICY

### Introduction

At LVS we aim to ensure the children in our care live and work in a safe and supervised environment. The 'duty of care' is a contractual obligation for all staff.

### Supervision before and after school

The school gates open at 8.30am when there is a member of staff on duty at the EYFS and Key Stage 1 gate and on both the playgrounds. Children wait in the playground until the bell rings at 8.50 am. The teachers are responsible for the children from this time. There are no arrangements for the supervision of children earlier than 8.30am. Registration takes place at 9.00am.

The external doors to the school are locked during the day and the only access to the school is gained through the front door which is manned by the Junior School Secretary. Children are not allowed, under any circumstances, to open the main door or any external doors, to allow access to visitors.

The school day ends at 3.30pm except for Mondays when KS2 children take part in co-curricular sport activities until 4pm. EYFS and KS1 children are taken to the gate to meet their parents or carers. Once the parent/ carer has collected their child, they are responsible for that child.

KS2 children who attend co-curricular clubs during the week are collected from the clubs by their parents with the exception of sports clubs when the members of staff bring the children back to the Junior School and wait with them until they are collected.

### Lesson time

- No class is left unsupervised for any reason during the school day. In the case of an emergency, if a teacher needs to leave the classroom they must ensure that a Teaching assistant, or other member of staff, can take their place in the room.
- Parent helpers sign in at the front office and must wear an identity badge. All staff are aware of the need to check strangers on the premises and report immediately to the school office wherever there is concern.

### Supervision at Playtime

- **It is the responsibility of all Junior School staff to ensure the gates to the playground are shut at all times but especially at playtimes.**
- Guidelines for procedures to be used at playtimes can be found in the Junior School Playground Policy
- Playground duty demands a high standard of care and in particular requires that the teachers and teaching assistants patrol the playgrounds at all times.
- It is the responsibility of the Head Teacher to explain to new teachers their supervisory responsibilities.

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- The duty teachers must be on the playground, at the beginning of playtime, ready to receive the children.
- At lunchtime, the staff on duty in both playgrounds need to be in the playground ready to receive the children from **12.45** onwards.
- Children are not allowed on to the playground without an adult responsible for supervision present.
- If a child is not allowed to go out at playtime due to illness or behaviour issues they are to be taken to the office by the class teacher or Teaching Assistant.
- The duty teacher can reinforce playground rules when appropriate as do class teachers during Circle Times.
- If an EYFS or KS1 child has an accident at playtime which requires attention from staff in the Medical Centre, they will go to the Medical Centre accompanied by a member of staff. If a KS2 child has an accident at playtime which requires attention from staff in the Medical Centre, they will be accompanied by another child and go to the Medical Centre (via the playground at the back of the school). If a child is seriously hurt, Duty Staff will send an emergency red card to staff in the Junior School building, via a child or Teaching Assistant, notifying that they require immediate assistance.
- If a KS2 child needs to use the toilet during playtime they must ask permission from the member of staff on duty and obtain a 'toilet pass'.

### **Supervision to and from Senior School**

- Children in EYFS, Key Stage 1 and in Years 3 and 4 will be supervised by a member of staff when they go to the Senior School site for games and PE lessons, lunch and any other activity where they need to use Senior School facilities. Junior School staff work alongside PE staff to provide this supervision.
- Children in Years 5 and 6 may walk to and from lessons in the Senior School in groups of no less than three.
- When coming back to the Junior School from lunch, children in EYFS and KS1 will be escorted back by a member of staff. Children in Years 3 and 4 will wait until a member of staff has finished in the Dining Hall and will then walk back to the Junior School in a group accompanied by that member of staff. Children in Years 5 and 6 may walk back to the Dining Hall in groups of no less than 3. All the children have been informed of these procedures.
- All children in the Junior School who attend peripatetic music lessons in the Senior School will be collected and brought back to the Junior School by the music teacher.

### **Illness**

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In the Junior School, if a child is taken ill during the course of the school day he/she is sent to the Medical Centre, with an adult if the child is in EYFS or KS1 and with another child if the child is in Key Stage 2. The children in Years 5 and 6 must walk to the Medical Centre via the back of the school. The staff in the Medical Centre assess the child and determine whether he/she is to be sent home and will contact parents if the child needs to be collected. The child remains in the Medical Centre until parents/carers arrive. The Junior School Secretary is notified if any child is sent home during the course of the school day, who will in turn inform the relevant class teacher.

### **Attendance and Absences**

The responsibility to ensure that a child attends school regularly is that of the parents or carers. The school office keeps emergency contact telephone numbers. Parents/carers are asked to contact the school office on the first day of absence. Where an unexplained absence does occur and it proves impossible to make contact with the home, Social Services and Educational Welfare may be informed. Children are not allowed off site during school hours unless parents/carers notify the Head Teacher. Parents/carers must sign their child out from the school office and the child is collected by the Junior School Secretary from the classroom.

### **Late collection from School**

If parents are late collecting their child without previous notification given to the school, the Junior School Secretary will contact the parents concerned to ascertain their whereabouts and what time they will be at school to collect their child.

If the children are in EYFS or KS1 they will usually wait to be collected in the classroom with their class teacher.

Key Stage 2 staff patrol the car park area at the end of the school day and if any children have not been collected they will be sent to wait outside the Junior School Office.

If the parents have informed us that they are going to be significantly late, the children will attend Extended Day

If Extended Day has finished, and the child has still not been collected and we have had no notification from parents, and the school has had no contact with parents or carers or emergency contacts, Social Services will be notified.

### **Fire procedures**

Teachers must ensure that the children in their class understand the procedures to follow in case of fire. If you have any doubts or queries discuss them with the Head Teacher or Assistant Heads.

### **On discovering a fire**

- i. Activate fire alarm at the nearest break-glass point and evacuate any persons in immediate danger. (Do not attempt to extinguish the fire).
- ii. On hearing the alarm.

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All teachers in charge of classes must evacuate the building, closing doors behind them, in a calm and orderly manner via the shortest safe route, as indicated on the school evacuation map.

Where possible staff should check that buildings are empty but under no circumstances should they place themselves at risk.

- iii. An alternative route should be used if smoke or fire prevent the use of the primary escape route.
- iv. Once outside, take your class to the assembly area (The top tarmac area near the tennis courts). Class teachers collect register from the Junior School Secretary and register their children. Report names of any missing pupil to the Junior School Secretary, who records on fire register sheet. Junior School Secretary passes fire register sheet to Assistant Head/Safety Officer.
- v. In the event of a fire at break or lunchtime, duty teachers must instruct children to proceed to their assembly point. Other staff on the premises should assist their colleagues with this task as soon as possible.
- vi. If the fire is during the night, children will evacuate their dormitories and proceed along the shortest safe routes and as directed, assemble at the designated point for their dormitory.
- vii. Except in a few cases, where common-sense permits, no attempt should be made to control the fire.
- viii. The first essential is to clear the building completely so that the efforts of the fire brigade are not hampered by having to search for missing people.
- ix. The Head Teacher or her designated deputy, together with the Fire Brigade, will decide when it is safe for the children to re-enter the Junior School or when the fire drill shall be terminated. Classes will be dismissed in turn and return to Junior School in an orderly manner.
- x. Unannounced fire drills will take place regularly. A familiarisation fire drill for the benefit of newcomers will take place during the first two weeks of each new academic year.
- xi. Whenever the fire bell rings it must be treated as an emergency.
- xii. A 'what to do in case of fire notice will be positioned adjacent to each call point.'

The efficiency with which the above procedures are carried out may determine whether or not a life is lost.

### **Bomb warning**

The fire alarm may also be sounded in the event of a BOMB SCARE. Standard instructions when there is a telephoned warning are:-

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- Keep the informant talking;
- Ask, repeatedly if necessary, where the bomb is situated and its time of detonation;
- Inform the Head Teacher or designated deputy at once so they may take any further action deemed necessary.

### **Broadmoor Alarm**

The Broadmoor Secure Psychiatric Hospital is situated 3 miles from the school. Each Monday morning at 10.00am the Broadmoor alarm is tested for 1 minute and is clearly audible in the school. Should the alarm sound at any other time, or for longer than one minute during the test period our Broadmoor alert procedures come into action. In brief these are

- i. Pupils stay in class, even at period change unless directed differently by a senior member of staff.
- ii. No outside PE or games
- iii. No Junior School classes to go to the Senior School. Any Junior School classes attending lessons in the Senior School should stay where they are or be escorted back to Junior School by a member of Junior School SMT.

The school is part of a telephone warning system and we receive information about the nature of the alarm. This then allows us to make decisions about how we should operate school for the rest of the day.

There is a full set of instructions in the school procedures handbook.

### **Extended Day**

If children are registered with extended day it is vital that they book themselves in immediately for registration and a light snack. They may then report out to an activity or remain under the supervision of the care staff. When collected by an agreed adult or older sibling, the child must be signed out by the care staff. Access to the extended day area is via the KS1 door.

Extended day care runs from 3.30pm – 6.15pm (and 3.30pm – 5.15pm for Key Stage 1 children).

### **Review**

This Supervision Policy is the responsibility of the Junior School staff and will be reviewed in October 2011.

**Reviewed: 01.11.11**

**Reviewer: H C Donnelly**

***This policy must be reviewed no later than: 01.11.12***